

# Connecticut Interscholastic Athletic Conference



**Handbook  
2013 - 2014**

**30 Realty Drive  
Cheshire, CT 06410**

**Phone (203) 250-1111 Fax (203) 250-1345**

**[www.casciac.org](http://www.casciac.org)**

## CIAC MISSION STATEMENT

**THE CIAC BELIEVES THAT INTERSCHOLASTIC ATHLETIC PROGRAMS AND COMPETITION ARE AN INTEGRAL PART OF A STUDENT'S ACADEMIC, SOCIAL, EMOTIONAL AND PHYSICAL DEVELOPMENT. THE CIAC PROMOTES THE ACADEMIC MISSION OF SCHOOLS AND HONORABLE COMPETITION. AS SUCH, THE CIAC SERVES AS THE REGULATORY AGENCY FOR HIGH SCHOOL INTERSCHOLASTIC ATHLETIC PROGRAMS AND EXISTS TO ASSURE QUALITY EXPERIENCES THAT REFLECT HIGH ETHICAL STANDARDS AND EXPECTATIONS FOR FAIRNESS, EQUITY AND SPORTSMANSHIP FOR ALL STUDENT-ATHLETES AND COACHES. THE CIAC PROVIDES LEADERSHIP AND SUPPORT FOR MEMBER SCHOOLS THROUGH THE VOLUNTARY SERVICES OF DEDICATED SCHOOL ADMINISTRATORS, ATHLETIC DIRECTORS, COACHES AND CONSULTANTS.**

**CONNECTICUT ASSOCIATION OF SCHOOLS**

**CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE**

**HANDBOOK**

**2013-2014**

**30 Realty Drive  
Cheshire, CT 06410  
Telephone (203) 250-1111 / Fax (203) 250-1345  
Web site – [www.casciac.org](http://www.casciac.org)**

**Member of the National Federation of State High School Associations**

**Member of the National Association of Secondary School Principals**

**Member of the New England Council of Secondary Schools**

**Member of the National Middle School Association**

**Member of the Council on Standards for International Educational Travel**

## **ATTENTION**

### **CIAC COMMUNICATION PROTOCOL RULES, REGULATIONS AND INTERPRETATIONS**

CIAC member principals and athletic directors are expected to know, understand and communicate the CIAC rules and regulations to their student-athletes, their parents/guardians and to other appropriate school personnel.

The CIAC Board of Control is the official body charged with the responsibility of interpreting its rules and regulations. The CIAC Executive Director or his/her designee(s) will provide official decisions, where appropriate, specific to the CIAC Code of Eligibility to high school principals, assistant principals and athletic directors only. Interpretation of unusual or complex situations, must be received in writing from a member school principal and may be reviewed by the CIAC Board of Control. Student eligibility inquiries will be referred to the Eligibility Committee for a ruling. Inquiries to the CIAC office from parents, student-athletes, coaches and the public requesting an interpretation of the rules and regulations will be referred back to the member school principal or his/her designee.

Member school principals and athletic directors are encouraged to call the CIAC to seek clarification on any rule or regulation prior to offering an interpretation to student-athletes, parents or others.

Official interpretations can only be offered by the CIAC Board of Control or the executive staff of CIAC. Principals, athletic directors and coaches should only rely on interpretations given by those persons.

## USE OF THIS HANDBOOK

### ORGANIZATION

Before each section is a table of contents for that specific section.

Located in the back of this Handbook is an index which lists by topic each item found in the book.

The use of the table of contents before each section and/or the index in the last portion of the Handbook, should aid the reader in locating information quickly.

There are ten sections and an appendix contained in this Handbook and are listed as follows:

#### Sections

- 1.0 The CIAC Story
- 2.0 CAS Constitution
- 3.0 CIAC By-laws
- 4.0 Athletic Administration
- 5.0 Committees
- 6.0 Eligibility
- 7.0 Fees and Finance
- 8.0 National Federation
- 9.0 Personnel
- 10.0 Seasons Limitations

#### Appendix

- A. Sports Participation Figures
- B. CIAC Rules of Eligibility  
Athletes' Rights of Due Process  
Confidentiality
- C. Transfer Waiver Form
- D. Eligibility Protest Form
- E. Forfeit Form
- F. Recruitment – Compliance Form
- G. Cooperative Team Application
- H. Out-of-State Games Reporting Form
- I. Concussion and Head Injury
- J. Grievance Procedures for Section 504 of the Rehabilitation Act of 1973



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Director, CT Coaching Education Program  
CIAC, CAAD, CHSCA

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The C.I.A.C. is an Equal Opportunity Employer

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**Additional Copies of Handbook**

Additional copies of this Handbook in limited numbers may be secured by writing the Executive Director, 30 Realty Drive, Cheshire, CT 06410. Remittance in the amount of \$15.00 for each copy picked up at the CIAC office; \$17.00 for each copy mailed out should be enclosed.

Schools have found that furnishing a copy of the Handbook to coaches is a great help in providing eligibility information and in securing a better understanding of the Connecticut Interscholastic Athletic Conference policies.

## 1.0 THE CIAC STORY

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## **1.0 CIAC STORY**

### **1.1 WHOM TO SPEAK TO IN THE CENTRAL OFFICE**

Financial Matters --	Dr. Niehoff, Mrs. Novicelli
Bulletin, Website --	Mrs. Packtor, Mr. Fischer, Mr. Cookson
CIAC, CIAC Handbook, Record Book --	Dr. Niehoff, Mr. Hoey, Mr. Tonelli, Dr. Lehr
Special Programs, Banquets, Conferences --	Mrs. Packtor
Tournament Forms, Deadlines --	Mrs. Sylvester
Tournament Regulations --	Mr. Hoey, Mr. Tonelli, Dr. Lehr
Tickets --	Dr. Lehr
Rulebooks --	Mrs. Smith
Eligibility Questions --	Dr. Niehoff, Mr. Hoey, Mr. Tonelli, Dr. Lehr
Unified Sports Questions --	Mr. Pear, Mr. Synnott, Mr. Bragg, Mrs. Rasmussen
CIAC Officials' Association --	Mr. Tonelli
Coaches Certification & Recertification --	Mr. Balsamo, Dr. Niehoff, Mr. Hoey
Athletic Program Evaluation --	Mr. Hoey, Dr. Lehr
Marketing and Corporate Sponsorships --	Mrs. Ford
Media --	Mr. Cookson, Mrs. Ford, Mr. Fischer

### **CIAC STAFF – COMMITTEE RESPONSIBILITIES**

Paul Hoey --	Baseball – B/G Basketball – Football – B/G Golf – B/G Soccer – Officials Committee – Cooperative Team – Sportsmanship – Eligibility Review Board – Liaison to CIAC Board of Control – CIAC Board Hearings – Scholar-Athlete Banquet – Athletic Program Evaluation
Joe Tonelli --	B/G Cross Country – Field Hockey – Ice Hockey – B/G Lacrosse – B/G Indoor Track – B/G Outdoor Track – Seasons Limitations – New AD Workshop – CIAC Officials Association Advisory Board, Transgender Questions
Bob Lehr --	Gymnastics – Softball – B/G Swimming – B/G Tennis – B/G Volleyball – Wrestling – Sanctioning – Chemical Health – Athletic Program Evaluation – Bowling

### **1.2 WHAT IS THE CIAC?**

The Connecticut Interscholastic Athletic Conference is a private, non-profit corporation organized to direct and control both boys and girls athletics in the secondary schools of Connecticut. The Conference is administered on a daily basis by an Executive Director and the assistants, plus an office support staff. The CIAC is the only Association which governs interscholastic athletic programs for secondary schools in Connecticut. It has serviced its membership since 1921.

### **1.4 WHAT ARE THE PURPOSES OF THE CIAC**

Interscholastic athletics for both boys and girls in Connecticut are considered to be an integral segment of the total educational program. It goes without saying that they should supplement, rather than serve as a substitute for, the traditional physical education and intramural programs in our member schools. The purposes of the organization are:



## **1.0 CIAC STORY**

1. To supervise, direct and control interscholastic athletics in Connecticut so that they make the maximum contribution to the physical, mental, emotional, social and moral growth of member school participants.
2. To administer specific athletic programs by means of a constitution, by-laws, tournament regulations and efficient organization.
3. To establish the responsibility for the administration of CIAC-controlled interscholastic athletics and to carry out this responsibility within the letter and spirit of the rules.
4. To develop intelligent recognition of the proper place of interscholastic athletics in the education of our youth.
5. To nurture more cordial relationships among member schools, coaches and officials by encouraging optimum standards of sportsmanship and citizenship.
6. To offer a program of interscholastic athletics that will provide for equitable competition among schools.

### **1.3.a. CIAC MISSION STATEMENT**

The CIAC believes that interscholastic athletic programs and competition are an integral part of a student's academic, social, emotional and physical development. The CIAC promotes the academic mission of schools and honorable competition. As such, the CIAC serves as the regulatory agency for high school interscholastic athletic programs and exists to assure quality experiences that reflect high ethical standards and expectations for fairness, equity and sportsmanship for all student-athletes and coaches. The CIAC provides leadership and support for member schools through the voluntary services of dedicated school administrators, athletic directors, coaches and consultants.

### **1.3.b. WHO MAY JOIN THE CIAC?**

The CIAC is open to any public school whose application by the Chief Officer of the School District certifies that the school meets the statutory and regulatory requirements of the State Board of Education, and any non-public school which has been approved by the State Board of Education according to the Board's "Criteria and Procedures for Non-Public School Approval". All potential new members must complete the application for membership.

### **1.3.c. HOW IS THE CIAC GOVERNED?**

The CIAC is governed by a Board of Control which is comprised of five officers, six representatives – two from each of three classifications of schools – three members of the Eligibility Committee and one assistant principal at-large. The Board meets monthly during the school year.

## **1.0 CIAC STORY**

### **1.3.d. HOW MANY SCHOOLS BELONG?**

Currently one hundred eighty-eight (188) secondary schools enjoy membership in the CIAC. One hundred eighty-six (186) middle level schools are accorded associate membership status. Middle level school participation in interscholastic athletics has increased rapidly in the past few years as more and more schools discover the value of competition.

### **1.4 MEMBERSHIP BENEFITS**

Membership in the CIAC entitles a school to schedule games with other regular members; to stage high school invitational tournaments under the sanction of the CIAC; to enter post-season championship playoffs in the 27 CIAC approved sports, and to receive all of the services rendered by the CIAC office.

Each member school has the responsibility of knowing and adhering to all CIAC rules and regulations and administering its athletic programs according to those rules. Schools or leagues may make rules more restrictive than those of CIAC but may not relax CIAC requirements.

### **1.5 HOW FUNDS ARE DERIVED AND EXPENDED IN THE CAS-CIAC OPERATION**

Each member school pays dues to CAS based on school classification. Currently, dues are \$4,610 per CIAC member school, \$675 per middle level school and CAS only schools. Elementary school dues are \$200.

In addition, the CIAC meets some of its expenses through the sale of tickets to tournament contests as well as by the assessment of entry fees on schools for participation in various tournaments.

### **1.6 WHAT VALUES MAY BE DERIVED FROM PARTICIPATION IN CIAC PROGRAMS?**

An athlete who participates in the CIAC interscholastic sports program of post-season playoffs and sanctioned invitational competition has an opportunity to complement his/her academic education through association with his/her peers in a well-organized and regulated program which promotes physical fitness.

In addition, the athlete learns the value of good sportsmanship and citizenship and gains self-reliance and understanding of the necessity for self-discipline and hard work to attain success.

Here are some reasons most commonly offered in support of interscholastic athletics from a survey by the National Association of Secondary School Principals:

1. Interscholastic athletics develop good school competition.
2. Under proper auspices, they provide wholesome competition.
3. They teach the value of sportsmanship and teamwork.
4. They emphasize desirable social conduct and social adjustment.
5. They promote pupil interest in school life.
6. They provide an outlet for abundant energy.

## 1.0 CIAC STORY

### 1.7 WHAT ARE THE CIAC-CONTROLLED SPORTS?

#### BOYS

##### Fall

Cross Country  
Football  
Soccer

##### Winter

Basketball  
Ice Hockey  
Indoor Track  
Swimming  
Wrestling

##### Spring

Baseball  
Golf  
Lacrosse  
Outdoor Track  
Tennis  
Volleyball

#### GIRLS

Cross Country  
Field Hockey  
Soccer  
Swimming  
Volleyball

Basketball  
Gymnastics  
Indoor Track

Golf  
Lacrosse  
Softball  
Tennis  
Outdoor Track

### 1.8 WHAT SERVICES DOES THE CIAC PROVIDE?

PROTECTS and safeguards the welfare of the athlete through the enforcement of eligibility and tournament regulations.

CONDUCTS athletic program evaluations for member schools.

EMPLOYS tournament directors for 27 tournament sports whose responsibility it is to properly administer and supervise the operation of CIAC tournaments.

PROVIDES rule books to schools and officials associations in all sports in which high school rule books are published.

PUBLISHES a BULLETIN of CAS-CIAC activities including minutes of all meetings and news of official CIAC functions.

PURCHASES awards which are given to teams and schools which earn CIAC championships and runner-up positions and to individuals who place highly in CIAC sports championships.

REGULATES and controls tournaments and meets; promotes good rapport between schools; sanctions international, national and regional sports competition.

MAINTAINS membership and works actively with the following organizations: New England Athletic Council, AAU, Connecticut Association of Health, Physical Education and Recreation; New England Lawn Tennis Association; Connecticut High School Coaches Association; Connecticut Association of Athletic Directors; CIAC Officials' Association; Connecticut Medical Society; Connecticut Association of Boards of Education; Connecticut Association of Public School Superintendents; all of the Connecticut officials groups; the National Federation of State High School Associations; the National Association of Secondary School Principals; and the National Middle School Association.

CONDUCTS championship playoffs in 27 controlled sports for boys and girls.

## 1.0 CIAC STORY

### 1.9 CHANGES TO CIAC BY-LAWS (Changes in *bold italics*) (As approved at the Annual Meeting on May 9, 2013)

#### #1 – Article III (Membership) / Section A.

Explanation of Change: The proposed change prevents member schools from picking and choosing the CIAC sports in which they wish to participate.

#### Article III – Membership – Section A.

Section A. Any general member of the Connecticut Association of Schools, Inc. as defined in Article III, Section A.1. of the CAS Constitution shall, upon approval of additional application and payment of additional dues and assessments levied by the Association for such purposes, be admitted into membership in the Connecticut Interscholastic Athletic Conference, Inc. (CIAC).

***CIAC member school must participate in all CIAC-sponsored sports that are offered by the member school. Failure to comply may result in action by the CIAC Board of Control including termination of membership or appropriate action as determined by the Board.***

Rational for Change: At present, no specific language exists in the CIAC by-laws or regulations that stipulate that, as a condition of membership, a school must participate in all CIAC-sponsored sports that the member school offers. This language protects the association from schools picking and choosing the CIAC sports in which it wishes to participate. It has been a long-standing expectation that a school will be a member in all sports and this language clarifies that expectation.

#### #2 – Article VII (Tournaments, Meets and Games) / Section B.3.

Explanation of Change: The proposed change identifies make-up games as an allowable exception to the rule prohibiting athletic contests on Sundays.

#### Article VII (Tournaments, Meets and Games) – Section B.3.

Section B. CIAC Member Schools MAY NOT Participate in Any of the Following Tournaments, Meets and Games:

3. Tournaments, meets and games played on Sundays, either home or away, **EXCEPT** that the CIAC Board of Control, upon request from a sport committee, may grant permission on a case-by-case basis to pre-schedule the final game of a state tournament when the site necessary to conduct the championship is only available on a Sunday. This exception is limited to the final game only in a sport championship and is not extended to any regular season game, league tournament or event nor any other student activity. ***Further, the Board approves the use of Sundays after 12:30 p.m. for make-up games in all sports upon the mutual agreement of both schools.***

Rationale for Change: Due to the very unusual weather patterns we have been experiencing, we have been allowing the use of Sundays for make-up games as we near the end of a season. In order to complete their schedule, schools play an inordinate number of make-up games in a short period of time in addition to their scheduled games. Having Sundays as an available option allows the rescheduling of make-up games in a more prudent manner.

## 1.0 CIAC STORY

### #3 – Article VII (Tournaments, Meets and Games) / Section A.4.

Explanation of Change: The proposed change increases (from 2 to 3) the number of days in which an “unattached” athlete can participate in outside competitions during the regular season.

#### Article VII (Tournaments, Meets and Games) – Section A.4.

Section A. CIAC Member Schools MAY ENTER the Following Tournaments, Meets and Games When:

4. Member schools permit athletes to participate “unattached” and where selection for participation is based on performance of an individual, and when such competition is limited to ~~two calendar days of which only one is on a school day~~ ***a maximum of three (3) days.***

Rationale for Change: Previous language prohibited student-athletes from entering competitions that were more than two days in length, and only one of those days could have been a school day. Elite level student-athletes would have been forced to choose between competing in a high level competition or with their high school team. By extending the permissible number of days of competition to three, student-athletes would be able to compete in an event that is important to them while still maintaining eligibility on their high school team.

### #4 – Article XII (In-Season / Out-of-Season Rules) / Section 1.1.a. (In season rules)

Explanation of Change: The proposed changes empower the school administration to determine whether or not a student-athlete would be permitted to compete in a non-school contest as an “unattached” competitor.

#### Article XII – In Season / Out-of-Season Rules – 1.1 Individual and Team Sports – Select Sports (Only)

6. Athletes will not miss any CIAC-sponsored tournament contest for which he/she is eligible unless excused by the CIAC Board of Control. It is the philosophy of the conference that student-athletes owe loyalty to their school and team. ***During the regular season, the school administration will make the determination as to whether a student-athlete may be excused from a contest to attend an event as an “unattached” competitor.***

Rationale for Change: As a corollary to change #3, this proposed revision gives the school administration the authority to determine whether or not a student-athlete would be permitted to compete in a non-school contest as an “unattached” competitor during the regular season. Language would remain in place regarding procedures for CIAC tournaments – i.e. only the Board of Control would be able to permit a student-athlete to compete in an outside competition as an “unattached” competitor during the CIAC tournament season.

### #5 – Article XI (Cooperative Team Sponsorship) / Sections 1-3

Explanation of Change: The proposed change allows more than three schools to form a cooperative team in any sport.

#### Article XI – Cooperative Team Sponsorship

The CIAC Board of Control shall have the authority to approve the formation of cooperative athletic teams of two, but ~~no more than three~~ ***or more*** member high schools under the following conditions:

## 1.0 CIAC STORY

1. The determination of the proper set of circumstances which will allow **multiple** ~~two or three (but not more than three)~~ schools to form a cooperative team will depend significantly on the issue of competitor displacement. When the CIAC believes that a cooperative arrangement will cause an unreasonable displacement of potential competitors from one of the schools, the request to form a cooperative will be denied. Schools having sufficient numbers of competitors are advised not to request the formation of a cooperative team in that sport. It is only when two, ~~but no more than three~~ **or more** schools are experiencing difficulty in obtaining the desired number of competitors to form a team that the request for a cooperative team should be initiated. Cooperative teams may not be formed for financial reasons.
2. Cooperative teams will not be permitted to add ~~a third~~ **teams** if the total number of players on the existing co-op team exceeds the maximum determined limit in each sport. Co-op programs exist until they have finished the phase-out period of if the agreement between the schools involved ceased for at least one full season.
3. ~~Three~~ **Multiple** team cooperative programs cannot exceed two (2) times the maximum determined limit in each sport.

Rationale for Change: The requested change, to allow more than three schools to form a cooperative team, was precipitated by an issue in ice hockey; however, it will apply to all team sports. A cooperative team can consist of more than three teams as long as no one team exceeds the maximum number of allowed participants and no combination of players exceeds two times the maximum allowed. Allowing more schools to join a cooperative program, as long as the maximum numbers are not exceeded, meets the original intent of the cooperative team program – to allow as many students to participate in a sport a school would not otherwise be able to offer.

### #6 – Article XI (Cooperative Team Sponsorship) / Individual Sports Participation Limits

Explanation of Change: The proposed change allows schools to use either their grades 9-12 or grades 10-12 enrollment when they apply or re-apply for a cooperative team.

#### Article XI – Cooperative Team Sponsorship

##### Individual Sport Participation Limits

<u>Fall Sports</u> (9-12)/(10-12)	<u>Winter Sports</u> (9-12)/(10-12)	<u>Spring Sports</u> (9-12)/(10-12)
Cross Country... 5 / 4	Basketball ..... 8 / 6	Baseball ..... 14 / 10
Field Hockey .... 16/11	Gymnastics ..... 3 / 2	Golf ..... 4 / 3
Football ..... 32 / 25	Ice Hockey ..... 15 / 10	Lacrosse ..... 16 / 11
Soccer ..... 16 / 11	B. Swimming.... 14 / 10	Outdoor Track.. 14 / 10
G. Swimming.... 14 / 10	Indoor Track .... 10 / 7	Softball..... 14 / 10
G. Volleyball.... 10 / 7	Wrestling ..... 13 / 9	Tennis ..... 7 / 5
		B. Volleyball... 10 / 7

Rationale for Change: The option to use either grade 9-12 or grade 10-12 enrollment was allowed in the sport of football three years ago and we are now proposing that the option be applied to all sports. It is the intention of the Cooperative Team Committee to recommend, after a three-year period, that only 10-12 enrollments be used. This will allow the committee to base its decisions to grant cooperative status on accurate enrollment data based upon the eligibility list submitted by the school(s). The formula used to establish appropriate participation figures based upon 10-12 enrollments is as follows:

## 1.0 CIAC STORY

<u>Current limit based on 9-12 enrollment</u>	<u>Reduction (allowing for elimination of freshmen)</u>
15-16	-5
13-14	-4
10-12	-3
7-9	-2
2-5	-1

### #7 – Article IX (Rules of Eligibility) / Section B. (Transgender Participation)

Explanation of Change: The proposed language will replace the existing language governing the eligibility of transgender students to participate in interscholastic athletics.

*The CIAC is committed to providing transgender student-athletes with equal opportunities to participate in CIAC athletic programs consistent with their gender identity. Hence, this policy addresses eligibility determinations for students who have a gender identity that is different from the gender listed on their official birth certificates. The CIAC has concluded that it would be fundamentally unjust and contrary to applicable state and federal law to preclude a student from participation on a gender specific sports team that is consistent with the public gender identity of that student for all other purposes. Therefore, for purposes of sports participation, the CIAC shall defer to the determination of the student and his or her local school regarding gender identification. In this regard, the school district shall determine a student's eligibility to participate in a CIAC gender specific sports team based on the gender identification of that student in current school records and daily life activities in the school and community at the time that sports eligibility is determined for a particular season. Accordingly, when a school district submits a roster to the CIAC, it is verifying that it has determined that the students listed on a gender specific sports team are entitled to participate on that team due to their gender identity and that the school district has determined that the expression of the student's gender identity is bona fide and not for the purpose of gaining an unfair advantage in competitive athletics. Students who wish to participate on a CIAC gender specific sports team that is different from the gender identity listed on the students' current school records are advised to address the gender identification issue with the local school district well in advance of the deadline for athletic eligibility determinations for a current sports season. Students should not be permitted to participate in practices or to try out for gender specific sports teams that are different from their publicly identified gender identity at that time or to try out simultaneously for CIAC sports teams of both genders. Nothing in this policy shall be read to entitle a student to selection to any particular team or to permit a student to transfer from one gender specific team to a team of a different gender during a sports season. In addition, the CIAC shall expect that, as a general matter, after the issue of gender identity has been addressed by the student and the school district, the determination shall remain consistent for the remainder of the student's high school sports eligibility. The CIAC has concluded that this criteria is sufficient to preclude the likelihood that a student will claim a particular gender identity for the purpose of gaining a perceived advantage in athletic competition.*

Rationale for Change: Given the recently released guidelines from the Connecticut Safe Schools Coalition concerning compliance with Connecticut's non-discrimination law, Public Act No. 11-55, the Board felt it was appropriate to update its regulation regarding transgender students. The new language was drafted in collaboration with an attorney following extensive legal research and review.



## **1.0 CIAC STORY**

### **1.10 CONNECTICUT ASSOCIATION OF BOARDS OF EDUCATION ENDORSEMENT OF CIAC (Voted CABE Board of Directors March 30, 1998)**

The Connecticut Association of Boards of Education endorses CIAC's authority to determine eligibility for interscholastic athletics.

### **1.11 CONNECTICUT HIGH SCHOOL COACHES ASSOCIATION'S ENDORSEMENT OF CIAC AS THE REGULATORY AGENCY (Voted CHSCA Board of Directors October 1993)**

The Connecticut High School Coaches Association states its unequivocal support and endorsement of the Connecticut Interscholastic Athletic Conference as the only agency that should regulate the athletic programs of schools in Connecticut. CHSCA recognizes the positive relationships that have existed for years between the two groups. CIAC is assured that its collective voice will be heard. We may continue to have different philosophical views. However, it should be most clear that any non-school related agency could not possibly serve the needs and interest of school athletics in the state. Although, unfortunately, there is a very small number of individuals who sometimes publicly criticize the actions of CIAC, the great majority of coaches realize that CIAC actions result for the most part on recommendations from sport committees, which include representation from coaches. CHSCA stands ready to utilize its statewide network of coaches to assist in the CIAC meeting any and all challenges from its regulatory function of school athletics in the state of Connecticut.

### **1.12 CONNECTICUT ASSOCIATION OF PUBLIC SCHOOLS SUPERINTENDENTS ENDORSEMENT OF CIAC – POSITION STATEMENT (Adopted CAPSS February 6, 1998)**

1. Superintendents must not permit or endorse any change in CIAC rules and regulations which would compromise either the organization's eligibility standards for student participation in athletics or the CIAC's ability to monitor the application of those rules and regulations.
2. CIAC eligibility requirements are monitored through the organization's designated member schools. Membership is based upon an institutional recognition by CIAC, including private schools approved by the State Department of Education.
3. Eligibility to participate in interscholastic athletics is not to be extended to any student whose program is not under the direct supervision of a CIAC member school.
4. Any participation in interscholastic athletics at the local district level must be governed by what is permitted under CIAC eligibility standards and the enforcement/monitoring of those standards.
5. Participation in interscholastic athletics has been and is limited to those students registered in the member schools/school districts. These students must follow all existing school practices as stated in Board of Education policy/regulations and the schools' student handbooks. This requirement is in the best interest of the students of Connecticut.

## **1.0 CIAC STORY**

### **1.13 CONNECTICUT ASSOCIATION OF ATHLETIC DIRECTORS ENDORSEMENT OF CIAC (Adopted CAAD Board May 7, 2001)**

The Connecticut Association of Athletic Directors (CAAD) endorses the Connecticut Interscholastic Athletic Conference (CIAC) as the sole regulatory body for interscholastic athletics in Connecticut. Throughout the decades of the previous century, the CIAC demonstrated the principle that it espouses in its mission statement; namely, the promotion of interscholastic athletics in a manner that assures quality experiences for all concerned. The twenty-first century will see many changes in interscholastic athletics in our nation, including significant changes in Connecticut. It is the CIAC that is best qualified to manage those changes. CAAD joins with the CIAC in its intention to offer programs and contests that demonstrate high ethical standards, fairness, and sportsmanship for Connecticut's student-athletes and coaches; therefore, this endorsement is offered without qualification.

**THE CONNECTICUT ASSOCIATION OF SCHOOLS, INCORPORATED**  
**“SERVING SCHOOLS AND PRINCIPALS”**  
**30 Realty Drive, Cheshire, Connecticut 06410**  
**Telephone (203) 250-1111 / Fax (203) 250-1345**  
**Web site: [www.casciac.org](http://www.casciac.org)**

## **ARTICLES OF INCORPORATION**

### **CONSTITUTION**

**2013-14**

**CAS Mission Statement:**

**The Connecticut Association of Schools provides exemplary programs and services that promote excellence in the education of all children.**

**Amended and Restated  
Articles of Incorporation and Bylaws of  
The Connecticut Association of Schools, Inc.**

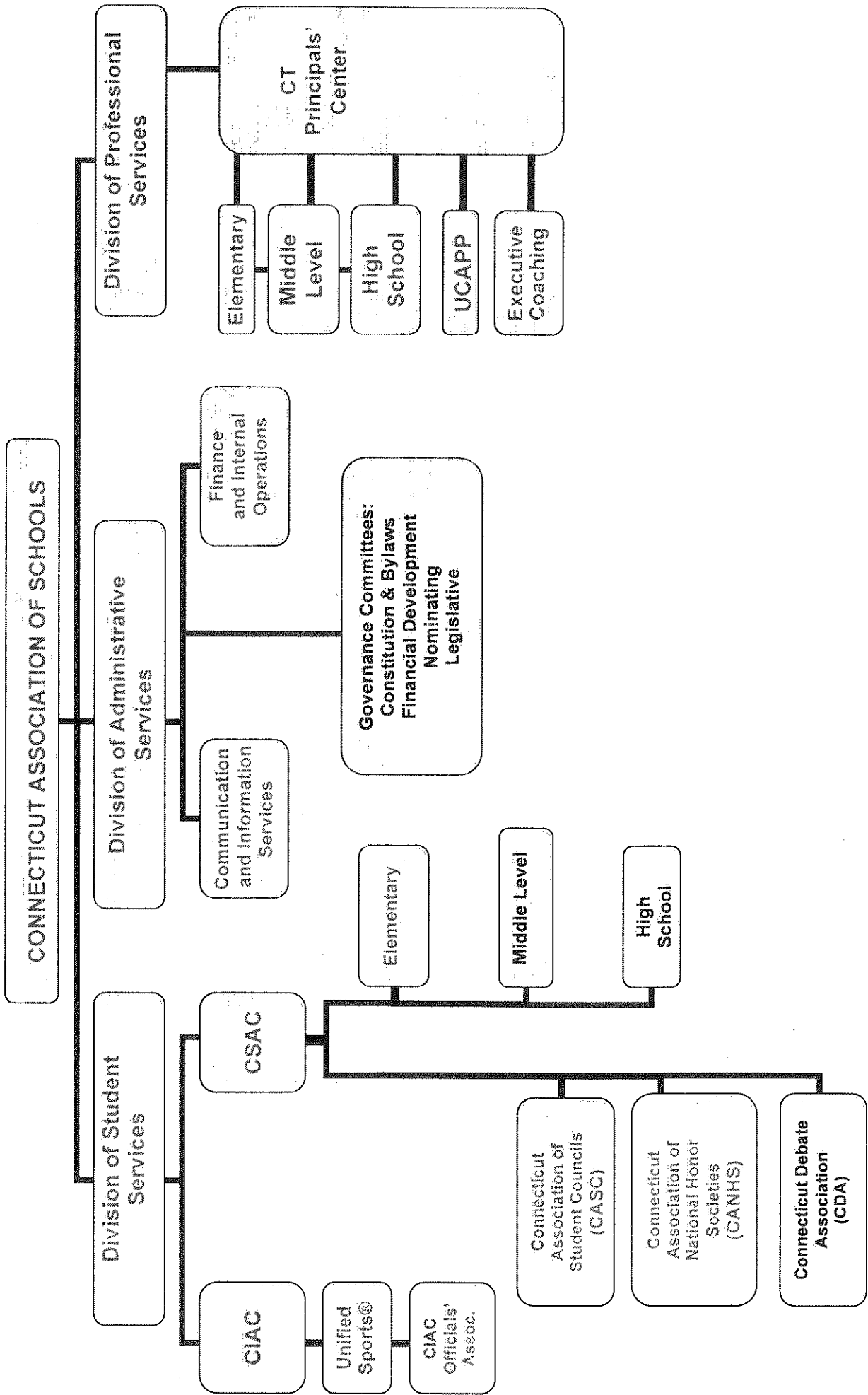
**Revised 5/9/13**

## 2.0 CAS CONSTITUTION

### THE CONNECTICUT ASSOCIATION OF SCHOOLS CONSTITUTION

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# Connecticut Association of Schools Organizational Chart



## **2.0 CONSTITUTION**

### **ARTICLE I – NAME**

The name of this corporation shall be The Connecticut Association of Schools, Inc. (CAS). The Constitution of the Connecticut Association of Schools, Inc., as here amended shall be deemed the Article of Incorporation of the Corporation.

### **ARTICLE II – PURPOSE**

**Section A.** The nature of the activities to be conducted and the purposes to be promoted or carried out by the Association shall be exclusively charitable, scientific, and educational within the meaning of Section 501( c )( 3) of the Internal Revenue Code of 1986 (the “Code”), as the same may be amended from time to time, and shall include the following:

1. To advocate for and further the interests of elementary, middle level and high school education through cooperative action; to promote strong educational leadership; to provide leadership for member schools in the areas of curriculum, staff improvement and student learning; to encourage and facilitate worthwhile activities and useful learning experiences for Connecticut youth and recognize and celebrate excellence among students, teachers, administrators, and schools; and, to maintain, through appropriate activities, associations, committees, boards of control and properly established organizations of this Association, effective supervision and uniform regulation and control of all inter-school student programs.
2. To engage in any lawful act or activity for which a corporation may be organized under the Non-Stock Corporation Act of the State of Connecticut.

**Section B.** The Association is non-profit and shall be a non-stock corporation under the Non-Stock Corporation Act of the State of Connecticut.

### **ARTICLE III – MEMBERSHIP**

#### **Section A. Classes of Membership**

##### **1. Class I Institutional Members**

Any public or non-public elementary, middle level or high school which is approved by the State Board of Education for certification and tuition purposes. Upon approval of its application for membership and payment of dues and assessments established for the purpose, such school shall be admitted to general membership in the Connecticut Association of Schools, provided however, that membership in the Connecticut Interscholastic Athletic Conference (CIAC), while a board of control within the Connecticut Association of Schools, shall be considered separate, requiring an additional application and payment of additional dues and assessments levied by the Connecticut Association of Schools for such membership.

No school may be considered for membership in the Connecticut Interscholastic Athletic Conference (CIAC) which has not been admitted to general membership in the Connecticut Association of Schools Inc.

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Principals and assistant principals of member schools shall by virtue of such membership be eligible for membership in one of the three membership levels (elementary, middle and high) within the Connecticut Association of Schools as well as the CAS Principals' Center and shall be eligible for appointment to membership on boards and committees of the Connecticut Association of Schools except as otherwise stipulated in this Constitution.

### 2. **Class II Members**

The sole Class II member shall be the Connecticut Schools Corporation or its successor organization. The Class II member shall have the right to vote on amendments to the Constitution and on all fundamental changes of the Connecticut Association of Schools, Inc.

### 3. **Associate Individual Member**

The following shall be eligible for non-voting, associate individual membership and may be appointed to committees as non-voting consultants:

- a. Principals of non-member schools which would qualify for institutional membership under Article III, Section A.
- b. Administrative assistants concerned primarily with Connecticut elementary, middle level or secondary education.
- c. Members of departments of education in Connecticut colleges and universities.
- d. Members of the State Department of Education having direct involvement in elementary, middle level or secondary education.
- e. Honorary members as elected by the Connecticut Association of Schools.
- f. Retired principals or assistant principals.
- g. Aspiring principals enrolled in graduate programs in school administration and/or teachers holding administrative certification.

### 4. **Associate Institutional Members**

Any public or non-public elementary, middle or high school which is approved by the state board of education for certification and tuition purposes shall be eligible for non-voting associate institutional membership. Upon approval of its application for membership and payment of dues and assessments established for the purpose, such school shall be admitted to limited membership in the Connecticut Association of Schools. Participation for principals, assistant principals and teachers from Associate Institutional Member Schools shall be limited to:

- a. CAS professional development workshops, conferences and seminars at member rates;
- b. CAS committee appointments



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### **5. Life Member**

Any principal of a member school or any associate individual member may be granted non-voting life membership upon retirement by vote of the Legislative Body or by two-thirds vote of the Board of Directors of the Connecticut Association of Schools.

### **Section B. Admission to Membership**

Schools shall be admitted to membership by a majority vote of either the Board of Directors of the Connecticut Association of Schools or the Legislative Body.

### **Section C. Termination of Membership**

A member school may resign from the Connecticut Association of Schools by submission to the president of written intention to do so.

### **Section D. Legal Action**

#### **1. Legal Action Against the Association by a Member School**

Any institutional or associate individual member which initiates legal action to overturn, stay or enjoin the final and binding decision of the Board of Directors of the Connecticut Association of Schools, and is subsequently unsuccessful in seeking such an award will be liable for all costs and attorneys' fees incurred by the Connecticut Association of Schools in defending against such action. Further, should the Connecticut Association of Schools be forced to initiate legal action to collect the aforementioned costs and attorneys' fees, the institutional or individual associate member shall be additionally liable for the Connecticut Association of Schools costs and attorneys' fees resulting from the collection action.

#### **2. Legal Expenses Incurred by the Association in Due Process Proceedings**

Any institutional or individual associate member which, in the exercise of due process, employs legal counsel to initiate and/or conduct hearing procedures which then require a board of control or the Board of Directors of the Connecticut Association of Schools to engage legal counsel to assist in or moderate procedures or to defend an action of a board of control or the Board of Directors of the Connecticut Association of Schools, and is subsequently unsuccessful in its attempt to overturn, alter or stay a ruling of a board or association, shall be liable for all costs and attorneys' fees incurred by an association or board in the matter at issue. Further, should the Connecticut Association of Schools be forced to initiate legal action to collect the aforementioned costs and attorneys' fees, the institutional or individual associate member shall be additionally liable for the Connecticut Association of Schools costs and attorneys' fees resulting from the collection action. Notwithstanding other costs as otherwise described in this article, no student or legal guardian shall be assessed any legal fees or costs incurred by the Board of Directors of the Connecticut Association of Schools or a board of control for any appeal Initiated by and processed by an individual student or individual legal guardian.

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### Section E. The BULLETIN the Official Organ of the Connecticut Association of Schools

The Board of Directors, through the central office of the Connecticut Association of Schools, shall cause to be prepared periodically through the school year and distributed to both institutional and individual associate members of the Connecticut Association of Schools, and to other recipients as determined by the Board of Directors, an official publication of the Connecticut Association of Schools which shall be known as THE BULLETIN, subscription to which shall be a benefit of membership.

## ARTICLE IV – ORGANIZATION

### Section A. Governance Structure

The Connecticut Association of Schools shall be comprised of three divisions: Division of Student Services, Division of Administrative Services, and Division of Professional Services. Each division shall be comprised of various boards, committees and/or associations which perform those duties and responsibilities necessary to carry out the objectives of the division. These divisions shall be governed by boards of control which, in turn, shall be governed by the Board of Directors of the Connecticut Association of Schools.

#### 1. Division of Student Services

- a. **Purpose.** The Division of Student Services shall be responsible for all programs and activities which directly serve and/or further the interests of member school students. Such programs and activities include, among others, interscholastic athletics, non-athletic student activities, leadership and educational programs, and recognition programs.
- b. **Composition.** The Division of Student Services shall be comprised of the Connecticut Interscholastic Athletic Conference and the Connecticut Student Activities Conference which, in turn, shall be comprised of and work in conjunction with various boards, committees and/or associations which perform those duties and responsibilities necessary to carry out the objectives of the division.

#### 2. Division of Administrative Services

- a. **Purpose.** The Division of Administrative Services shall encompass all those activities and services which are necessary for the overall operation of the Connecticut Association of Schools but which do not directly relate to student or professional development services. Such activities and services shall include, among others, communications and publications; internal operations; financial development; and governance and legislative activities.
- b. **Composition.** The Division of Administrative Services shall include Communication and Information Services; Finance and Internal Operations, the Financial Development Committee; the Legislative Committee, and the various governance committees of the Association.

#### 3. Division of Professional Services

- a. **Purpose.** The Division of Professional Services shall encompass all those activities and services which are designed for the specific purpose of meeting the professional needs of school principals, assistant principals and aspiring administrators.

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- b. **Composition.** The Division of Professional Services shall be comprised of the Principals' Center Board of Control and the elementary, middle and high school boards of control which, in turn, shall be comprised of and work in conjunction with various boards, committees and/or associations which perform those duties and responsibilities necessary to carry out the objectives of the division.

### Section B. Officers of the Connecticut Association of Schools

#### 1. Positions

The officers of the Connecticut Association of Schools shall be as follows:

- President
- President-elect
- Secretary-Treasurer
- Vice President representing Elementary Schools
- Vice President representing Middle Schools
- Vice President representing High Schools

These officers shall be recommended by the Nominating Committee and elected by the Legislative Body. Each such officer shall be the principal of an institutional member school.

#### 2. Terms of Office

The term of office of the president, president-elect and vice presidents shall be one year. No person shall serve as president or president-elect for more than two consecutive terms of one year each. In no event shall the total amount of service by one individual serving as a vice president exceed ten consecutive years. The terms of office shall be from July 1 through June 30 of the following year, or until their successors have been duly qualified for office. The term of office for the position of CAS Secretary-Treasurer shall be two (2) years. The individual serving as Secretary-Treasurer is eligible to serve three consecutive two-year terms.

#### 3. Duties

**President.** The president shall preside at all meetings of the Legislative Body and of the Board of Directors of the Connecticut Association of Schools, sit ex-officio on all committees and boards, call the annual and special meetings as needed, and otherwise perform the duties usually performed by presiding officers.

**President-elect.** The president-elect shall assume the duties of the president in his/her absence and perform such duties as may be delegated by the president.

**Secretary-Treasurer.** The secretary-treasurer shall keep records of all meetings, conduct correspondence and prepare records as he/she may be instructed. The secretary-treasurer shall also be responsible for the receipt and deposit of all association funds and the payment of all approved Connecticut Association of Schools obligations. He/she shall receive all financial statements and revenues from the boards of control and submit such audited reports as may be required of him/her by the board of directors of the Connecticut Association of Schools.

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- a. An assistant treasurer may be chosen by each board of control. He/she shall be responsible for the management of all income and expenses of activities approved by the board of directors of the Connecticut Association of Schools until such time as the activity has been completed. At that time a financial statement and all funds shall be deposited with the treasurer of the Connecticut Association of Schools. The assistant treasurer is not an officer of the Connecticut Association of Schools.
- b. Any funds appropriated for the use of any board of control or committee in carrying out its functions shall be processed in a manner determined by the board of directors of the Connecticut Association of Schools.

**Vice President.** The vice presidents, along with each of the other officers, shall serve as members of the executive committee of the Connecticut Association of Schools. As such, they shall make annual budget recommendations to the CAS Board of Directors which will be based upon careful consideration of the operational and organizational needs of the Connecticut Association of Schools as well as each board of control. Members of the executive committee shall also be responsible for working with the executive director to establish goals and objectives and to set financial and programmatic priorities at the beginning of each school year. A vice president shall assume the duties of the treasurer and/or president-elect upon the resignation, incapacity, or death of either or both until an interim treasurer and/or president-elect is/are elected by the board of directors of the Connecticut Association of Schools.

### Section C. The Board of Directors of the Connecticut Association of Schools

#### 1. Composition

- a. The voting members of the Board of Directors of the Connecticut Association of Schools shall consist of:
  - i. The officers of the Connecticut Association of Schools.
  - ii. The immediate past president.
  - iii. One representative from each of the three classes of high schools that comprise the high school membership: large, medium and small. These classes shall be determined by the board of directors of the Connecticut Association of Schools based on the total enrollment of grades 9-12 based upon the schools reported enrollment of October 1 of the previous school year. Each class will consist of approximately one-third (1/3) of the institutional member schools so determined. Such representatives shall be principals of institutional member schools.
  - iv. Two representatives of middle level schools that comprise the middle school membership. Such representatives shall be principals of institutional member schools.
  - v. Five representatives of elementary schools that comprise the elementary school membership. Such representatives shall be principals of institutional member schools.

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- vi. One assistant principal representing any of the three levels of membership (elementary, middle or high).
  - vii. The chairperson, or alternate, of each board of control sponsored by the Association (CIAC, CSAC, High School, Middle School, Elementary School, and the Principals' Center).
- b. Consultants without vote shall include the executive director of the Connecticut Association of Schools; the associate and assistant executive directors of the Connecticut Association of Schools; the director of the division of Curriculum and Professional Development, State Department of Education; a representative of the Connecticut Association of Public School Superintendents; and such other consultants as the CAS Board of Directors may determine.
- c. A majority of these directors must be directors of the Connecticut Schools Corporation. Seventeen (17) members of the Board of Directors, holding the positions hereinafter named, shall serve as directors on the Board of Directors of the Connecticut Schools Corporation: the president; the president-elect; the vice presidents; the secretary-treasurer; one assistant principal representative; two elected high school representatives; one elected middle school representative; one elected elementary school representative; and the chairs of each board of control sponsored by the Association (CIAC, CSAC, High School, Middle School, Elementary School, and the Principals' Center).
- d. All directors from C.1.a.ii-vii. will be elected for two year terms. These directors shall not serve consecutively more than two terms of two years each. If an individual serving on the board changes jobs mid-year and is no longer eligible to fill the position for which he/she was initially elected or appointed, he/she will be allowed to serve out the remainder of the school year. However, he/she will not be allowed to continue to serve the following year even if his/her term has not yet expired.
- e. An individual must serve on one of the association's boards of control for a minimum of one year before he/she is eligible for a voting position on the CAS Board of Directors.

### 2. Executive Committee

- a. **Committee Composition.** The officers of the Connecticut Association of Schools, and the chair and treasurer of the Connecticut Interscholastic Athletic Conference Board. The Executive Director of the Association shall serve as a non-voting consultant.
- b. **Committee's Duties and Powers.** The Executive Committee shall: have general supervision of the affairs of the Association between the meetings of the Board of Directors; fix the hour and place of meetings; make annual budget recommendations to the CAS Board of Directors which will be based upon careful consideration of the operational and organizational needs of the Connecticut Association of Schools as well as each board of control; be responsible for working with the executive director to establish goals and objectives and to set financial and programmatic priorities at

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the beginning of each school year; and, perform other duties as are specified in these bylaws. None of its acts shall be in conflict with action taken by the Board of Directors.

- c. **Meeting of the Executive Committee.** Will be called by the president of the Association.

### 3. Duties and Responsibilities

The duties of the Board of Directors of the Connecticut Association of Schools shall be to:

- a. Provide a clearinghouse for professional activity among the institutional and associate individual members.
- b. Be in charge of the programs of all Connecticut Association of Schools meetings.
- c. Act as a liaison with the State Department of Education, the National Association of Secondary School Principals, National Middle School Association, National Association of Elementary School Principals, and all other national, regional, or state organizations as occasion demands.
- d. Appoint a representative to the College Entrance Examination Board for a single term of three years.
- e. Make appointments as may be needed, including standing committees.
- f. Fill, until the next election, any vacancies occurring on the CAS Board of Directors.
- g. Determine the fiscal year for the Connecticut Association of Schools.
- h. Annually cause a budget for the Connecticut Association of Schools to be prepared and submitted to the Legislative Body for approval, said budget to include budgets submitted by each board of control and approved and/or amended by the CAS Board of Directors together with such further proposed expenditures as the CAS Board of Directors shall deem essential to operate the Connecticut Association of Schools and its office.
- i. Maintain a reserve fund sufficient to support the activities operated by each board of control for the ensuing year.
- j. Decide the manner of approval and payment of Connecticut Association of Schools bills; provide for the auditing of accounts and for the bonding of individuals in a fiduciary capacity.
- k. Receive reports and financial statements of all Connecticut Association of Schools sponsored activities.
- l. Recommend the annual dues and assessment for all classes of members to the Legislative Body.

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- m. Determine the manner by which monies appropriated from Connecticut Association of Schools funds for the use of any board of control in carrying out its functions shall be processed.
- n. Make recommendation to the Legislative Body.
- o. Assume all duties, powers and responsibilities of the Legislative Body between annual meetings, subject to the approval of the Legislative Body at the annual special meeting.
- p. Appoint the executive director, determine his/her duties, tenure of office and remuneration.
- q. Cause, when requested by a board of control to do so, the Legislative Body to be divided for discussion and action on proposed legislation which will have primary effect on the members so divided.
- r. Cause the boards of control to establish and update bylaws covering matters under their jurisdiction.
- s. Approve bylaws of all boards of control except the CIAC Board of Control.
- t. Any changes in the CIAC Board of Control Bylaws will be approved by the CIAC membership at the Annual Meeting of the Connecticut Association of Schools except that changes needed in the course of the year may be made by the CIAC Board of Control to be ratified by the CIAC membership at the Annual Meeting.

### **Section D. Executive Director**

- 1. The executive director shall act as the executive agent of the Connecticut Association of Schools, and shall be responsible to the CAS Board of Directors.
- 2. The executive director of the Connecticut Association of Schools shall be the same person as the executive director of the Connecticut Schools Corporation.

### **Section E. The Legislative Body**

#### **1. Composition**

The Legislative Body shall consist of two classes of voting members as set forth in Article III of this Constitution. Class I members shall be the institutional members of the Connecticut Association of Schools. The sole Class II member shall be the Connecticut Schools Corporation or its successor organization. The principal shall be the sole representative of his/her school and shall have one vote. If unable to attend a meeting of the Legislative Body he/she may designate in writing that the assistant principal or other building administrator of equivalent rank will act as alternate in his/her place. No delegate or alternate shall represent more than one school unless he/she is the appointed principal of each school. The voting representative of the Class II member shall be the president of the Class II member or his/her designate.



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Institutional member schools which affiliate with the Connecticut Interscholastic Athletic Conference (CIAC) through additional application and payment of additional dues shall, in any business before the Connecticut Association of Schools, have four (4) additional votes, for a total of five (5) votes which shall be cast by the principal or his/her alternate. Such schools shall be termed CIAC member schools.

The sole Class II member, the Connecticut Schools Corporation, shall have the right to vote only on all amendments to the Constitution and on all fundamental changes to the Connecticut Association of Schools.

### 2. Duties and Powers

The duties of the Legislative Body shall be to:

- a. Meet annually in May or June, at the call of the president of the Connecticut Association of Schools.
- b. Meet at such other times as may be ordered by the Board of Directors of the Connecticut Association of Schools, or upon the written request of any board of control or of five member schools to the CAS Board of Directors or the president. Such special meetings must be called by the president within two weeks after the request has been received.
- c. Receive reports of officers and committees, and sponsored activities.
- d. Determine the annual dues and assessment for all classes of members, which shall be due and payable on September 1 of each school year. Those not paid by October 1 shall be notified by return registered letter from the treasurer of the Connecticut Association of Schools. Subsequent to November 1 of that year, a school whose dues are not paid shall be termed delinquent and membership shall be automatically suspended until such dues are paid, or unless the principal certifies that the payment of dues is in process.
- e. Act upon the total annual budget recommendations as proposed by the CAS Board of Directors for each board of control, and the office of the Connecticut Association of Schools without respect to individual items contained therein.
- f. Elect officers of the Connecticut Association of Schools, members of the CAS Board of Directors, chairpersons and members of boards of control, and a nominating committee for the ensuing year.
- g. Perform such other duties not otherwise expressly delegated as may be necessary for the welfare of the Connecticut Association of Schools.

### Section F. Boards of Control

#### 1. Purposes

- a. **CSAC and CIAC:** There shall be boards of control as provided in Articles V and VI, to encourage, supervise, regulate and control interscholastic activities and programs. The conduct and control of all interscholastic programs shall be vested in boards of control, the members of which shall be elected by the Legislative Body.

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- b. **High School, Middle School and Elementary School:** There shall be one board of control for each educational level – elementary, middle and high school – to enable principals to experience a wide spectrum of professional development, to seek excellence in schools through strong, effective school leadership, to ensure educational equity for every child, to assist principals in meeting the needs of their stakeholders in a changing educational environment, to help the public understand the importance of the role of the principal, to examine educational and social issues faced by schools and to help principals in their resolution, to assure educational success for every child and to represent school principals to other agencies of the state, to the legislature and to the public.

“Principals” as used in this section includes assistant principals.

- c. **The Principals’ Center:** There shall be a CAS Principals’ Center Board of Control to advise and govern the Center in regards to its goals, objectives, programs, directions, and growth. This board shall work in conjunction with the elementary, middle and high school boards to provide professional development programs and activities and other professional growth experiences on behalf of the members of the three membership levels. This board shall consist of no more than two members each as recommended from the three membership levels within the Connecticut Association of Schools.

### 2. a. **Terms of Office (Except the CIAC Board of Control)**

Chairpersons and members of the boards of control except the CIAC Board of Control shall be elected for two-year terms. No member shall serve more than two consecutive terms of two years. The chairperson of each board of control must have served as a member of that Board of Control. In no event shall the total amount of service by one individual as member and chairperson exceed eight consecutive years, except that the past chairperson of the CIAC shall serve until succeeded.

### b. **Terms of Office (CIAC Board Only)**

The chairperson and elected members of the CIAC Board of Control shall be elected for two-year terms. No elected member shall serve more than two consecutive terms of two years each except that members of the CIAC Eligibility Committee may serve three consecutive terms of two years each. In no event shall the total amount of service by one individual elected to the Board as member and as chairperson exceed eight consecutive years, except that the past chairperson of the CIAC shall serve until succeeded. The assistant chairperson, secretary and treasurer of the CIAC Board shall be appointed by the CIAC Board of Control. The chairperson, assistant chairperson, secretary and treasurer of the CIAC Board of Control must have served as a member of the CIAC Board of Control. The assistant chairperson, secretary and treasurer and any non-voting member appointed by the Board of Control shall serve at the pleasure of the Board.

## 3. **Membership**

Voting members of all boards of control shall be the principals and assistant principals of institutional member schools. Each board except the CIAC Board of Control may

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recommend up to two additional members to serve as elected members with voting privileges, such members to be assistant principals. The CIAC Board of Control will recommend one assistant principal at-large to serve as an elected member with full voting privileges.

An individual must serve the association for a minimum of one year before he/she is eligible for an elected position on any of the association's six boards of control. Prior service can include, among other activities, service on a committee, serving as a CAS representative on a state or national board/commission, testifying before the legislature on behalf of CAS, or facilitating/presenting at a CAS workshop or conference.

### **4. Bylaws**

Each board of control shall establish its own bylaws, provided they are not in conflict with this Constitution as interpreted by the Board of Directors, and such bylaws shall be made available to the member schools.

### **5. Enforcement**

Each board of control shall establish procedures for the enforcement of its regulations consistent with this Constitution and for the penalties pertaining thereto.

### **6. Duties and Responsibilities**

Boards of control shall have such duties and responsibilities as outlined in their respective bylaws. They shall also have duties and responsibilities not otherwise expressly provided for in their bylaws if those duties and responsibilities are necessary to carry out their objectives.

### **7. Committees**

Each board of control may establish such committees as it may deem necessary.

## **Section G. Standing Committees**

There shall be standing and special committees based upon the needs of the Association. The executive director is authorized to appoint chairs and members of these committees.

## **Section H. Nominating Committee**

### **1. Composition**

- a. There shall be elected at the Annual Meeting of the Legislative Body a Nominating Committee which shall prepare nominations to be presented at the next Annual Meeting.
- b. The Nominating Committee shall consist of one member from each class of high schools as established in the Constitution, two members from the middle level membership, four members from the elementary level membership, and three members at-large from the high school membership. The chair shall be appointed from among the Committee membership by the CAS Board of Directors at its first regular meeting following the Annual Meeting of the Connecticut Association of Schools.

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### **2. Duties and Responsibilities**

The nominating Committee shall meet at least one month before the next Annual Meeting and prepare and submit a slate of all CAS officers, chairs and/or officers and members of boards of control, and a nominating committee for the ensuing year, after receiving recommendations from the several groups concerned.

The Nominating Committee shall make every effort to ensure that the composition of the association's boards proportionately reflects the diversity of its membership with respect to factors such as race, gender, region and district demographics.

The nominations of the Nominating Committee shall be sent in writing to each institutional member of the Connecticut Association of Schools at least two weeks before the Annual Meeting. Other nominations may be made from the floor of the Annual Meeting by members of the Legislative Body.

### **Section I. Awards and Recognition Committee**

#### **1. Composition**

- a. There shall be elected at the Annual Meeting of the Legislative Body an Awards and Recognition Committee that shall be granted the authority to oversee all awards and recognition programs.
- b. The Awards and Recognition Committee shall consist of a chair and one of each of the following: active assistant principal, active elementary principal, active middle level principal, active high school principal, retired assistant principal, retired elementary principal, retired middle level principal, and retired high school principal. The board is allowed a minimum of two (2) and a maximum four (4) at-large representatives. At-large representatives must be active administrators and the additional two at-large positions should only be filled when it is necessary to preserve a majority of active members. The chair shall be an active administrator and shall be appointed by the CAS Nominating Committee.

#### **2. Duties and Responsibilities**

The Awards and Recognition Committee shall be responsible for overseeing all awards and recognition programs. The committee shall be charged with approving all awards programs, including their selection criteria and nominating procedures, to ensure that all recognition programs are in line with the association's mission and purpose.

The Awards and Recognition Committee shall annually select the recipients of the following awards: CAS/NASSP High School Principal of the Year, CAS/NASSP Middle School Principal of the Year, CAS Assistant Principals of the Year (elementary, middle and high), Distinguished Friends of Education, Citations, and Letters of Commendation.

The Awards and Recognition Committee has the authority to assign responsibility for the selection of all other award recipients to any appropriate board, committee, or body.

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### **3. Terms of Office**

The chair and elected members shall be elected for two-year terms. No member shall serve more than two consecutive terms except:

All retired administrators serving on the Awards and Recognition Committee at the time of its official establishment (2001-02 school year) are not subject to the new term limits and can serve indefinitely.

## **Section J. Conduct of Meetings**

### **1. Rules of Procedure**

All meetings of the Connecticut Association of Schools and its boards of control shall be conducted in accordance with the latest edition of Robert's Rules of Order.

### **2. Quorum**

- a. A quorum for the transaction of business of the Legislative Body shall be ten percent (10%) of the institutional membership; and
- b. A quorum for the transaction of business of all other meetings shall be one-half (50%) of the membership of the committee or board.

### **3. Voting Rights**

- a. In any business before the Annual Legislative Meeting of the Connecticut Association of Schools, all general member schools shall have one (1) vote.
- b. In any business before the Annual Legislative Meeting of the Connecticut Association of Schools, all CIAC member schools shall have four (4) additional votes, for a total of five (5) votes.

### **4. In-Person Meetings Versus Teleconferencing, Emailing and/or Virtual Meetings to Conduct Committee, Board and Legislative Business**

- a. When deemed necessary or advantageous by a staff member or a committee or board, business may be conducted electronically via tele-, web- or video-conference, email or the Internet.
- b. By order of the CAS Board of Directors, the annual meeting may be conducted using web- or video-conferencing and/or secure electronic ballots. In such instances, all proposals requiring action by the membership shall be posted online and/or distributed electronically to members no less than two weeks prior to the date of the annual meeting. All voting must be completed online within ten (10) days after the annual meeting. A majority of the electronic votes cast shall be required for the passage of any proposal.

## **2.0 CONSTITUTION**

### **ARTICLE V – INTERSCHOLASTIC ATHLETICS**

#### **Section A. Board of Control**

##### **1. Composition**

The Board of Control shall consist of a chairperson, assistant chairperson, secretary, treasurer, two members from each class of senior high schools, three members of the Committee on Eligibility, one assistant principal-at-large and the immediate past chairperson of the Board of Control, all of whom shall be voting members. The Board of Control may establish such other non-voting members as it deems necessary. All members must be high school principals except for the assistant principal-at-large position.

##### **2. Duties and Responsibilities**

The Board of Control shall:

- a. Establish and update bylaws and other written regulations and policies as needed. Such bylaws and regulations are not to be in conflict with the CAS Constitution or Articles of Incorporation. Any change in the bylaws will be approved by the CIAC membership at the Annual Meeting of the Connecticut Association of Schools except that changes needed in the course of the year may be made by the CIAC Board of Control to be ratified by the CIAC membership at the Annual Meeting.
- b. Be responsible for the encouragement, sponsorship, operation and management of only those interscholastic athletic activities which are specified as being controlled by the CIAC. The list of CIAC-controlled athletic activities will be published annually in the CIAC Code of Eligibility.
- c. Fill temporary vacancies in its membership.
- d. Be responsible for the formulation, interpretation and publication of rules of eligibility.
- e. Be the final authority in specific cases of complaint and controversy regarding eligibility, in which instance the Committee on Eligibility shall be entitled to one vote.
- f. Establish and be responsible for proper fiduciary control of all activities under its sponsorship.

#### **Section B. Committee on Eligibility**

##### **1. Composition**

There shall be a committee on eligibility composed of six members, one from each of the three classes who shall have a vote on the CIAC Board of Control, three appointed at-large by the CIAC Board of Control with no vote on that Board and one elected, non-voting at-large assistant principal.

## **2.0 CONSTITUTION**

### **2. Duties and Responsibilities**

The Eligibility Committee shall:

- a. Receive and act upon all questions of eligibility and of interpretation of the eligibility code adopted by the Legislative Body at its annual meeting.
- b. Establish definitive grievance procedures.
- c. Recommend exceptions to the Eligibility Committee Review Board.

### **Section C. Eligibility Committee Review Board**

#### **1. Composition**

There shall be an Eligibility Committee Review Board composed of ten member principals and/or assistant principals and two consultants. The Board shall include the following voting members: the past CIAC Chairman; the present chairman of the Eligibility Committee; two class L representatives, two class M representatives, and two class S representatives who previously served on the CIAC Eligibility Committee or the CIAC Board; two members who presently serve or have served on the CIAC Eligibility Revision Committee; the present CIAC athletic director consultant; and the CIAC superintendent consultant.

The CIAC Board of Control has the discretion to appoint a CIAC member principal or assistant principal to fill any vacancy whenever a position cannot be filled in accordance with the above terms.

#### **2. Duties and Responsibilities**

The Eligibility Committee Review Board shall:

- a. Render final decisions on all appeals of the CIAC Eligibility Committee, except that the CIAC Board of Control reserves the right to take only those cases which it believes involves issues of critical and conflicting opinion among the CIAC Eligibility Committee and the CIAC Review Board or which as a result of other compelling reasons deserves the attention of the CIAC Board of Control.
- b. To review and act upon all eligibility waivers/exceptions which have been recommended by the CIAC Eligibility Committee.

## **ARTICLE VI – STUDENT ACTIVITIES**

### **Section A. CSAC Board of Control**

#### **1. Composition**

The CSAC Board of Control shall consist of one representative from each of the three high school classifications, two representatives each from the middle schools and the elementary schools and five members-at-large. Two of the five at-large members may be assistant principals. A principal shall serve as Chairperson.



## **2.0 CONSTITUTION**

### **2. Duties and Responsibilities**

The Board of Control shall:

- a. Establish and update bylaws and other written regulations and policies as needed to regulate and govern the board. Such bylaws, policies, and regulations are not to be in conflict with the CAS Constitution or Articles of Incorporation.  
  
All such bylaws, regulations and policies require the approval of the membership of the Connecticut Association of Schools and the CAS Board of Directors.
- b. Encourage and supervise the operation and management of all non-athletic activities which involve schools from more than two school districts.
- c. Approve regulations pertaining to the control of all non-athletic activities.

## **ARTICLE VII – CONTROL**

### **Section A. General**

1. Institutional members of this Association participating in any interscholastic activity or contest shall be subject to the rules and regulations established by the appropriate Board of Control for that activity or contest.
2. Only institutional members may participate in an interscholastic activity sponsored by the Board of Control.
3. The Board of Directors shall act as a Board of Control for any activity not already placed under the Board of Control.

### **Section B. Suspension and Reinstatement**

#### **1. Suspension**

During any school year the Board of Directors by a two-thirds vote of the authorized voting membership may suspend a member school for a time definite after a hearing at which satisfactory evidence of failure to abide by the Constitution and Bylaws of the Connecticut Association of Schools has been established.

#### **2. Reinstatement**

A school that has been suspended may be reinstated prior to the time definite at the discretion of the Board of Directors by a two-thirds vote of the authorized voting membership.

### **Section C. Appeals**

A member school dissatisfied with a decision of a Board of Control or Association of Schools, with the exception of eligibility cases, may within fourteen days after distribution of the written decision, appeal in writing to the CAS Board of Directors, whose decision shall be final and binding upon all parties.

## **2.0 CONSTITUTION**

### **ARTICLE VIII – BENEFIT OF NET EARNINGS**

No part of the net earnings of the Connecticut Association of Schools shall inure to the benefit of or be distributable to the directors, officers or other persons, except that the Connecticut Association of Schools shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the Connecticut Association of Schools shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Connecticut Association of Schools shall not participate in or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of this Constitution, the Connecticut Association of Schools shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Code or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.

### **ARTICLE IX – DISSOLUTION OR TERMINATION**

Upon any dissolution or termination of the existence of the Connecticut Association of Schools, all of its assets shall, after payment of the lawful debts of the Corporation and the expenses of its dissolution and termination, be delivered, conveyed and paid over (subject to any restrictions imposed by any applicable will, deed, grant, conveyance, agreement, memorandum, writing or other governing document) to the Connecticut Schools Corporation, so long as it is at that time an organization that qualifies as an exempt organization under Section 501(c)(3) of the Code, or if at the time of dissolution or termination of existence of the Corporation, the Connecticut Schools Corporation is not in existence or does not qualify as an exempt organization under Section 501(c)(3) of the Code, to one or more charitable, scientific or educational organizations located in the State of Connecticut and qualified as exempt organizations under Section 501(c)(3) of the Code, in such proportions and for such exclusively charitable, scientific or educational purposes as the Board may determine.

### **ARTICLE X – INDEMNIFICATION**

The CAS Board of Directors is authorized, pursuant to the Non-Stock Corporation Act of the State of Connecticut, as amended, regardless of the adverse interest of any or all members of the Board, to indemnify and reimburse any person made a party to any action, suit or proceeding, whether civil, administrative or criminal, other than an action by or in right of the Corporation, by reason of the fact that he/she (or a person whose legal representative or successor he/she is), is or was a member of the Board, officer, employee or agent of the Corporation, for expenses, including attorneys' fees and such amount of any judgment, money decree, fine, penalty or settlement of any such action, suit or proceeding, or any appeal therein, provided that such person and the person whose legal representative he or she is acted in good faith and in a manner he/she reasonably believed to be in the best interests of the Corporation and, with respect to any criminal action or proceeding, that he/she has no reasonable cause to believe his/her conduct was unlawful. The foregoing right of indemnification shall be in addition to, and not exclusive of, all other rights to which he/she or such person whose legal representative or successor he/she is, may be otherwise entitled to at law.

### **ARTICLE XI – IMMUNITY OF DIRECTORS OR OFFICERS**

Any person who serves as a director or officer of the Corporation and who is not compensated for such services on a salary or prorated equivalent basis shall be immune from all civil liability for damage or injury occurring on or after October 1, 1987, resulting from any act, error or omission made in the exercise of such person's policy or decision-making responsibilities if such person was acting in good faith and within the scope of such person's official functions and duties, unless such damage or injury was caused by the reckless, willful or wanton misconduct of such person.

## **2.0 CONSTITUTION**

### **ARTICLE XII – REFERENCES TO CODE**

References to Sections of the Code shall be deemed references to the Internal Revenue Code of 1986, as the same shall be amended from time to time, and to the corresponding provisions of any further United States Internal Revenue Law.

### **ARTICLE XIII – AMENDMENTS**

#### **Section A. Proposal**

1. An amendment may be submitted by an institutional member school through its representative to the Secretary of the Connecticut Association of Schools at least one month prior to the next meeting of the Legislative Body. It is mandatory that the CAS Board of Directors submit any such proposed amendments, with or without recommendation, to member schools at least two weeks before the meeting of the Legislative Body. A proposed amendment may be altered or modified on the floor of the meeting.
2. Amendments may be submitted by the CAS Board of Directors in accordance with the provisions of the previous section of this article.

#### **Section B. Adoption**

1. Adoption of amendments to this Constitution shall require a two-thirds vote of those present at any regularly called meeting of the Legislative Body.
2. Amendments shall take effect on July 1 next following approval and adoption.

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### 3.0 CIAC BY-LAWS

#### CIAC BOARD OF CONTROL 2013-2014

##### Officers

Chair	Robert Hale, Westbrook High School
Vice Chair	Steve Wysowski, Bristol Eastern High School
Secretary	Margaret Williamson, N.W. Catholic High School, West Hartford
Treasurer	Paul Newton, Enrico Fermi High School, Enfield
Past Chair	

##### Class Representatives

L	Matt Ryan, East Hartford High School Charles Dumais, Newtown High School
M	Eric Baim, Rockville High School, Vernon Rick Misenti, Guilford High School
S	Glenn Lungarini, Seymour High School Anthony Azzara, Sacred Heart High School, Waterbury
AP At-large	Sheila Riffle, Asst. Principal, E.O. Smith School, Storrs

##### Eligibility Committee

Chair / L	Daniel Sullivan, South Windsor High School
M	Neil Rinaldi, Ellington High School
S	Brian Mignault, Ellis Tech. High School, Killingly
At-large	Robert Tremaglia, Trumbull High School Beth Smith, Shelton High School Jim Wygonik, Lyme-Old Lyme High School
AP At-large	Stephen Patrino, Asst. Principal, Simsbury High School

##### Consultants

CAS	Fran Kennedy, Berlin High School
CAPSS	Dr. Joseph Erardi, Southington Public Schools
CABE	TBD
SDE	TBD
School/College	TBD
Sports Medicine	Thomas Trojjan, M.D., Team Physician, UConn
Officials	Joseph Tonelli
CATA	Carrie Graham, UConn, Storrs

##### Connecticut High School Coaches Association

President	Dave Schulz, Fairfield Ludlowe High School
Vice President	Neal Curland, Norwich Free Academy
Executive Director	John Fontana, Southington
Secretary	Charles Sharos, Windsor
Treasurer	Robert Cecchini, East Granby

##### Connecticut Association of Athletic Directors

President	Brian Fell, Woodland Reg. High School, Beacon Falls
Executive Director	Fred Balsamo
Consultant	Paul Mengold, Amity Reg. High School, Woodbridge

### 3.0 CIAC BY-LAWS

**THE CONNECTICUT ASSOCIATION OF SCHOOLS  
BY-LAWS  
Of the  
ATHLETIC BOARD OF CONTROL  
CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE**

#### **ARTICLE I – NAME**

The Board of Control for interscholastic athletics shall be the Connecticut Interscholastic Athletic Conference, Incorporated.

#### **ARTICLE II – PURPOSE**

The purpose of this Conference shall be to provide a central, voluntary, non-profit organization through which the public and parochial secondary schools of the State may cooperate for the following ends:

**Section A.** To develop intelligent recognition of the place of athletics and sports in the education of our youth;

**Section B.** To establish and unify policies of administration in interscholastic athletics and sports;

**Section C.** To offer a system that will provide for equitable competition;

**Section D.** To encourage the organization of inter-school athletics and play for all students as a part of the educational program;

**Section E.** To assist member schools in securing competent officials and to promote the use of female officials at CIAC tournament games;

**Section F.** To organize a force of opinion to keep interscholastic athletics within proper bounds that will expressly encourage all that is honorable and sportsmanlike in all branches of athletics and sports.

#### **ARTICLE III – MEMBERSHIP**

**Section A.** Any general member of the Connecticut Association of Schools, Inc. as defined in Article III, Section A.1. of the CAS Constitution shall, upon approval of additional application and payment of additional dues and assessments levied by the Association for such purposes, be admitted into membership in the Connecticut Interscholastic Athletic Conference, Inc. (CIAC).

CIAC member school must participate in all CIAC-sponsored sports that are offered by the member school. Failure to comply may result in action by the CIAC Board of Control including termination of membership or appropriate action as determined by the Board.

#### **Section B. Authority and Responsibility of Member Schools Regarding CIAC Bylaws and Regulations**

As the voting representative to the Association and as a condition of membership, member school principals will be responsible for the following:

1. Knowing and adhering to the rules and regulations of CIAC.

### **3.0 CIAC BY-LAWS**

2. Requiring appropriate school personnel to attend CIAC rules and regulations workshops on an annual basis.
3. Educating athletic directors, guidance faculty and other appropriate faculty and staff on the rules and regulations of CIAC.
4. Requiring mandatory meetings at the start of each season with coaches, student-athletes and their parents (guardian) to review CIAC rules and regulations.
5. Developing a written athletic handbook and contract for all student-athletes which delineates CIAC rules of eligibility and is signed by the student-athlete and parent prior to participation.
6. Requiring all members of the certified coaching staff to attend pre-season game rules interpretation meetings in their sport at the local, regional or state level.
7. Reporting all violations of CIAC rules and regulations in a timely manner.
8. Establishing a protocol for processing eligibility questions from student-athletes, parents, and coaches within their school.
9. Requiring all newly appointed athletic directors to attend the CIAC summer workshop on CIAC rules and regulations.
10. Meeting financial obligations for CIAC dues by September 15 annually.
11. Filing a signed annual membership agreement by September 15.
12. Meeting financial obligations for all CIAC tournament fees by the stated deadlines.
13. Meeting all financial obligations to game officials within thirty (30) days of the event.

Failure to comply with all of the above responsibilities may result in action by the CIAC Board of Control including termination of membership, removal from CIAC tournaments, or other appropriate actions as determined by the Board. Failure to meet financial obligations to game officials within sixty (60) days of the event will result in loss of game officials unless otherwise directed by the CIAC Board of Control.

#### **Section C. Violation of Bylaws, Regulations, Rules of Standards of Courtesy, Fair Play and Sportsmanship, Code of Ethics or Handbook Provisions**

1. The Board of Control shall have the power to assess and to enforce such penalties, including fines, against member schools, principals, athletic directors, coaches and/or members of the coaching staff, as it deems suitable for violations of its Bylaws, Regulations, Rules, Standards of Courtesy, Fair Play and Sportsmanship, Code of Ethics, or any other standard of conduct or any other provision of this Handbook. Any such penalties will be administered in accordance with established due process procedures. A charge for any of the above violations may be brought against a member school, principal, athletic director, coach and/or member of the coaching staff by another member school or by the executive director of CAS-CIAC. Charges made by a member school must be submitted in writing to the executive director by the principal of the school making the charge. Charges made by the executive director must also be in writing.



### 3.0 CIAC BY-LAWS

2. The executive director shall transmit a copy of the charge or protest to the principal of the school or other such person against which or against whom the charge or protest has been made. The executive director shall also provide a copy of the charge or protest to the CIAC Board of Control's chairperson.
3. There shall be a hearing before the CIAC Board of Control, if requested in writing by the charging party or by the party charged or against which a protest has been made, at which the charging party shall have an opportunity to present the facts of its charge or protest and the party charged or against which a protest has been made shall have an opportunity to present its response to the charge or protest. The Board of Control shall not be required to hold a hearing in the case of a self-reported violation. The Board of Control may in its sole discretion provide a hearing to a member school, if requested in writing by the member school's principal, with respect to any penalty, fine or other sanction, assessed by the Board of Control without a hearing in response to the member school's self-reported violation, if a hearing is requested within fourteen (14) days after distribution of the Board of Control's decision assessing the penalty, fine or other sanction. The Board of Control may in its sole discretion elect to proceed with a hearing, (1) even if not requested by the charging party or by the party charged or against which a protest has been made and (2) even in the case of a self-reported violation. The Board of Control may in its sole discretion permit a member school to withdraw a self-reported violation prior to the imposition of a penalty, fine or other sanction, if the member school can show a good and sufficient reason for the self-reported violation to be withdrawn. A member school may not withdraw a self-reported violation once a penalty, fine or other sanction has been imposed by the Board of Control.
4. The executive director, upon notification from the chairperson, shall give due notice of the time and place of the hearing to all schools and/or persons concerned.
5. Decisions of the Board of Control made under Section C. are final, except that the CAS Board of Directors may review such decisions made by the Board of Control under Section C. as it may determine in its sole and exclusive discretion warrant its attention and review as a result of compelling reasons. If dissatisfied with the Board of Control's decision, a member school or other person against which or whom a charge or protest has been made may within fourteen (14) days after distribution of the written decision request in writing the CAS Board of Directors to exercise its discretion and review the Board of Control's decision. The request shall state the compelling reasons warranting review, the reasons for dissatisfaction with the Board of Control's decision and the relief sought. The CAS Board's decision shall be final and binding upon all parties.
6. All member schools of the Conference shall be notified in writing of any case of suspension of a member school.

#### **Section D. Termination of Membership – Suspension**

A school may be suspended from the Conference by a two-thirds vote in favor of suspension by the VOTING MEMBERSHIP of the Board of Control upon satisfactory evidence of failure to abide by the [Bylaws], regulations and Eligibility Rules of the Conference. The period of suspension shall be determined by the Board of Control, but the length of suspension shall be no more than one year.

### **3.0 CIAC BY-LAWS**

#### **Section E. Reinstatement**

A school that has been suspended will automatically be reinstated as a member of the Conference at the conclusion of the term of suspension or sooner by a two-thirds vote in favor of reinstatement by the VOTING MEMBERSHIP of the Board of Control.

#### **Section F. Legal Action**

##### **1. Legal Action Against the CIAC Board of Control by a Member School**

Any institutional or individual associate member which initiates legal action to overturn, stay or enjoin an eligibility ruling not appealable beyond the CIAC Board of Control, and is unsuccessful in seeking such an award, will be liable for reasonable costs and attorneys' fees incurred by the Association in defending against such action. Further, should the Association be forced to initiate legal action to collect the aforementioned costs and attorneys' fees, the institutional or individual associate member shall be additionally liable for the Association's reasonable costs and attorneys' fees resulting from the collection action.

##### **2. Legal Expenses Incurred by the Board of Control or CAS Board of Directors in Due Process Proceedings**

Any institutional or individual associate member which, in the exercise of due process, employs legal counsel to initiate and/or conduct hearing procedures which then require the CIAC Board of Control or the CAS Board of Directors to engage legal counsel to assist in or moderate procedures or to defend an action of the Board of Control or the Board of Directors, and is subsequently unsuccessful in its attempt to overturn, alter or stay a ruling of either Board, shall be liable for reasonable costs and attorneys' fees incurred by either Board in the matter at issue. Further, should the Association be forced to initiate legal action to collect the aforementioned costs and attorneys' fees, the institutional or individual associate member shall be additionally liable for the Association's reasonable costs and attorneys' fees resulting from the collection action.

##### **3. Notwithstanding other costs as otherwise described in Sections F.1. and F.2. of this Article, no student-athlete or legal guardian shall be assessed any legal fees or costs incurred by the CAS Board of Directors or the CIAC Board of Control for any appeal initiated by and processed by an individual athlete or individual legal guardian.**

### **ARTICLE IV – ORGANIZATION**

#### **Section A. The Legislative Body**

The Legislative Body shall consist of the Principals of the Connecticut Association of Schools institutional member schools which are members of the Conference. The Principal shall be the sole representative of the school to the Legislative Body, and shall have four votes. He/she may, if unable to attend a meeting of the Legislative Body, designate in writing that the assistant principal or other building administrator of equivalent rank will act as alternate in his/her place. No delegate or alternate shall represent more than one school unless he/she is the appointed principal of each school.

### 3.0 CIAC BY-LAWS

#### Section B. The Board of Control

1. Shall interpret the [Bylaws] regulations of the Conference;
2. Shall, in case of controversy, constitute a Board of Review which shall hear all complaints and protests and render decisions for violation of the [Bylaws], regulations and Eligibility Rules of the Conference, and if any one of the members of the Board of Control is a party to the controversy, he/she shall temporarily surrender his/her rights as a member of the Board of Control while the Board is hearing such controversy;
3. Shall have power to approve rules and regulations submitted by the respective committees for conduct of tournaments or championship contests sponsored by the Conference.
4. Shall have the power to determine at the end of any athletic season the relative standing of teams;
5. Shall have power to pay salaries and other financial obligations as provided in the budget;
6. Shall appoint a standing committee on officials and define its functions;
7. Shall fill all vacancies until the next legislative meeting of the Connecticut Association of Schools, Inc.;
8. Shall be composed as delineated in Article V, Section A.1. of the Constitution of the Connecticut Association of Schools, Inc.
9. Shall have the sole authority to designate which association or associations of officials shall be recognized as a governing authority over officials in each interscholastic sport;
10. Shall have the sole authority to designate which association or associations of officials shall represent the officials in each interscholastic sport for purposes of negotiating fees and working conditions;
11. Shall have the sole authority to negotiate or set regular season and tournament fee schedules and working conditions for officials of all CIAC-sponsored interscholastic sports; member schools shall adhere to all published CIAC officials fee schedules and working conditions;
12. Shall have the sole authority to register game officials for interscholastic competition, and shall have the sole authority to determine requirements for membership, conditions for revocation, probation or suspension of registration. A school shall use only persons registered with the CIAC Officials' Association and on the approved list established by CIAC for purposes of officiating interscholastic contests controlled by CIAC, at all levels of play.

### 3.0 CIAC BY-LAWS

#### Section C. Officers

The executive officers of the Conference shall be a Chairman, a Past Chairman, a Vice Chairman, a Secretary and a Treasurer. The Chairman shall be elected by the Legislative Body at the Annual Meeting of the Connecticut Association of Schools, Inc. Each officer shall serve for two years or until his/her successor has been selected. There shall be no limitation of the number of teams which the Assistant Chair, Secretary and Treasurer may serve provided it complies in total time with Article IV, Section E, paragraph 2, of the Constitution of the Connecticut Association of Schools, Inc.

1. **Chairperson** – The Chairperson shall have power to call meetings of the board of control and preside over them. He/she is ex-officio member of all committees and is official representative of the Conference to the Board of Directors of the Connecticut Association of Schools, Inc.
2. **Vice Chairperson** – The Vice Chairperson shall assume the duties of the Chairperson in his/her absence.
3. **Secretary** – The Secretary shall keep a record of the proceedings, conduct necessary correspondence and keep official records of all tournaments and championship contests conducted by the Conference.

The Secretary shall assume the duties of the Treasurer upon the resignation, incapacitation or death of the latter until an interim Treasurer is elected by the Board of Control.

4. **Treasurer** – The Treasurer shall handle the finances of the Conference as provided under Article IV., Section A, subsection 3, Treasurer of the CAS Constitution (Articles of Incorporation). He/she shall receive all funds and pay by check all bills which have been approved by the Board of Control. He/she shall give bond to insure the proper discharge of his/her duties, in such amounts as may from time to time be determined by the Board of Control. The premium for the bond shall be paid by the Conference.

#### Section D. Consultants

1. The Board of Control shall invite as other consultants at least one member from each of the following:
  - a. The State Department of Education
  - b. The Connecticut Association of Public School Superintendents
  - c. The Connecticut Association of Boards of Education
  - d. The Connecticut High School Coaches Association
  - e. The Higher Education Community
  - f. The Connecticut Association of Athletic Directors, Inc.
  - g. The Connecticut State Medical Society Committee on the Medical Aspects of Sports
  - h. The CIAC Officials' Association
  - i. Additional consultants the Board of Control deems advisable.
  - j. The Connecticut Athletic Trainers Association (CATA)

### 3.0 CIAC BY-LAWS

#### Section E. Committees (Sports)

1. Committee members other than the Committee on Eligibility may, but need not, be members of the Board of Control.
2. Each sport committee that conducts state tournaments or meets shall include one or more athletic directors and/or coaches. Voting members of committees shall be appointed by the CIAC Board of Control executive committee and shall consist of administrators of CAS member schools and one delegate per sport tournament division classification as recommended by the Connecticut High School Coaches Association. There will be a limit of two terms of two years each for each coach representative. Rotation of terms shall be staggered, where possible, for the purpose of maintaining continuity of purpose.

All coach consultants to CIAC sports committees must serve a specific tournament function such as a tournament director, assistant tournament director, coordinator of officials or other role that serves a particular tournament responsibility.

Each sports committee will be allowed to appoint one additional non-voting member as recommended by the CHSCA whose term may not exceed eight continuous years of service on a single sports committee. This member must be retired from active coaching.

3. The committee in charge of each sport shall recommend in writing the limitations for each interscholastic sport. All such recommendations are to be submitted to the Season Limitation Committee for approval at the end of each sport season.

These limitations are to include:

- the opening date of practice;
  - the minimum number of practice days that are required prior to the first interscholastic contest;
  - the maximum number of games that may be scheduled and played per week exclusive of postponed games, games played in CIAC-sponsored tournaments and one league playoff game. (Note: a maximum of one league playoff game may be excluded from the weekly limitations per season. See 4.0 Athletic Administration)
  - the maximum number of games that may be scheduled and played per season, exclusive of games played with alumni, games in CIAC-sponsored tournaments, and league sponsored and administered playoff games;
  - after the first allowable play date for the season a school may not add any games to their varsity team sports schedules that count for tournament.
4. **Postponed Games** – While the CIAC supervises, regulates and controls the interscholastic athletic activities of the member schools both individually and collectively, it has never, at any time in its history, had any involvement in either the formation or governance of athletic league beyond the already established requirement that the league member schools abide by CIAC rules and regulations in league operation.

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Thus, in keeping with this basic principle, the two guidelines that follow are offered as effective methods that can be used by leagues and schools to control postponed games.

- a. When contests are scheduled among two or more league teams, the league should determine the definition of what constitutes a postponed game.
- b. When contests are scheduled among two or more non-league teams, the principals of the schools involved should mutually determine what constitutes a postponed game.

**Member schools must make every effort to complete their season as scheduled, including make-up games. Any effort to gain an advantage by not playing a game is unacceptable and subject to action by the CIAC Board of Control. Cancellation of any regular season contests/make-up to play in a league tournament will not be allowed.**

5. It shall be the duty of the committee in charge of each sport to report in writing to the Board of Control any infractions of the rules governing the sport under its direction.

#### Section F. Meetings

1. Regular meetings of the Board of Control shall be held at such times as may be determined by the Board of Control. A majority of the voting members of the Board of Control shall constitute a quorum for the transaction of business.
2. A special meeting of the Board of Control may be called by the Chairperson, and upon the written request of two member schools must be called by the Chairperson within two (2) weeks.
3. The officers shall conduct all meetings of the Conference and Board of Control in accordance with Roberts Rules of Order when such are not in conflict with the CAS Constitution and these [Bylaws] regulations.

#### Section G. Reports

The Chairperson shall present an annual report to the Legislative Body of the Connecticut Association of Schools, Inc., at the annual meeting.

#### Section H. Executive Director

1. The executive director shall act as the executive agent of the Connecticut Association of Schools and the Connecticut Interscholastic Athletic Conference and shall be responsible to the CAS Board of Directors and the CIAC Board of Control.
2. The executive director of the Connecticut Interscholastic Athletic Conference shall be the same person as the executive director of the Connecticut Association of Schools and the Connecticut Schools Corporation.
3. The CIAC executive director, or his/her designee, will provide official decisions and interpretations, where appropriate, specific to the CIAC code of eligibility to high school principals, assistant principals and athletic directors only.

### **3.0 CIAC BY-LAWS**

#### **ARTICLE V – FISCAL YEAR**

The fiscal year of the Conference shall correspond to that of the Connecticut Association of Schools, Inc. (July 1 through June 30).

#### **ARTICLE VI – AMENDMENTS TO [BYLAWS] REGULATIONS**

##### **Section A. Procedural Aspects**

Procedural aspects of the [Bylaws] regulations of the Conference may be altered, amended or repealed by the Board of Control members present and voting at any duly called and held meeting of the Board of Control.

##### **Section B. Substantive Aspects**

A change in the [Bylaws] regulations may be submitted by any voting member school through its representative, to the Executive Director of the Conference at least one month previous to the next meeting of the Board of Control. It is mandatory that the Board of Control consider any such proposed amendment and act upon it. It is mandatory that the Board of Directors submit any such proposed amendment, with or without recommendation, to member schools at least two weeks before the meeting of the Legislative Body. A proposed amendment may be altered or modified on the floor of the meeting, provided the subject matter thereof shall remain substantially the same as that described in the written notice of amendment.

Changes in the [Bylaws] regulations made during the year by the Board of Control must be submitted to the Legislative Body at its annual meeting for vote.

#### **ARTICLE VII – TOURNAMENTS, MEET AND GAMES**

##### **Section A. CIAC member schools MAY ENTER the following Tournaments, Meets and Games When:**

1. Tournaments, meets and games are scheduled by the Connecticut Interscholastic Athletic Conference; and when or if such competition may require minimum loss of school time;
2. Tournaments, meets and games are scheduled by and among member schools except sectional, state or area tournaments and meets which are restricted to member public schools only, or to member private schools only because of the nature of their membership;
3. Meets and games are scheduled by a member school with public and private schools which are members in good standing in the state high school athletic association recognized by the National Federation of State High School Associations;
4. Member schools permit athletes in individual sports to participate “unattached” and where selection for participation is based on performance of an individual, and when such competition is limited to a maximum of three (3) days.
5. Multi-state tournaments, meets or games involve no more than a total of half of the National Federation states (26) and only those that abide by regulations of the National

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Federation governing interstate competition and have been sanctioned by each of the involved state associations through the National Federation;

6. Applications for sanctioning of any interstate athletic contests outside of National Federation Section I must be submitted online to the National Federation. Refer to the section in this handbook for additional information on sanctioning. The National Federation web site is [www.nfhs.org](http://www.nfhs.org);
7. Interstate tournaments, meets and games within National Federation Region I are approved by each member state's athletic association and funding methods and expenditures are approved by the local school's Board of Education (LEA) and where such competition is limited to two calendar days of which only one is a school day;
8. Interstate tournaments, meets or games beyond National Federation Region I are approved by each member school's Board of Education (LEA), and funding methods and expenditures are approved by the Board of Education;
9. Any interstate tournament, meet or game does not violate any current CIAC seasonal or weekly limitation regulation;
10. A CIAC-sponsored interscholastic athletic team travels no more than one time per sports season beyond the National Federation Region I area.

#### **Section B. CIAC member schools MAY NOT participate in any of the following Tournaments, Meets and Games:**

1. Tournaments, meets and games sponsored by non-educational groups or individuals unless sanctioned by the NFHS and CIAC. Participation in meets, games or tournament is prohibited unless a member school, conference, or group of member schools is the sponsor. No member school shall participate in any tournament, game or other contest from which any non-school organization derives a financial profit from ticket sales or other directly related revenue source.
2. Tournaments, meets and games which are post-season contests (in determining the meaning of the term post-season, "season" shall be defined as printed in the Eligibility Rules of the Conference ) with the exception of those sponsored by CNESSPA;
3. Tournaments, meets and games played on Sundays, either home or away.

**EXCEPTIONS:** The CIAC Board of Control, upon request from a sport committee, may grant permission on a case-by-case basis to pre-schedule the final game of a state tournament when the site necessary to conduct the championship is only available on a Sunday. This exception is limited to the final game only in a sport championship and is not extended to any regular season game, league tournament or event nor any other student activity. Further, the Board approves the use of Sundays after 12:30 p.m. for make-up games in all sports upon the mutual agreement of both schools.

4. Tournaments, meets and games which are intersectional beyond New York, New Jersey and New England and tournaments, meets and games which involve teams from more than six (6) states, except for tournaments, meets and games which are permitted in Section A. 5, 7, and 8 of this Article;



### **3.0 CIAC BY-LAWS**

5. Football games played after Thanksgiving Day, unless they are postponed regularly scheduled contests or CIAC Football Playoff games which must be held no later than the third Saturday after Thanksgiving Day.

**Section C.** Conference members must request and secure permission in writing from the CIAC Board of Control to participate in any tournament, meet or game not specifically permitted by Section A. or not specifically forbidden by Section B. above.

**Section D.** Violators of this Article may be suspended from the CIAC as provided for in Article III, Section C. of these Bylaws, or may be penalized in some other less severe manner by a majority vote of the full membership of the Board of Control.

#### **Section E. Divisions for CIAC Tournament Play**

1. After the 9-12 enrollments as of October 1 for the current school year are received and tabulated by the Executive Director, the sports committees shall determine the tournament or championship meet divisions for the following school year.
2. A school may make application to the Board of Control for entrance to a larger or smaller membership classification for the current year no later than October 1. The Board of Control may approve or reject the request in accordance with the evidence submitted in support of each application. A school having been reclassified at its own request must participate in the CIAC tournament where the competitive divisions are based on the membership classification.
3. Certain sports have had special competitive divisions established. A member school requesting a change in division must abide by the guidelines established by the sports committees of these specific sports.

#### **Section F. Objectives and Regulations for Determining Tournament Divisions**

##### Objectives

1. To provide post season competition for teams and/or individuals that meet the standards of qualification as established by sports committees and approved by the CIAC Board of Control.
2. To promote team sports competition organized into a tournament divisional structure based on size of school or quality of program.
3. To promote post season competition designed to provide opportunities for athletes who are fully subscribed members of a CIAC high school interscholastic team.
4. To promote post season competition given constraints of reasonable financial and human resources.

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#### Regulations

1. No team division qualifying standard shall go below a 40% win record in the sports of field hockey, soccer, volleyball, basketball, softball, football, ice hockey\*, baseball, or lacrosse.  
  
\*The CIAC Board of Control approved a two-year trial (2013-14, 2014-15) where ice hockey may fill their brackets to 16 teams with teams with less than a 40% record.
2. No open or elite tournament formats for team sports.
3. Gender equity shall be an important principle when establishing tournament formats.
4. Any sport committee request to move to a lower qualifying standard from a previously adopted standard must be approved by the CIAC Board. Supporting rationale must accompany each request and be of sufficient merit to convince the Board that such a move meets the objectives of the CIAC.
5. All sports committees shall develop a tournament format that when fully implemented will approximate an equal number of teams or participants in each division.
6. All sports committees will develop a tournament format which will require only the number of divisions necessary to accommodate the number of teams that qualify for the tournament. To request an increase in the number of divisions, it is necessary to show that the existing divisional alignment cannot accommodate additional teams without playing several qualifying games.
7. All sports committees will be required to justify the number of divisions when there is evidence that the existing number of teams making the tournament can be accommodated in fewer divisions.
8. All sports committees have the latitude to promote opportunities which will enhance the overall quality of their tournament as long as such opportunities conform with the heretofore listed regulations. Such opportunities must be made part of the published tournament regulations and be consistently applied to all teams that make the tournaments. Any change in tournament structure which departs from the usual procedure of determining divisions by size of school must be approved by the CIAC Board of Control.

**Individual Sports** – Cross Country, Track, Golf, Swimming, Wrestling, Indoor Track, Tennis, Gymnastics

**Team Sports** – Field Hockey, Soccer, Volleyball, Basketball, Softball, Football, Ice Hockey, Baseball, Lacrosse

#### **Section G. Good Will Trips Abroad**

The matter of school teams going abroad on “good will” trips has long been a concern to the CIAC Board of Control. Too often they come about as the brain-child of a commercial entrepreneur with little or no regard to the loss of school time which results in conflicts with the policies and regulations of the CIAC

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regarding such participation and the expense to students and their families. The creation of such trips by commercial entrepreneurs for profit has always been frowned upon, and should continue to be.

However, such good will trips sponsored by school groups or other non-profit organizations for wholesome and worthwhile purposes which advance the education of young people in ways which at-home classroom instruction could not hope to do should be allowed so long as they comply with the following criteria.

1. The trip should have purposes which are truly educational beyond the taking of students to a foreign country to engage in athletic contests. These purposes should include first-hand observation of the culture and customs of the host country; opportunities to spend time with native hosts in home, school and other societal settings which provide insight into the country, travel and sightseeing within the host country, language study and experience.
2. The purpose of the trip should also advance the interests of the United States and of world understanding and peace in promoting good will among young people of differing races, languages, religions, etc.
3. The trip should not require excessive expense on the part of students or their families, or excessive fund raising efforts which conflict with out-of-school study time and other school related pursuits. The local Board of Education or other governing body must make this determination.
4. The advantages to be gained by such a trip must significantly outweigh any loss of school time which might occur. The local board of education or other governing body must make this determination. Arrangements should be made for students to make-up missed school assignments or carry same on while abroad.
5. Approval for the trip must be obtained from the National Federation of State High School Associations. A National Federation application for sanction of International Athletic Competition must be completed sixty (60) days prior to the trip. A follow-up National Federation International Competition Report Form must be completed for that sport.
6. If such a trip occurs during the CIAC athletic season, any athletic events engaged in must come under and comply with the weekly and seasonal game limitations of the CIAC. These games will not count for CIAC tournament qualification.
7. If the trip occurs outside of the team's athletic season, no more than a maximum of three (3) athletic contests will be played. No practice sessions will be permitted. However, it will be the responsibility of the school administration to make sure that all athletes are properly conditioned prior to any participation in organized competition.
8. Such trips cannot take place later than sixty (60) days prior to the team's next season of play.

### ARTICLE VIII – ELIGIBILITY

**Section A.** The rules of eligibility shall be those which have been adopted by the Athletic Board of Control and shall be considered part of the [Bylaws] regulations under Article IX. In the event no rules changes are approved by the Board of Control, the rules in effect shall remain in full force and effect until new ones have been duly approved.

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#### Section B. Committee on Eligibility

1. The member of the Eligibility Committee who shall serve as Chairperson shall be designated each year by the Board of Control.
2. All questions on interpretation of the eligibility code must be submitted in writing and only by principals of member schools.
3. All protests must be submitted by the principal to the Executive Director on the official protest form. The protest must be postmarked within five (5) school days of the alleged infraction.
4. The Eligibility Committee, subject to approval by the Eligibility Review Board, shall be empowered to make recommendations for exceptions to the eligibility code when, in its opinion, such exceptions are for just cause and to further the objectives of the CIAC. The Committee specifically reserves the right to require medical reports and/or other relevant information.
5. All member schools of the Conference involved in any case which has been considered by the Eligibility Committee shall be notified in writing of the decision of that Committee.
6. A member school dissatisfied with a decision of the Eligibility Committee may, within fourteen (14) days after said decision, request in writing that the Eligibility Review Board review the decision. Requests for exceptions to Article IX, Section II.C. (commonly known as the “transfer rule” of the Code of Eligibility) will be considered by the Eligibility Review Board only after the actual transfer has taken place. A member school principal, on behalf of the student-athlete, has the right to request the Board of Control to review the Eligibility Review Board’s decision. Appeals of decisions of the CIAC Eligibility Review Board are final except that the CIAC Board of Control reserves the right to review and act upon only those cases which it believes involve issues of critical and conflicting opinion among the Eligibility Committee and the Eligibility Review Board or which, as a result of other compelling reasons, deserve the attention of the CIAC Board of Control. This decision shall be final and binding upon all parties.
  - a. Appeals are to be made in writing to the Executive Director of CAS.
  - b. The Executive Director shall notify all the schools involved in the appeal.
  - c. The Executive Director, upon notification from the Chairperson of the Board of Control, shall give due notice to all schools concerned of the time and place of the hearing.
  - d. The school against which a charge or protest has been filed shall have the privilege of presenting its case to the Board of Control.
7. All requests for exception to the Eligibility Rules initiated by a student-athlete or his/her parents or legal guardian SHALL be referred by the principal of the member school to the CIAC Eligibility Committee.

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#### **Section C. Restitution**

If a student is ineligible according to CIAC rules but is permitted to participate in interscholastic competition contrary to such CIAC rules but in accordance with the terms of a court restraining order or injunction against his/her school and/or the CIAC and said injunction is subsequently voluntarily vacated, stayed, reversed or [it is] finally determined by the courts that injunctive relief is not or was not justified, in any one or more of the following actions shall be taken against such school in the interest of restitution and fairness to the competing schools:

1. Require that individual or team records and performances achieved during participation by such ineligible student shall be vacated or stricken.
2. Require that team victories shall be forfeited to opponent.
3. Require that team or individual awards earned by such ineligible student be returned to the Association.

#### **ARTICLE IX – RULES OF ELIGIBILITY AND CONTROL FOR BOYS AND GIRLS HIGH SCHOOL ATHLETICS IN CONNECTICUT.**

**Section A.** The Eligibility Rules are provided electronically and/or mailed to each member school during the summer months and copies of the Handbook are provided to each school. Complete rules of eligibility will be found in Appendix B of this CIAC Handbook.

#### **Section B. Transgender Participation**

The CIAC is committed to providing transgender student-athletes with equal opportunities to participate in CIAC athletic programs consistent with their gender identity. Hence, this policy addresses eligibility determinations for students who have a gender identity that is different from the gender listed on their official birth certificates.

The CIAC has concluded that it would be fundamentally unjust and contrary to applicable state and federal law to preclude a student from participation on a gender specific sports team that is consistent with the public gender identity of that student for all other purposes. Therefore, for purposes of sports participation, the CIAC shall defer to the determination of the student and his or her local school regarding gender identification. In this regard, the school district shall determine a student's eligibility to participate in a CIAC gender specific sports team based on the gender identification of that student in current school records and daily life activities in the school and community at the time that sports eligibility is determined for a particular season. Accordingly, when a school district submits a roster to the CIAC, it is verifying that it has determined that the students listed on a gender specific sports team are entitled to participate on that team due to their gender identity and that the school district has determined that the expression of the student's gender identity is bona fide and not for the purpose of gaining an unfair advantage in competitive athletics.

Students who wish to participate on a CIAC gender specific sports team that is different from the gender identity listed on the student's current school records are advised to address the gender identification issue with the local school district well in advance of the deadline for athletic eligibility determinations for a current sports season. Students should not be permitted to participate in practices or to try out for gender specific sports teams that are different from their publicly identified gender identity at that time or to try out simultaneously for CIAC sports teams of both genders.

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Nothing in this policy shall be read to entitle a student to selection to any particular team or to permit a student to transfer from one gender specific team to a team of a different gender during a sports season. In addition, the CIAC shall expect that, as a general matter, after the issue of gender identity has been addressed by the student and the school district, the determination shall remain consistent for the remainder of the student's high school sports eligibility. The CIAC has concluded that this criteria is sufficient to preclude the likelihood that a student will claim a particular gender identity for the purpose of gaining a perceived advantage in athletic competition.

#### ARTICLE X – RECRUITMENT

A charge of recruiting may be brought against a member school by another member school or by the Executive Director of CAS-CIAC.

**Recruitment Policy – The CIAC Board of Control has established the following policy with regard to the illegal recruitment of student-athletes by member schools:**

##### Section A. General Principles

1. Recruiting is the use of undue influence and/or special inducement by anyone associated with a school in an attempt to encourage a prospective student to attend or remain at that school for the purpose of participating in interscholastic athletics.
2. Recruitment of students or attempted recruitment of students for athletic purposes, regardless of their residence, is a gross violation of the spirit and philosophy of the bylaws of the Connecticut Interscholastic Athletic Conference and is expressly forbidden.
3. Member schools are responsible for any violation committed by any person associated with the school, including principals, assistant principals, athletic directors, coaches, teachers, any other staff members or employees, or any organization, such as booster clubs, having connection to the school. Member schools also are responsible for any violation committed by any person acting at the direction of the school or anyone associated with the school. Use of third parties such as students, parents, etc., is also a violation of this policy.
4. Member schools each year will be required to submit to the CIAC office with the membership application form a Certification of Compliance with the CIAC Recruiting Policy. The principal, athletic director and head coach in each varsity sport offered by the school will be required to sign a form provided by the CIAC office certifying that they have reviewed this policy and will comply with all provisions of this policy, and that they will review the provisions of this policy with other individuals or groups associated with the school such as athletic booster clubs.

##### Section B. Undue Influence

1. The use of undue influence, which is the use of direct or indirect communication by anyone associated with a school with a prospective student-athlete in an attempt to solicit or encourage the enrollment of a prospective student-athlete in that school, is prohibited. Additionally, no one associated with a school may request any third party to solicit or encourage the enrollment of a prospective student-athlete in that school, for in that case the third party also becomes associated with that school.

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2. Undue influence includes, but is not limited to:
  - a. Initiating or arranging telephone, telegram or other written contact such as questionnaires, cards or letters, with a prospective student-athlete or member of his/her family for the purpose and intent of soliciting or encouraging the enrollment of the student in a school.
  - b. Visiting or entertaining a prospective student-athlete or member of his/her family for the purpose and intent of soliciting or encouraging the enrollment of the student in a school.
  - c. Providing transportation to a prospective student-athlete or member of his/her family to visit a school or to meet with anyone associated with a school for the purpose and intent of soliciting or encouraging the enrollment of the student in that school.
  - d. Attending grade school, junior high or middle school games for the purpose of evaluating and recruiting specific prospective student-athletes.
  - e. Requesting booster club members, students, parents or alumni from a school to discuss the merits of the school's athletic program with a prospective student-athlete or member of his/her family by phone, in person or through letters or other written communication.
  - f. Any other contact with a prospective student-athlete or member of his/her family for the purpose and intent of soliciting or encouraging the enrollment of the student in a school.
3. No member school and no one acting on behalf of any member school may give any speech or give any slide, film or tape presentation or distribute any written material, including advertisements in newspapers, magazine or other publications, which states or implies that a member school's athletic program is better than the athletic program of any other member school or that it would be more advantageous for any prospective student-athlete to participate in athletics at that member school as opposed to any other school.
4. When a student at a junior high, middle school or other high school, or the parent(s) or guardian(s) of that student contacts a coach about attending the coach's school, the coach must immediately refer the student, parent(s) or guardian(s) to the principal or other appropriate school personnel, who have the responsibility of seeking and processing prospective students.

#### **Section C. Special Inducement**

1. A student-athlete may not receive or be offered any remunerations of any kind or receive or be offered any special inducement of any kind which is not made available to all students who enroll in or apply to a school.
2. Special inducements include, but are not limited to:

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- a. Offer or acceptance of money or other valuable consideration such as free or reduced tuition during the regular school year or summer school by any person associated with a school.
- b. Offer or acceptance of room, board, textbooks or clothing, or financial allotment for textbooks or clothing.
- c. Offer or acceptance of pay for work that is not performed or that is in excess of the amount regularly paid for such service.
- d. Offer or acceptance of free transportation by any person associated with a school.
- e. Offer or acceptance of a residence with any person associated with a school living with non-custodial parent.
- f. Offer or acceptance of any privilege not afforded to non-athletes. However, it is not a violation for youth groups to attend local games free of charge if they are part of a local program that is open to all students at that age level.
- g. Offer or acceptance of free or reduced rent for parents or guardians.
- h. Offer or acceptance of payment of moving expenses of parents or guardians or assistance with the moving of parents or guardians.
- i. Offer or acceptance of employment of parent(s) or guardian(s) in order to entice the family to move to a certain community if any person associated with the school makes the offer.
- j. Offer or acceptance of help in securing a college athletic scholarship.

#### **Section D. Academic Recruitment Programs / Open Houses**

1. This policy is not intended to prevent a member school from conducting academic recruitment programs or recruitment programs designed to attract students based upon the school's overall educational and extracurricular programs. However, such recruitment programs must be designed to present the overall educational and extracurricular programs of the school and not be used as a subterfuge for recruiting students for athletic purposes. Such general recruitment programs permissible under this article must be carried out under the following guidelines.
  - a. With the permission of the principal, member schools may present speeches, slides, film, tape or other similar programs to students at elementary, junior high or middle schools with grades below the ninth from which the member school can normally expect enrollment so long as said speeches, slides, films, tapes or other presentations are designed to attract students to attend the member school and are based upon the overall educational programs and not presented for the purpose of recruiting prospective athletes. No information can be distributed through such programs by the use of speeches, slides, films, tapes or written material which in any way implies that the member school's athletic program is



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better than any other member school's athletic program or that it would be more advantageous for a prospective student-athlete if he/she participated at that member school as opposed to any other member school.

- b. Member schools may conduct an open house that is designed to attract students based upon the school's overall educational and extracurricular programs. No information distributed at a school's open house through any speech, slide, film, tape or written material can imply that the school's athletic program is better than any other member school's athletic program or that it would be more advantageous for a prospective student-athlete if he/she participated at that member school as opposed to any other member school. The school's athletic director and member school coaches may be present as part of the administrative team and faculty that conducts an academic recruitment presentation or open house for the purpose of answering questions or making presentations consistent with the above. Coaches must strictly adhere to the CIAC recruitment regulation that prohibits the use of undue influence and/or special inducement by anyone associated with the school in an attempt to encourage a prospective student to attend that school for the purpose of participating in interscholastic athletics.

#### **Section E. Athletic Programs / Activity Fairs**

1. Specific athletic and sport information may be distributed not earlier than April 15 by coaches and others, at any venue, to eighth grade students and other students that have officially committed to attend a member school. Students considered in this group are those that have been officially assigned a program of studies; registered with the school for the next school year and have complied with all other school enrollment requirements. These students are then considered bona fide members of the member school and may be contacted by individual school personnel for specific athletic intentions.
2. Activity fairs including athletic information programs may be held during the school day on or after April 15.
3. Prior to April 15, parent initiated individual visits to schools are permitted during school hours. Student hosts or others may not be assigned for athletic consideration.

#### **Section F. Financial Assistance Programs**

1. Member schools are permitted to maintain financial assistance programs for students which must be without regard to athletic potential. Financial assistance based even partially on athletic potential or performance is not permitted from the school or any individual or group associated with the school.
2. Financial assistance programs must be carried out under the following guidelines:
  - a. Evaluation of the student's needs for financial assistance must be performed by a recognized organization independent of the school and approved by the CIAC Board.
  - b. Member schools must make all records of financial assistance available to the CIAC for inspection upon request.

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- c. No coach or any other unauthorized person associated with the school may suggest or promise that any part of tuition will be waived for a prospective student or that financial assistance may be granted for any reason, including financial need. The only person who may address the possibility of fee reduction or financial assistance is that person who has specific responsibility for admissions and financial assistance policies and procedures.
- d. Funds which have been donated to schools by businesses, organizations, clubs and individuals may be given as financial assistance to students through the normal financial assistance program of the school for all students, without regard to athletic potential.

#### **Section G. Penalties**

- 1. A member school found to be in violation of any provision of this policy:
  - a. Will be assessed a financial penalty as well as all expenses incurred by the CIAC in its investigation, placed on administrative probation and required to forfeit all contests won in which a recruited student(s) participates and/or all points earned in any contests by a recruited student(s);
  - b. May be placed on restrictive probation and denied participation in the CIAC State Championship Series for a period of not less than one year in the sport(s) in which the violation(s) occurred;
  - c. May be placed on suspension probation and denied any participation with any member school for a period of not less than one year in the sport(s) in which the violation(s) occurred; and/or
  - d. May be suspended from membership in the Association for a period of not less than one year.
- 2. A student who allows him/herself to be successfully recruited by a member school:
  - a. Will be declared permanently ineligible for interscholastic athletic competition at the school to which he/she was recruited; and
  - b. May be declared ineligible for interscholastic athletic competition for a period not to exceed one year at any member school.

#### **Section H. Protocol for Investigating and Determining a Charge of Recruitment**

- 1. If a charge of recruiting is brought against a member school, the CIAC Board of Control shall appoint an investigating officer, whose duty it shall be to determine the facts in the case. This person shall be empowered to summon representatives of both the complainant and the school accused of recruiting to an informal fact-finding meeting which shall be held within fifteen (15) days of receipt of the complaint.

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No parties may at this time be represented by counsel. The investigating officer shall attempt to resolve the matter at issue between the two schools. Where the findings of violation of the recruitment rule have been determined following the investigation, the investigating officer may rule in his/her discretion that the offending school:

- a. Be fined a definite amount;
- b. Be placed on probation pending future conduct for a definite time period;
- c. Be prohibited from participation in CIAC-sponsored meets or tournament for a definite time period;
- d. Be suspended from the CIAC for a definite time period or
- e. Be penalized by any combination of the above.

If the schools accept the investigating officer's decision, it shall be so reported in writing to the CIAC Board, along with the investigating officer's findings of fact, the report shall be entered in the minutes of the Board, and the matter adjudicated and closed.

2. Should the efforts of the investigating officer fail, the CIAC Board of Control shall, within fifteen (15) days of the date of receipt of such report, establish a three-member panel to arbitrate the issue.

The panel shall consist of three member principals, one member chosen by the complainant, one member chosen by the accused school, and a third member agreed upon by the two parties. The neutral member will serve as Chair. The panel shall be empowered to call both parties to a formal hearing, at which time parties shall not be represented by counsel, and which shall be conducted according to existing CIAC bylaws and precedent. The hearing must be held no later than 21 days after the appointment of the panel. The decision of the panel shall be reported to the CIAC Board of Control and the two parties involved within one week following the conclusion of the hearing.

3. Where a finding of violation of the recruitment rule has been determined by a three member panel, the panel may rule in its discretion that the offending school:
  - a. Be fined a definite amount; or
  - b. Be placed on probation pending future conduct for a definite time period; or
  - c. Prohibited from participation in CIAC-sponsored meets or tournaments for a definite time period; or
  - d. Be suspended from the CIAC for a definite time period; or
  - e. Any combination of the above.
4. Should the findings and judgment of the panel be accepted by both parties, said findings and judgment shall be communicated by the panel in writing to the CIAC Board of Control, which shall enter the findings and judgment in the minutes of the Board, and the matter shall be declared adjudicated and closed.
5. Should the findings and judgment of the panel not be accepted by the parties, either may appeal to the CIAC Board of Control for a formal hearing before the Board. Such appeal must be made within fifteen (15) days following the announcement of the decision of the panel. If a request for an appeal hearing is not made within that time, the matter shall be considered closed and the judgment of the panel shall stand.

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6. Upon appeal made in timely fashion, the Board of Control shall convene a formal hearing, where each party may be represented by counsel, to be held no later than 30 days from the day of receipt of the request. The hearing shall be conducted in accordance with existing CIAC bylaws and precedent in such cases.

If any party elects to be represented by counsel, the other parties must be so informed in timely fashion.

7. The school appealing the finding and judgment of the panel shall be subject to the application of Article III, E.1. and 2. of the CIAC [bylaws], regulations (q.v.). (Note: This article provides that any school which sues CIAC and loses pays CIAC's legal fees and costs.)
8. Punitive fines not to exceed \$10,000 may be imposed by the Board of Control against a school found to have engaged in recruiting as defined in Article IX, Section IV, C.2. and above. The superintendent of schools of the district shall be notified through the high school principal.

#### **Certificate of Compliance – Refer to Appendix F in the CIAC Handbook**

#### **ARTICLE XI – COOPERATIVE TEAM SPONSORSHIP**

The CIAC Board of Control shall have the authority to approve the formation of cooperative athletic teams of two or more member high schools under the following conditions:

1. The determination of the proper set of circumstances which will allow multiple schools to form a cooperative team will depend significantly on the issue of competitor displacement. When the CIAC believes that a cooperative arrangement will cause an unreasonable displacement of potential competitors from one of the schools, the request to form a cooperative will be denied. Schools having sufficient numbers of competitors are advised not to request the formation of a cooperative team in that sport. It is only when two or more schools are experiencing difficulty in obtaining the desired number of competitors to form a team that the request for a cooperative team should be initiated. Cooperative teams may not be formed for financial reasons.
2. Cooperative teams will not be permitted to add teams if the total number of players on the existing co-op team exceeds the maximum determined limit in each sport. Co-op programs exist until they have finished the phase-out period of if the agreement between the schools involved ceased for at least one full season.
3. Multiple team cooperative programs cannot exceed two (2) times the maximum determined limit in each sport.
4. The schools are located in the same geographical area.
5. All schools participating in the cooperative must be members of the CIAC, Inc.
6. A cooperative team will be placed in the appropriate tournament classification using combined enrollments as follows:
  - a. 100% of the 9-12 boy or girl enrollment of the largest school in the co-op.

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- b. The % of players from the remaining school(s) in the co-op will be calculated and that % of the co-op school(s) 9-12 boy or girl enrollment will be added to the largest school enrollment.

Example:	School A – 9-12 boy enrollment	500	500
	School B – 9-12 boy enrollment	<u>250</u>	<u>250</u>
		750	750

# of participants in co-op – 15	
10 from school A – 100% enrollment	500
5 from school B – 33% enrollment of 250	<u>83</u>
Total enrollment for tournament classification	583

- 7. The cooperative sponsorship agreement is established for a period of two consecutive school years. However, approval may be granted for a one year period.
- 8. The governing boards of all schools participating in the cooperative team agreement jointly make application to the CIAC Board of Control for approval of the cooperative team agreement.
- 9. Written assurance that a “no cut” policy will govern the cooperative.
- 10. The CIAC Co-op Committee reserves the right to investigate a co-op team which has a substantially different number of athletes reported on the co-op application than the number of athletes that actually participate in the co-op. The outcome of the investigation may result in recommendations to the CIAC Board of Control to take immediate action.

**Note: There is a printed cooperative team application form which must be used. A copy may be obtained from the CIAC office. (See Appendix G)**

- 11. The joint application includes:
  - a. Written approval from the league(s) of which the cooperating schools are members, or, in the event the cooperative team will not be affiliated with a league, written approval from a minimum of six schools included in the cooperative team’s schedule of competition.
  - b. The application form signed by the principals of all cooperating schools designating the name under which the cooperative team will compete.
  - c. A report of the potential number of students from each of the cooperative schools expected to participate on the cooperative team.
  - d. A report of the number of students, if any, from each of the cooperating schools who have been participating in the sport involved, in programs offered on a non-cooperative basis by their own schools.
  - e. A statement expressing the reasons for the formation of a cooperative team.

### 3.0 CIAC BY-LAWS

- f. Written assurance that the cooperative team will not limit or lessen participation opportunities for students in any of the cooperating schools. A “no cut” policy must be in place.
- g. Eligibility lists from the previous season in the sport in question.

#### 12. **Dissolution of Cooperative Teams**

- a. When the decision of the CIAC co-op committee is to dissolve or discontinue a co-op program, there will be a maximum of a two (2) year phase-out, renewable yearly, (this two year phase-out is renewable one time) and athletes will be eligible from their schools throughout the two year phase-out period. The cooperative team committee has the authority to reduce a phase-out period to one year if the number of participants in the co-op exceeds or is close to exceeding two times the maximum allowed in the specific sport. Eligibility is not restricted to only those athletes who were on the original co-op team roster at the time of discontinuation.

Note: When a co-op team has been put into a phase-out and it can be demonstrated that the school(s) affected have in good faith begun a process of creating some type of program, in the same sport and independent of the co-op which will provide opportunity to those new incoming underclassmen, the schools involved may request an extension of the phase-out period to insure the students who were in the original co-op may finish out their high school athletic career as a part of the original co-op.

- b. During the phase-out, all schools must agree to remain in the co-op agreement on a yearly basis. League approval is not required. During the phase-out period all athletes are to be notified by their school that a limited period of eligibility exists because the program is in a phase-out period.
- c. Dissolving an active CIAC approved co-op lies solely between the schools involved.

Application deadlines for cooperative teams during any school year are: (Schools are encouraged to submit their applications well in advance of the deadline.)

Fall sports – May 1

Winter sports – September 15

Spring sports – January 15

The principal of the host school will be designated as responsible for all CIAC-related correspondence concerning the cooperative team.

Note: The cooperative team application form must be completed and be accompanied by all necessary addenda.

#### **Decision Making Power**

Decisions to approve or disapprove all cooperative team applications are relegated to the Cooperative Team Committee by the CIAC Board of Control. The Cooperative Team Committee shall consist of the

### 3.0 CIAC BY-LAWS

chairperson of the CIAC, a minimum of two high school administrators, one representative of CAAD and one representative of CHSCA, all with voting privileges. The Cooperative Team Committee will meet a minimum of three times per year to act on all requests.

#### Individual Sport Participation Limits

The following limits have been set by each CIAC sport committee. When the number of potential participants in any school exceeds the limits listed below a cooperative team will not be approved.

<u>Fall Sports</u> (9-12)(10-12)	<u>Winter Sports</u> (9-12)(10-12)	<u>Spring Sports</u> (9-12)(10-12)
Cross Country ... 5 / 4	Basketball ..... 8 / 6	Baseball ..... 14/ 10
Field Hockey ... 16/ 11	Gymnastics ..... 3 / 2	Golf ..... 4 / 3
Football ..... 32 / 25	Ice Hockey ..... 15/ 10	Lacrosse ..... 16/ 11
Soccer ..... 16/ 11	B. Swimming ... 14/ 10	Outdoor Track ... 14/ 10
G. Swimming .... 14/ 10	Indoor Track .... 10/ 7	Softball ..... 14/ 10
G. Volleyball ... 10 / 7	Wrestling ..... 13/ 9	Tennis ..... 7 / 5
		B. Volleyball ..... 10/ 7

#### QUESTIONS AND ANSWERS CONCERNING COOPERATIVE TEAMS

1. Q. **When a school has a reasonably sufficient number of competitors to sponsor a team will that school be allowed to develop a cooperative arrangement with a school which does not have sufficient numbers to sponsor a team?**
  - A. *No. The determination of the proper set of circumstances which will allow two or three schools to form a cooperative team will depend significantly on the issue of competitor displacement. When the CIAC believes that a cooperative arrangement will cause unreasonable displacement of potential competitors from one of the schools, the request to form a cooperative will be denied. Schools having sufficient numbers of competitors are advised not to request the formation of a cooperative team in that sport. It is only when two or more schools are experiencing difficulty obtaining an adequate number of competitors to form a team that the request for a cooperative team should be initiated.*
  
2. Q. **How is the term “same geographical area” defined?**
  - A. *The term “same geographical area” will be defined by the boards of education forming each cooperative team. It is expected that the practical factors involved in arranging a co-op will create practical parameters to the geographical area any cooperative could serve.*
  
3. Q. **According to the regulations, league approval is required for each cooperative team. What constitutes league approval?**
  - A. *League approval is formal voted-upon action by a league, according to its own method of voting, granting formal approval by the league of the formation of a cooperative team involving one or more of its member schools.*

### 3.0 CIAC BY-LAWS

4. Q. **What requirements do schools which establish cooperative agreements have to meet with respect to defining the administrative details of a cooperative team?**
- A. *Boards of education must adopt a formal intergovernmental agreement with the other district(s) involved in the formation of any cooperative team they establish. This agreement must be formally adopted by the boards of education of all cooperating schools.*
5. Q. **If a school adds a boys' team by the formation of a cooperative team, must it also add a girls' sport team to its program?**
- A. *Simply adding a team for one sex of students by forming a cooperative does not require corresponding action to add a team for the other sex of students. However, schools are bound by the provisions of Title IX. Questions with respect to Title IX regulations should be referred to the State Department of Education.*
6. Q. **May cooperative teams be formed with out-of-state schools?**
- A. *No.*
7. Q. **May a cooperative team be formed with a school which is not a member of CIAC, Inc.?**
- A. *No.*
8. Q. **May a school form more than one cooperative team in the same sport?**
- A. *No. A cooperative team will not be approved based upon level of play, such as a freshman team or JV team. Approval will be decided solely on permitting schools to engage in a sport cooperatively.*
9. Q. **May a school form a cooperative with one school in football, a different cooperative team with another school in cross country and even a third cooperative with yet another school in volleyball?**
- A. *Yes. The provisions of this rule permit formations of different cooperative teams with different schools on a sport-by-sport basis. However, each cooperative team formed must undergo the complete process of approval by the boards of education, the league, and the CIAC Board of Control.*
10. Q. **In light of the requirement that cooperative teams may not limit participation opportunities, must a no-cut policy be established for each cooperative team that is formed?**
- A. *Yes.*
11. Q. **May a school drop one sport, such as field hockey, in order to enter a cooperative team arrangement in another sport such as girls soccer?**
- A. *Yes. The decision as to which sports to offer is exclusively the prerogative of each board of education.*



### 3.0 CIAC BY-LAWS

12. Q. **Is there a deadline for filing cooperative team applications with the CIAC Board of Control?**

A. *Yes. The deadline is May 1 for fall sports – September 15 for winter sports – and January 15 for spring sports.*

13. Q. **May a cooperative team be formed during a sport season, in order to accommodate participation in the CIAC tournament series that school year?**

A. *No. All cooperative team applications must be submitted on or before the date deadline for each sport season. Applications received after these dates will be denied or considered only for implementation no sooner than one year hence.*

14. Q. **Must a cooperative team meet all of the qualifying regulations of a specific sport before being permitted to compete in the state tournament?**

A. *Yes.*

15. Q. **If two schools form a boys' cooperative team with each school having boy enrollments in grades 9-12 of 500 and 250, what enrollment will be used to determine classification for that sport.**

A. *A cooperative team will be placed in the appropriate tournament classification using combined enrollments as follows:*

- *100% of the 9-12 boy or girl enrollment of the largest school in the co-op*
- *The % of players from the remaining school(s) in the co-op will be calculated and that % of the co-op school(s) 9-12 boy or girl enrollment will be added to the largest school enrollment*

<i>Example:</i>	<i>School A – 9-12 boy enrollment</i>	<i>500</i>	<i>500</i>
	<i>School B – 9-12 boy enrollment</i>	<i><u>250</u></i>	<i><u>250</u></i>
		<i>750</i>	<i>750</i>

<i># of participants in co-op – 15</i>	
<i>10 from School A – 100% enrollment</i>	<i>500</i>
<i>5 from School B – 33% enrollment of 250</i>	<i><u>83</u></i>
<i>Total enrollment for tournament classification</i>	<i>583</i>

16. Q. **If two schools receive approval for a cooperative team, may they reapply their cooperative agreement and add a third school to the cooperative?**

A. *Co-op teams are not permitted to add a third team (if the total number of players on the existing co-op team exceed the maximum limit required per sport.*

17. Q. **If two schools form a cooperative agreement, and then after the season for that sport begins, interest wanes and there are not sufficient students participating to sustain the team, what are the eligibility implications for students who may have been participating in the cooperative team?**

### 3.0 CIAC BY-LAWS

- A. *Students who begin participating on a cooperative team which is then disbanded after having competed in its first contest, may not compete in another CIAC sport during the remainder of the current sport season. Furthermore, if students from either of the schools enter the CIAC state tournament series as individuals in the sport for which the cooperative was established, they would have to be entered under the auspices of the cooperative team, not their own individual high school.*
18. Q. **A school after one year in a cooperative agreement is forced to discontinue the sport because of lack of support from the other schools in the cooperative. May that school petition to form a cooperative in the same sport with another school or schools?**
- A. *Yes. In this case an appeal will be heard by the review committee to grant exception to the two year commitment.*
19. Q. **May two schools from a cooperative team then subsequently consolidate with each other the second year of the cooperative?**
- A. *Yes. Consolidation of schools joined in a cooperative team agreement will simply supersede the cooperative agreement in such case.*
20. Q. **In the event two schools, each of which is a member of a different league, form a cooperative team, how will the requirements for league approval be administered?**
- A. *According to the cooperative policy, cooperative teams must be approved by the leagues of which the participating schools are members. They must also be approved by the league in which the cooperative team will participate or by six schools on the cooperative team's schedule if it does not compete in a league.*
- A) *If the cooperative team competes in a league of which one of the schools has been a member, both that league and the league of which the other school(s) in the cooperative has been a member(s) will be required to approve the cooperative team.*
- B) *If the cooperative team competes in neither of the existing leagues but will compete in another league altogether, then both the previous leagues and the new league must approve formation of the cooperative.*
- C) *If the schools forming the cooperative have been league members but will compete as an independent, then the leagues of which they have individually been members, along with the six schools on the cooperative team's schedule, must approve the formation of the cooperative.*
- D) *If one school entering the cooperative has been a member of a league and the other has been an independent, and the cooperative will compete as an independent, approval of the cooperative team must be obtained from both the league of the one cooperating school and from six (6) schools on the cooperative team's schedule.*
21. Q. **How is the term six (6) schools defined with request to requiring approval by six (6) schools on its schedule?**
- A. *Six schools mean six different schools which appear on the cooperative team's schedule for the first season of play.*

### 3.0 CIAC BY-LAWS

22. Q. **If a cooperative team is dissolved or discontinued is the cooperative entitled to a phase-out period?**

A. *Yes. Schools in the cooperative will be granted a phase-out period of up to two years to allow schools an opportunity to co-op with another school or to budget the necessary funds to establish their own program. The cooperative team committee has the authority to authorize a one year phase-out if the number of participants in the cooperative exceeds or are close to exceeding two times the maximum allowed in the specific sport. Additionally, a school may request an extension of a phase-out if they demonstrated they have begun a program independent of the co-op to accommodate any incoming underclassmen interested in the sport.*

23. Q. **May a school seek to form a co-op program for financial reasons or because they are eliminating their existing program due to budgetary constraints?**

A. *No. The reasoning behind forming a co-op team is competitor displacement and is based solely on the number of athletes in the program and not financial hardships.*

24.Q. **May two schools that each have 25 returning football players in the upper three (3) grades totaling 50, form a co-op team?**

A. *Yes.*

25.Q. **May three schools that each have 25 returning football players in the upper three (3) grades totaling 75 form a co-op team?**

A. *No. Any three (3) teams cannot exceed the maximum number derived by a two (2) team co-op and in this case that would be 50. When using the (10-12) option, all numbers and calculations in forming the co-op must be associated with the maximum number for each school to be 25.*

26.Q. **May two schools forming a football co-op each use a different option with one using the (10-12) = 25 option and the other using the (9-12) = 32 option?**

A. *Yes. However, the total number of athletes 9-12 in the program may not exceed 64.*

27.Q. **At the conclusion of the hockey season I have 13 non-seniors on my roster but project I will only have 10 players without freshman for next season. Can I seek out another school to enter a co-op?**

A. *The number of athletes submitted to co-op using the “no freshman” option should correspond directly to the eligibility list at the end of the previous season unless substantial documentation can be provided that indicates students have left the school.*

28.Q. **May two schools already in an existing co-op disband in order to reconfigure adding a third team?**

A. *Schools may not disband in the middle of a co-op agreement but may disband at the end of their co-op agreement to reform with other schools.*

### 3.0 CIAC BY-LAWS

## ARTICLE XII – IN SEASON / OUT-OF-SEASON RULES

### SPECIALIZATION

Students should have the opportunity to voluntarily engage in non-school sponsored sports activities provided such activities do not interfere with the student's educational development and the activities do not conflict with the principles of wholesome amateur athletics. The CIAC wishes to enhance that opportunity while at the same time discouraging the exploitation of student-athletes by overzealous individuals and organizations who attempt to impose an obligation on the student to participate in their programs at any cost. There has been growing evidence of commercialism of high school athletes. In far too many instances non-school sponsored sports events have been the "marketplace" where the students have been lured to display their "athletic wares." Experience has revealed that such events tend to divide the allegiance of the students, undermine their respect for their high school coaches, and encourage the type of adulation which gives the students an exaggerated notion of the importance of their own athletic prowess rather than reinforcing the idea that athletic ability is an endowed talent which students should use for the pleasure and satisfaction that they may derive from athletic competition. By the promulgation and enforcement of these rules the CIAC strives to eliminate these abuses.

"For purposes of this regulation, an individual officially becomes a coach and thus must abide by all CIAC rules and regulations, upon written or verbal acceptance of an offer of employment by a board of education or its designated agent(s).

Also for purposes of this regulation, a coach remains a coach in the position for which he/she was hired until a formal resignation by the coach is received by the proper school authority or he/she is officially notified of termination by the superintendent of his/her designated agent.

Yearly expiration of contracts do not constitute "official notification" under the definition of this regulation."

Adopted May 29, 1997

### 1.0 DURING AUTHORIZED CONTEST SEASON (In-Season Rules)

#### 1.1 Individual and Team Sports

- a. Participation as an individual or as a member on a non-school sponsored team in a sports competition, practice, showcase, try-out, camp or clinic in the same branch of athletics during the authorized contest season will render the athlete ineligible for all interscholastic athletics unless the athlete is reinstated by the CIAC Board of Control. (Season is defined as the date of the first contest for that school and concluding with either the CIAC final tournament game or the New England Championships.)

#### Exception to Rule 1.1.a.

- Participation in Olympic/Pan American Games/try-outs.
- Participation in one national governing body (NGB) sponsored national tournament or international competition (sports not sponsored by the International Olympics Committees).
- Participation in a college audition – (Audition – when a student-athlete is invited by the college coach to visit the campus and participate in workouts individually or with team members to assess their skills prior to admission.)

### 3.0 CIAC BY-LAWS

- Participation in clinics offered by a college – (Skill development programs that are not used to assess talent or used as a try-out for non-school teams.)
- Participation in clinics offered by CIAC member schools or other state association member schools.
- Participation in other clinics approved by the school and that are designed to enhance skill development and not used as a try-out of any nature for selection to a non-school team.

The following conditions must be met as part of the exceptions:

- Each student is limited to two (2) events per season;
- Each event is limited to one (1) day in duration;
- The member school principal must grant permission if there is any loss of school time;
- The member school coach determines the event does not interfere with any functions of the in-season school program;
- Written consent is given by the school administration and athletic department prior to the student attending such activities.

#### **All Sports**

The CIAC Board of Control may grant exceptions to athletes to participate in those contests legitimately organized for the sole purpose of preparing for and selection to the next Olympic Games or the Pan-American Games. In sports not sponsored by the International Olympic Committee or the Pan-American Games an athlete may participate in one (1) National Governing Body (NGB) sponsored national tournament event or other NGB sponsored international competition during the sport season. These contests must be recognized by the United States Olympic Committee, the Pan-American Games and/or the NGB for the sport as having as its sole purpose the selection to the Olympic, Pan-American, national or international team. All decisions for participation will be made in accordance with the Restricted Competition provision of the U.S. Olympic Sports Act wherein state athletic associations shall have “exclusive jurisdiction” to conduct their programs without interference by any NGB.

Athletes wishing to compete in any of the above mentioned events must follow the provision in 1.1.a. Exceptions to these regulations may be granted by the CIAC Board.

#### **Select Sports (Only)**

A student-athlete may participate in golf, gymnastics, indoor track, outdoor track, swimming, and tennis as an individual (unattached) and not as a member of a team during the authorized contest season without loss of interscholastic eligibility provided the following criteria are met:

- 1) Compliance with weekly limitations for the specific sport.
- 2) In golf, gymnastics, swimming, indoor track, outdoor track and tennis, no more than four (4) unattached outside meets per season are permitted. Athletes in these sports may practice but not compete with a non-CIAC team during the season. Such practices may not interfere with or replace member school practices.

### 3.0 CIAC BY-LAWS

- 3) Prior approval of athletic director, coach, principal and parent.
- 4) Prior arrangements to complete academic lessons, assignments, tests, etc.
- 5) Student and parent agree to not accept, directly or indirectly any awards, gifts, trips, merchandise, etc., which would be in violation of CIAC regulations.
- 6) Athletes will not miss any CIAC-sponsored tournament contest for which he/she is eligible unless excused by the CIAC Board of Control. It is the philosophy of the conference that student-athletes owe loyalty to their school and team. During the regular season, the school administration will make the determination as to whether a student-athlete may be excused from a contest to attend an event as an “unattached” competitor.

- b. A pupil shall not participate in or represent his or her school in more than one sport after the date of the first contest for that school in that sport season, nor may that pupil represent more than one school during a season unless the pupil satisfies the conditions of Eligibility Rule I.I.C.

The school season is defined as the date of the first scheduled contest for that school and concluding with either the CIAC final tournament game or the New England Tournament if there is such a tournament. The conclusion of the New England tournaments will be the end of the season for teams and/or athletes who qualified for the New England tournament.

#### 1.2 Camps and Showcases

Students may not attend.

#### 1.3 Lessons

A student-athlete is permitted to receive **individual** lessons in his/her sport(s) during the season.

### Questions and Answers

1. **Q.** May a member school send its athlete(s) to a regional pole vault clinic during the spring track season at an out-of-state facility being hosted by experts unaffiliated with our school?  
**A.** Yes, provided it is limited to one day, not more than twice a season and all the approvals mentioned above are given.
2. **Q.** May a member school allow its athletes to attend a clinic during the sports season hosted by a non-school program such as, but not limited to, AAU, American Legion or ODP soccer?

### 3.0 CIAC BY-LAWS

- A. No, if the clinic is designed to assess talent for selection for a non-school team. Clinics offered by outside groups that are strictly for skill development could be legal. Please check with CIAC prior to allowing any participation.
3. Q. May a member school allow an athlete to attend a try-out or a showcase during the sports season hosted by a well-known national corporation?
- A. No, try-outs and showcases are not allowed during the season.
4. Q. May a member school arrange to bring in a foul shooting expert into its basketball practice to provide a clinic during the basketball season?
- A. Yes, if it is for the member school team it may be considered part of a practice session. However, if it's determined to be a clinic by the host school (other member schools are invited to attend) then it is permissible provided it is limited to one day, not more than twice a season and all the approvals mentioned above are given.
5. Q. May an athlete attend a one day clinic during the spring sports season with their summer team softball coach for the purpose of being evaluated?
- A. No, athletes may not participate in a try-out / evaluation of any nature during the season.

### 2.0 OUT-OF-SEASON (BOTH DURING THE SCHOOL YEAR AND DURING THE SUMMER)

#### 2.1 Individual and Team Sports

- a. Member schools may permit student-athletes whose name appeared on the CIAC eligibility list for the sport in the preceding season and have CIAC eligibility remaining in the sport to participate in non-school contests as individuals or as members of a non-school team.
- b. Member schools may not permit their coaches to coach or instruct their **member school athletes** whose names appeared on the CIAC eligibility list for the sport in the preceding season and have CIAC eligibility remaining in the sport which they coach **except under the exceptions listed in item 2.1.e. below.**
- c. Member schools may not organize or permit coaches to organize, supervise or operate athletic practices or interscholastic athletic contests for their school or potential team members.
- d. Coaches may not run fundraisers or collect money for out-of-season practices, events, leagues or other activities. Member schools may not provide school-owned uniforms, worn by the student in non-school contests, or insurance coverage to students or coaches. Member schools may allow use of equipment that does not identify the name or logo of the school if it is deemed necessary for safety reasons.

**3.0 CIAC BY-LAWS**

e. Member school coaches may only coach or instruct member school athletes in the sport which they coach if they completely **MEET ALL** the parameters of **one of the five** numbered sections below:

- 1) The student-athlete is the coach’s son or daughter;
- 2) The member school coach is a **bona fide paid employee** of, and was issued an IRS form W-2 or 1099 showing a minimum of \$2,000 in salary for coaching service by a **recreational institution** whose program is designed to provide opportunity to play the sport, have fun, socialize and/or use the sport as a means of diversion.

It may not include the teaching of skills and/or the provision of instruction or coaching to increase or improve individual and/or team play in the program to any extent greater than such minimal instruction necessary to enable participants to play the sport competently as a recreational activity.

Said recreational institution must have **registration open** to all boys and/or girls of the appropriate age group in the community, not limited to a group of skilled individuals or members of a select team, and where membership on a team or in an activity is not predicated on an individual’s ability or skill in the sport. The recreational institution must also charge members a registration fee to belong.

- 3) The member school coach is coaching **one non-school team per year** out-of-season which meets all of the conditions listed as 3.a. – 3.g. below:
  - a) The number of athletes on the non-school, out-of-season team who were on the eligibility list the previous season and have CIAC eligibility remaining does not exceed the following minimums:

Girls Team Sports			Boys Team Sports		
Sport	# Reg Season	# Out-of-Season	Sport	# Reg Season	# Out-of-Season
Field Hockey	11	6	Football	11	6
Soccer	11	6	Soccer	11	6
Volleyball	6	3	Basketball	5	3
Basketball	5	3	Ice Hockey	6	3
Softball	9	5	Baseball	9	5
Lacrosse	12	6	Lacrosse	10	5
			Volleyball	6	3

**Note:** The numbers on the chart above apply only to coaches working with non-school out-of-season teams as defined in this section. Coaches may not work with players from his/her team outside of the defined non-school team setting. For example, a basketball coach not participating in a non-school team may not work on shooting with three of his players during the summer.



### 3.0 CIAC BY-LAWS

- b) The group of athletes on the previous year's eligibility list on the non-school team roster remains fixed for the season and athletes from the previous year's eligibility list with remaining CIAC eligibility are not rotated on or off the team.
  - c) The season for the out-of-season non-school team is published and defined and the duration of the schedule does not go beyond either the length of the CIAC competition season schedule for the sport or twelve (12) weeks (whichever is less). The weeks of the season must be consecutive.
  - d) The season for the out-of-season non-school team terminates no less than fifteen (15) calendar days prior to the CIAC designated date for the start of practice for that sport.
  - e) No more than ten (10) days of pre-season practice with the out-of-season non-school team is conducted. Practice with the out-of-season non-school team during the defined season is permissible.
  - f) The non-school team is a team which is not sponsored or organized by the school and for which the school assumes no liability. However, the school and athletic administration of the school are responsible for assuring their coaches are in compliance with all CIAC out-of-season coaching rules including the non-school out-of-season team requirements.
  - g) Schools must be aware of all non-school teams involving coaches and athletes from their school and maintain information for each non-school league team involving their athletes and coaches including a listing of students on the eligibility list from the previous season participating, the name of the coach the athletes will be playing for, and the schedule of competitions. Said information must be provided to the CIAC if requested.
- 4) A member school coach who is a **bona fide paid employee** of, and was issued an IRS form W-2 or 1099 showing a minimum of \$2,000 in salary for coaching service from a **summer club** may coach in the sports of golf, gymnastics, swimming, and/or tennis, if all the conditions 4.a. – 4.e. below are met:
- a) The club offers the sport(s) of swimming, tennis, golf and/or gymnastics and participation by high school age students in club activities is based on full club membership in the club;
  - b) Membership is not based on age, race, creed or ethnicity;
  - c) There is a membership fee to belong and the club is incorporated as a business under the statutes of the State of Connecticut;

### 3.0 CIAC BY-LAWS

- d) The coach does not coach or instruct his/her athletes as an exclusive team unit;
  - e) The contact period between coach and his/her athletes terminates no less than fifteen (15) calendar days prior to the CIAC designated starting practice date for that sport (fall sports).
- 5) Member schools may permit their coaches of individual sports to coach any of their athletes who have qualified for a national level competition that is sanctioned by the CIAC and National Federation. This would be limited to one competition. Schools may provide equipment and facilities. Schools may also provide insurance coverage and financial assistance for the competition.

2.2 **Camps Which Teach the Skills of a Specific CIAC Sport** (*Camp* – An organized non-school program, usually held in the summer months, whose purpose is improving the skill level of athletes in a specific sport. The camp must have liability insurance, open registration and there must be a registration fee to participate.)

a. Member schools may permit students to attend during non-school time provided the following standards are met:

- 1) Attendance is limited to non-school time.
- 2) Students may not wear school-owned uniforms or equipment which identifies the school.
- 3) The camp is not organized, supervised or operated by the school.
- 4) Booster clubs that are financially independent of the school and the school does not control and/or administer those funds may finance camp expenses.
- 5) Member schools or coaches employed by member schools may not finance camp expenses.
- 6) Refer to exception 2.a.b. – Coaching restrictions.
- 7) A member school coach working in the camp as a volunteer, employee, or employer during the summer, or portion thereof, as a coach where his/her athletes attend, may coach if the following conditions are met:
  - The contact period between coach and his/her athletes is not more than ten (10) days.
  - The coach does not coach or instruct his/her team as an exclusive team unit.
  - The number of athletes from a member school team who have remaining eligibility does not exceed ten percent (10%) of the total number of athletes in attendance at the camp during a specific time period.

2.3 **Student Clinics** (Student clinics are clinics in which the students attending physically participate in the athletic activity)

a. Member schools may permit students to attend during non-school time provided the following standards are met:

### 3.0 CIAC BY-LAWS

- 1) Attendance is limited to non-school time.
- 2) Students may not wear school-owned uniforms or equipment that identifies the school.
- 3) The student clinic is not organized, supervised or operated by the school. (Whereas a clinic other than a “student clinic” has the students attending as observers only.)

b. Clinics shall be limited to no more than one day unless prior approval is granted by CIAC.

2.4 **Coaching Clinics** (Coaching clinics are clinics where the coach is a presenter or lecturer to a group of coaches and/or students who are NOT a member of his/her school team.)

a. Member schools may permit their coaches to use their athletes and school-owned equipment in clinics, not student clinics, when the coach is a presenter and the athletes are used to demonstrate what is being presented. There may be no more than three (3) such clinics per year. School time may not be used. Using players as instructors or demonstrators is permitted at student clinics where participants are NOT from the school’s athletic team. Students may wear school uniforms.

b. Clinics shall be limited to no more than one day unless prior approval is granted by the CIAC.

2.5 **Tryouts for School Teams**

a. Member schools may not permit students with athletic eligibility remaining in a sport to try out for a school-sponsored team prior to the first practice date of the CIAC authorized season. **Schools may not organize out-of-season practices or tryouts for any prospective team member not on the eligibility list from the previous year.**

2.6 **Physical Fitness Programs (Conditioning)**

a. Member schools may conduct physical fitness programs in accordance with the following standards:

- 1) Physical fitness programs may be conducted indoors or outdoors, as long as there is no coaching and instruction of sport techniques and skills. Cardio vascular conditioning derived from running type activities is permitted.
- 2) Equipment used in playing a sport is prohibited in physical fitness programs.
- 3) Weight machines and indoor weight rooms may be utilized in physical fitness programs.
- 4) Out-of-season physical fitness programs may be conducted for a select group of athletes. Member schools must assure that students are not coerced to participate and that these programs do not hinder or interrupt

### 3.0 CIAC BY-LAWS

any of the students other educational, athletic, or family commitments. These programs must be school sponsored and under the direct supervision of the school.

- 5) Mandatory attendance at out-of-season physical fitness programs is not permitted.

#### 2.6 Open Gymnasium / Playing Fields / Natatorium

- a. Member schools may conduct “Open Gyms,” “Open Fields,” “Open Natatoriums” for their students ONLY in accordance with the following standards.
  - 1) Opening gymnasium, fields or a natatorium of a school district for **recreational purposes** is permitted provided it is not for a select group of athletes. (Recreational Purposes – are designed to provide an opportunity to “play” the sport, have fun, socialize, be a means of diversion, and experience the joy of participation. Conversely, the teaching of skill, and/or the provision of instruction or coaching to increase or to improve individual and/or team play, should not be present.)
  - 2) Member schools may not open the gymnasium, fields or natatorium of a school during the non-CIAC sport season including the summer for a sport for a select group of students to practice individual skills.
  - 3) **Member school must discontinue the “Open Gym / Playing Fields / Natatorium” when 50% or more of the participants are members of that school’s sport team.**
  - 4) Opening the gymnasium, fields or natatorium of a member school for school team competition during the non-CIAC season including the summer for a sport is not permitted.
  - 5) Member schools may not permit their high school coaches to coach or instruct member school athletes in an “Open Gym,” “Open Fields,” or “Open Natatorium” program.

#### CIAC IN-SEASON AND OUT-OF-SEASON QUESTIONS

1. ***Are volunteer or unpaid coaches granted any special immunity with respect to out-of-season coaching rules?***

No. A volunteer coach is considered the same as all coaches on the coaching staff of a specific sport and must abide by all CIAC rules and regulations. In fact, according to the State Department of Education regulations, all volunteer coaches who coach or instruct athletes must be certified.

2. ***May a coach call an out-of-season meeting of his/her players to provide off-season “self-help” suggestions or workout programs to help athletes improve their conditioning and/or skills?***

Yes. One meeting between coach and players for the purpose of providing off-season suggestions or workout programs is permitted. However, the meeting may not be designed to offer coaches the opportunities to instruct athletes on improvement of skills.

### 3.0 CIAC BY-LAWS

3. ***May CIAC member schools permit their coaches to inform their players, through announcements, posters, letters, of sports specific opportunities, such as camps, clinics, leagues, etc.***

Yes, but coaches may not organize, supervise, coach or instruct member school athletes out-of-season except as provided for through exceptions to 2.1.b.

4. ***May a coach (including a volunteer coach) call an out-of-season school team meeting for the purpose of organizing summertime practices or captain's practices?***

No. Rule 2.1.c. states: Member schools may not organize or permit coaches to organize, supervise or operate athletic practice which includes captain's practices.

5. ***May an individual who is not a member of the coaching staff for that sport and who has not worked with a team during the season organize an out-of-season practice?***

Yes. These individuals are not school coaches and have no coaching connection with the team. However, there may be no involvement with the school coaching staff.

6. ***May a coach who has been hired by a school, but not yet coached in that school, coach and instruct his/her member school athletes from that school during the summer prior to assuming his/her coaching duties?***

No. A new coach must comply with the CIAC out-of-season regulation. A new coach and a returning coach are treated the same.

7. ***May a freshman coach who has no contact with the varsity team, coach or instruct next year's varsity team in a summer league?***

No. All coaches on the staff (volunteer, freshman, JV or varsity) for that sport are prohibited from coaching "member school athletes" as defined in 2.1.b.

8. ***May a coach (including volunteer coaches) who worked exclusively with soccer goalies during the season, coach the school's soccer team during the summer?***

No. All coaches (including volunteer coaches) must comply with the CIAC out-of-season regulation.

9. ***May a coach conduct an out-of-season non-mandatory workout, for members of his/her team where well designed aerobic, stretching, plyometrics, other physical fitness activities and interval training techniques are used?***

Yes. But the training techniques cannot be sports specific and must comply with regulation 2.5.4. which in part states that the equipment of the sport may not be used.

10. ***May a coach mandate out-of-season conditioning for all of his/her athletes?***

No. Coaches are not allowed to mandate out-of-season conditioning or practices.

### 3.0 CIAC BY-LAWS

11. ***What is a non-school team?***

A non-school team is one which is not sponsored or organized by the school and for which the school assumes no liability.

12. ***May a non-school team be comprised of only those athletes which make up the school team the previous season?***

Yes. A non-school team can be made up of only those athletes from the previous season. However, if the high school coaches or their school are involved in organizing, coaching or instructing those athletes it would be a school team practicing out-of-season.

13. ***May a JV baseball coach also coach his own players in the summer on a Babe Ruth team?***

Yes. However, if any of those players have eligibility remaining he may not coach more than five member school baseball players on that team as specified on the chart in 2.1.b.3.

14. ***Does my son or daughter count as one of the maximum number specified by CIAC that I may coach or instruct in a non-school team during the summer?***

Yes. However, a coach may coach his son or daughter any time as an individual.

15. ***As a long time high school coach, may I organize and supervise a summer camp which consists of my athletes from last year as long as I do not coach or instruct them as an exclusive team unit and they don't exceed more than 10% of total number of participants?***

Yes. As long as he/she is not coaching or instructing any of those athletes as an exclusive team unit.

16. ***May a coach play on the same summer team with some of his players or participate in a tennis or golf match without causing a violation?***

Yes, as long as there is no coaching or instruction.

17. ***May a coach lend a helmet to a player for an out-of-season event?***

Yes. All equipment must not identify the school name or school logo.

18. ***May a booster club finance camp expenses for member school athletes?***

Yes, but only if the booster club is financially independent of the school. The answer would be no if school personnel were involved with the management and disbursement of booster club funds.

19. ***May a coach who is both a girls and boys swim coach, coach in a summer camp with 10% of his girls team and 10% of his boys team at the same time, not as exclusive team units?***

Yes. The regulation is an exclusive team regulation.

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20. ***As a freshman volleyball coach may I work at a camp where there is 100 total athletes enrolled and 10 of those athletes are freshman from my high school team while at the same camp the varsity coach is working there and 10 varsity players are also attending?***

No, the 10% camp rule relates to the entire team enrollment and not by level. The most athletes from that team that can attend in a camp of 100 athletes would be 10.

21. ***May a member school coach coach one non-school team per year provided no more than the number of member school athletes specified in the chart (found in 2.1.b.3.) are on the out-of-season team roster?***

Yes. However, the roster must remain fixed.

22. ***May five different football coaches from the same staff each coach a separate team of six of their players with eligibility remaining in a summer passing league?***

Yes. The regulation states a football coach may coach a maximum of six (6) of his member school athletes in a non-school team setting, and since the teams are separate, each coach would be in compliance with the regulation. It would be a violation if any of these non-school teams combined, since the number of member school athletes would then exceed the limit of six, regardless of the number of coaches on the staff.

23. ***May a basketball coach instruct three of his/her member school athletes out-of-season?***

No. It would be considered an out-of-season practice if the coach coached any of his athletes. In order for the coach to be in compliance with the regulation all coaching and instructing must be in a non-school team setting.

24. ***After the date of the school's first contest for a given sport, may a freshman, JV, or varsity team member practice or play with an outside team?***

No. After the date of the school's first contest participation in any of these activities would constitute a violation. However, there are some exceptions to the rule for students that participate "unattached" in the individual sports of golf, gymnastics, swimming, tennis, indoor track and outdoor track. Please refer to the exception to Rule 1.1.a. for select sports only on page 70 in the CIAC Handbook.

25. ***After the first contest for a given sport may an athlete tryout for an outside team or attend a showcase or audition for a professional team in the same branch of athletics?***

No. After the date of the school's first contest in that sport the athlete would be in violation of the in-season rules and would lose their eligibility if they participate.

26. ***A student opts to play junior hockey rather than play for the high school team. In January he leaves the junior team and wants to join the high school team. Is this permissible under CIAC eligibility rules?***

No. After the date of the school's first contest in the high school hockey season, a student who practices or plays with an outside team cannot join the high school team.

### 3.0 CIAC BY-LAWS

27. *After the date of the school's first contest designated for cross country, may a team member participate in a "road race" of any length or distance?*

No. This would be a violation after the designated date of the school's first contest.

28. *After the first contest designated for indoor or outdoor track, may a team member participate in a "road race"?*

Yes, provided that the road race is three miles or more and is held on the road and not on the track.

29. *During the season, may an athlete obtain individual lessons in the skills of his or her sport (i.e. pitching lessons)?*

Yes. Lessons are permissible as long as they are not provided by their member school coach.

30. *In the off season, may a coach give individual lessons in the skills of the sport that he/she coaches to one or more of their member school athletes?*

No. Coaches are permitted to give lessons, but not to members of his or her team.

31. *May an open gym be conducted for only those students that plan to try out for the basketball team?*

No. An open gym may not be held for a select group of athletes. For an open gym to be an allowable activity, it must be open to all students and no coaching or instructing is permitted.

32. *May the basketball coach supervise an open gym provided it is open to all students and no coaching or instruction takes place?*

Yes. An open gym as described in the question is a legal activity provided that 50% or less of the participants are members of the school team.

33. *May a member school's wrestling coach provide an out-of-season "open mat" program that allows athletes from other member schools to attend in addition to members of his/her own team?*

No. Regulation 2.1.c. clearly states, "Member schools may not organize or permit coaches to organize, supervise or operate athletic practices or interscholastic athletic contests for his/her member school athletes." Furthermore, this activity does not meet the definition of "open gymnasium."

34. *May a member school coach organize or instruct at a clinic out-of-season where his/her athletes attend and participate?*

No. Member school coaches cannot give individualized lessons or instruction out-of-season.



### 3.0 CIAC BY-LAWS

35. *When may a student-athlete participate with an outside team in the same team sport?*

- a. After his/her team plays its final game and does not qualify for the CIAC tournament.
- b. After his/her final regular season contest if he/she is not on the CIAC tournament roster.
- c. After his/her team (if on the tournament roster) is eliminated from the CIAC tournament.

If a student-athlete participates with an outside team, he/she may not return to his/her high school team the remainder of that season without being in violation.

36. *May a volunteer freshman coach work with middle school eighth graders prior to the start of their (during the summer) freshman year to help them improve their basketball skills?*

No, however he/she could work with middle school students before their eighth grade year ends while serving as a high school freshman coach.

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#### **4.0 ATHLETIC ADMINISTRATION**

#### **4.1 CALENDARS, SPORTS: ESTABLISHMENT OF**

Schedule of interscholastic contests within CIAC season limitations is the responsibility of individual schools and/or leagues.

#### **4.2 CIAC ATHLETIC PROGRAM EVALUATION**

1. Each member school, as a standard of membership, will submit to an evaluation of its athletic program.
2. The CIAC Standards of an Exemplary Interscholastic High School Athletic Program will be used as the evaluation model.
3. Each member school will be evaluated at least once per ten (10) years based on a lottery system. However, schools may be required to submit to an evaluation any time the CIAC Board of Control believes it will serve the overall objectives and practices of the CIAC. Schools may request to be evaluated at a time earlier than determined by the lottery system.
4. Schools which receive less than a satisfactory evaluation will be subjected to a five (5) year interim evaluation.
5. The cost for an evaluation will be paid for by CIAC with the exception of expenses for the visiting team when on-site and mileage.
6. The CIAC will provide the evaluators and conduct the evaluation with the cooperation and involvement of the school being evaluated.
7. All schools who volunteer to complete the process will be evaluated prior to the Board of Control establishing dates for all schools to complete an evaluation.

#### **4.3.A. CIAC-CONTROLLED SPORTS (REGULATIONS FOR)**

1. The CIAC-controlled sports are: Baseball, B/G Basketball; B/G Cross Country; G Field Hockey; Football; B/G Golf; Gymnastics; B Ice Hockey; B/G Lacrosse; B/G Indoor Track; B/G Outdoor Track; B/G Soccer; Softball; B/G Swimming; B/G Tennis; B/G Volleyball; Wrestling.

In a CIAC-controlled sport all levels of play, be it varsity, junior varsity, freshman or club team, must comply with the rules of the CIAC Code of Eligibility.

2. The CIAC will consider controlling a sport when:
  - A. 20% of the CIAC member schools compete in the sport in the same season at the varsity level of play; or

The number of CIAC member school athletes competing in the sport in the same season is equal to or greater than a number equaling 2% of the students of that gender enrolled in CIAC member schools in grade 9 through 12 in the preceding year based on October 1 enrollment figures submitted by member schools to the State Department of Education;

#### **4.0 ATHLETIC ADMINISTRATION**

- B. There are enough volunteers from the ranks of member school administrators and coaches to form a CIAC sports committee;
  - C. There is evidence of administrative expertise among the petitioners upon which the CIAC can draw for the management of the state tournament/championship.
3. Sports already under the control of CIAC which fall below the 20% and/or the 2% factor will be reviewed to determine if control should be maintained.

#### **4.3.B. NON-CIAC CONTROLLED SPORTS (GUIDELINES)**

Schools which sponsor interscholastic competition in sports which are not CIAC-controlled should observe the following guidelines for such competition.

- 1. If a member school non-CIAC controlled sports team competes interscholastically, members of such teams should comply with the CIAC Rules of Eligibility.
- 2. The season for a non-CIAC controlled sport should be that season which is generally accepted as the time of year when that sport is traditionally played. Normal weekly and seasonal limitations for that sport should be observed.

#### **4.4 COMMUNICATIONS**

##### **4.4.A. COMMUNICATIONS WITH MEDIA**

- 1. Establish a friendly atmosphere.
- 2. Be positive about your role and actions.
- 3. Base your judgment (if given) only on available facts and actual situations.
- 4. Be truthful – yet tactful.
- 5. Avoid expressions or comments that place blame or criticize officials.
- 6. Remain poised.
- 7. Be constructive with suggestions if asked – a few well thought out ideas are better than many. Don't answer a question that was never asked if it doesn't help your point.
- 8. Set a time limit on discussions.
- 9. End on a note of continuing cooperation.
- 10. Don't offer what is not asked.
- 11. If you believe the information should not be given, indicate that in your response in a professional manner.
- 12. Use press conference with support personnel when possible.
- 13. Act with candor, knowledge and charm.
- 14. Kill with kindness.

##### **4.4.B. COMMUNICATIONS – UNDERSTANDING MEDIA**

- 1. Help the reporter meet his deadlines. The reporter is rushed because news is not only perishable but also must be written to meet specific deadlines.
- 2. Understand the job of the reporter. Others on the newspaper's staff decide how much of the story to run or whether to use it at all, where to place it in the newspaper, and what headline to put on it.

#### **4.0 ATHLETIC ADMINISTRATION**

3. If you have a good story, a follow-up, or a complaint, go directly to the reporter. You also may wish to talk to the editor, but first let your regular reporter in on your thoughts.
4. Avoid giving out information that is difficult to interpret or understand.
5. Always be as accurate, honest, and helpful as possible when working with reporters on stories.

#### **4.5 COPYRIGHT INTEREST IN TELECAST SPORTS EVENTS**

The Connecticut Interscholastic Athletic Conference, Inc. shall own the copyright of all broadcasts (live and delayed), films, videotapes, web casts, other electronic reproductions and recordings of events telecast pursuant to agreement. Notice of the Connecticut Interscholastic Athletic Conference copyright shall be included as part of every Connecticut Interscholastic Athletic Conference sports event telecast made pursuant to agreement. The notice shall consist of the symbol or the word “Copyright”, followed by the year that the event is first telecast and the name “Connecticut Interscholastic Athletic Conference, Inc.” and shall appear in the opening and closing credits.

#### **4.6 DEFINITIONS**

##### **4.6.A. AMATEUR ATHLETIC GUIDELINES**

An amateur athlete is one who participates in athletics solely for the physical, mental, social and educational benefits derived from such participation. The amateur athlete treats all athletic activities in which he/she participates as an avocational endeavor. One who takes or has taken pay, or has accepted the promise of pay, in any form, for participation in athletics or has directly or indirectly used his/her athletic skill for pay in any form shall not be considered an amateur and will be in violation of Rule II.G. of the CIAC Code of Eligibility.

The following are the basic interpretations of the principles involved in the amateur code which may lead to the loss of an athlete’s eligibility.

- A. Participation in any athletic activity under an assumed name.
- B. The awards should be symbolic in nature, i.e. letters, sweaters, jackets, pins, trophies, other similar type awards, and rings or watches which are properly inscribed. Cash awards including U.S. Savings Bonds are prohibited.
- C. Participation on an amateur sports team in which the student-athlete receives, directly or indirectly, any salary, incentive payment, gratuity or expense allowance other than actual and necessary travel allowances, and room/board expenses for practice and games. Third party scholarships are permitted. These are scholarships which are paid directly to the university or college.
- D. Sign a contract or verbally commit with an agent or a professional sports organization.
- E. A student-athlete may participate as an individual, or as a member of a team against professional athletes, or as a member of a team on which there are some professionals who are not currently under contract with a professional team and are not receiving payment for their participation; but he/she may not participate on a professional team.

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- F. Accepting a nominal, standard fee or salary for instructing, supervision or officiating in an organized sports program or recreation, playground or camp activities shall not jeopardize amateur status. "Organized programs" include both school and non-school programs. Compensation for giving private lessons is permissible if circumstances parallel the above statement.
- G. If a student-athlete's appearance on radio, television or print/electronic media is related in any way to his/her athletic ability or prestige, the athlete may not under any circumstance receive remuneration for his/her appearance. Under such circumstance, however, an athlete may appear on a sponsored radio or television program or have his/her name appear in newsprint ads or in player of the week, month, year advertisement promoting products provided he/she does not endorse or implicitly endorse any commercial product.

**Reinstatement of Amateur Eligibility** – Rule III.C. of the CIAC Code of Eligibility states, "Violation of Rule II.F. shall mean that the pupil is suspended from all interscholastic athletics until he or she shall have been reinstated by the Board of Control of the CIAC."

#### 4.6.B. TRY OUTS / SHOWCASES

Participation as an individual or as a member on a non-school sponsored team in a sports competition, practice, showcase, try-out, camp or clinic in the same branch of athletics during the authorized contest season will render the athlete ineligible for all interscholastic athletics unless the athlete is reinstated by the CIAC Board of Control. (Season is defined as the date of the first contest for that school and concluding with either the CIAC final tournament game or the New England Championships.)

##### **Exception:**

- Participation in Olympic / Pan American Games/try-outs.
- Participation in one national governing body (NGB) sponsored national tournament or international competition (sports not sponsored by the International Olympics Committees).
- Participation in a college audition. (Audition – when a student-athlete is invited by the college coach to visit the campus and participate in workouts individually or with team members to assess their skills prior to admission.)
- Participation in clinics offered by a college. (Skill development programs that are not used to assess talent or used as a try-out for non-school teams.)
- Participation in clinics offered by CIAC member schools or other state association member schools.
- Participation in other clinics approved by the school and that are designed to enhance skill development and not used as a try-out of any nature for selection to a non-school team.

The following conditions must be met as part of the exceptions:

- Each student is limited to two (2) events per season;
- Each event is limited to one (1) day in duration;
- The member school principal must grant permission if there is any loss of school time;
- The member school coach determines the event does not interfere with any functions of the in-season school program;
- Written consent is given by the school administration and athletic department prior to the student attending such activities.



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### 4.6.C. ALL STAR COMPETITION (CIAC REGULATION)

The CIAC does not sanction or approve any athletic activity of an “All Star” nature. Any individuals from Connecticut schools who participate out-of-season will not jeopardize their eligibility if they are not identified with their schools, do not wear school uniforms or equipment and are not subsidized by their school.

### 4.6.D. CAPTAIN’S PRACTICE (DEFINITION)

The term “Captain’s Practice” usually means the team’s captain organizing and conducting practice sessions for that sport without adult supervision.

The CIAC does not in any way sanction, encourage or condone “Captain’s Practice” in any sport. “Captain’s Practice,” depending on the member school’s involvement, may be a clear violation of eligibility rule II.D. (seasons limitations) or certainly a violation of the spirit of Rule II.D.

There is also a serious practical consideration. CAS counsel advises that if it can be demonstrated that a school is allowing “Captain’s Practice,” the liability responsibility for an injured athlete may be quite serious; that the threat of a negligence suit would lie heavy.

### 4.6.E. JAMBOREE (DEFINITION)

**CIAC Definition** – A jamboree is a pre-season, non-CIAC contest among three or more teams in which no team may play more than the equivalent of the regulation time established for that sport, and no team may participate against the same opponent for more than one-half of the normal regulation time established for that sport. The purpose and conditions of a jamboree are as follows:

1. Formal contest that simulates game conditions, officials are present.
2. Team may not play more than the total regulation time for that sport and no more than ½ of the regulation time against any one opponent.
3. Published on an announced schedule.
4. Must meet all game conditions established by CIAC.
5. May not be held earlier than the 8<sup>th</sup> day of practice.
6. May not be more than one per sport per year.
7. Must be sponsored by a CIAC member school.
8. Admission to contests may be charged.
9. Usually announced in newspapers and results reported in newspapers.
10. Uniforms usually worn, score and time usually kept.
11. May not be conducted after the first scheduled contest of the regular season.

### 4.6.F. SCRIMMAGE (DEFINITION) -- A practice contest

A scrimmage is a practice and is to be treated as such. **Teams must have a minimum of three (3) days of practice prior to scheduling a full team scrimmage. In football five (5) days of conditioning practice plus three (3) days of practice in full pads is required before a full team scrimmage.** Scrimmages are not intended to replicate game conditions or be used as a way to add a game to a school’s schedule that does not count towards seasons limitations. Scrimmages may be conducted under the following regulations:

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1. Scrimmages are informal practice competitions where the coach(s) will interrupt play to provide instruction.
2. Scrimmages are not bound by length of game regulations.
3. Scrimmages are practices; therefore, they are not bound by National Federation Rules.
4. Scrimmages may be conducted any time during the season including the post season – the period from the conclusion of the regular season to the end of the tournament.
5. A school may not enter a tournament and call the game(s) a scrimmage.
6. Admission is not charged.
7. Game uniforms may only be worn in the last scrimmage prior to the start of the season.
8. Officials may be used.
9. A scrimmage must be considered a scrimmage by both teams – no one may count a scrimmage as a regular season game. This includes scrimmages with out-of-state teams.
10. Results of scrimmages will not be reported to the media.
11. Scores are only kept by quarter / period / inning and not as a regular game.

Any contest that is called a scrimmage that is played under game conditions will be considered a CIAC violation.

#### **4.6.G. ONE PERSON TEAM (DEFINITION)**

If a school does not sponsor a team in a specific sport, but does have one, two or three student-athletes wishing to participate in that sport, an option available to schools is to sponsor a one-person team. The following information must be followed in order to sponsor one-person teams:

1. One person teams must be confined to a single receiving school per sport.
2. A maximum of three individuals may represent a school.
3. Individuals representing a school must meet all CIAC eligibility rules.
4. All appropriate forms including eligibility must be completed as required by tournament regulations for that sport.
5. Qualification for CIAC tournaments may be achieved if the individual(s) receiving school permits the individual(s) to compete as an “additional team” in what are normally dual or triangular meets.
6. One person teams are permitted in the sports of cross country, gymnastics, golf, track and field, tennis, wrestling and swimming.
7. The final date for submission of appropriate “one person team” forms is the date of the first contest in that sport. Schools may not change the school they are linked with after that date.
8. It is recommended that members of “one person teams” practice with the receiving school.
9. Appropriately certified coaches must be present at all practices and contests.

#### **4.6.H. PRACTICE DURING SEASON**

During each sport season players who are members of a CIAC team may not practice with another CIAC school in the same sport unless it is sanctioned by the principals of both schools or it is an approved activity governed by other CIAC rules and policies. Players who have ended their competitive season are not allowed to practice with another CIAC school in the same sport unless prior written permission is given by the principals of both schools. However, school teams may continue to practice until the end of tournament season.

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All **sports teams** will have a minimum of 14 practice days before the date of the first scheduled competition. Sundays do not count as a day of practice. Saturdays and holidays may be used as practice days unless prohibited by local board policy or the CIAC committee on seasons limitations.

An **individual athlete** must participate in a minimum of 10 practices prior to competition unless the athlete has been participating in a sport – for example a football player in the CIAC championship series that overlaps with a winter sport would not be required to complete 10 practices prior to competition.

### 4.6.I. SPORTS CLUB (DEFINITION)

Any athletic team that participates with the approval of the principal in any level of play in CIAC-controlled athletic contests on the interscholastic level other than a varsity, JV or freshman team.

CIAC member schools may form “SPORTS CLUBS” in any of the CIAC-controlled sports. The purpose of the “SPORTS CLUB” concept is to remove the pressure of winning and provide an opportunity for the players and coach to develop individual skills as well as offensive and defensive strategies associated with the sport. It is up to the member school to determine how many years the sport will be played on a “Club” basis.

To remove the pressure of winning, “SPORTS CLUBS” may not qualify for the CIAC tournament in the sport. Nor may a CIAC member school team playing on the varsity level count the game against a “SPORTS CLUB” toward qualifying for a CIAC tournament. Eligibility of individual athletes will be determined in the same manner as varsity, JV or freshman eligibility.

A “SPORTS CLUB” must comply with all of the rules and regulations for the sport. No athlete who participates on a CIAC-controlled sports club is eligible to participate in another CIAC sport during the same season.

Member schools forming a “SPORTS CLUB” must become aware of the following:

1. A “SPORTS CLUB” must submit a CIAC Eligibility form two days after the first contest.
2. All members of a “SPORTS CLUB” must be eligible to compete in accordance with the CIAC Code of Eligibility for that year.
3. “SPORTS CLUBS” must abide by the season and weekly limitations for the sports listed in the current CIAC Handbook.
4. “SPORTS CLUBS” may not qualify for the CIAC tournament in the sport.
5. Member schools playing “SPORTS CLUBS” may not count the game toward qualifying for the state tournament in the sport.

### 4.6.J. UNATTACHED STATUS (DEFINITION)

When the CIAC informs a school principal that a student-athlete may participate in a select meet or tournament as an “unattached” individual, it means that:

1. Athletes must comply with CIAC weekly limitations for the sport.

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2. Athletes may not represent their high school or state association in any way, nor are the high school and state association legally responsible for athletes who participate in the meet or tournament. Athletes may not use the school name or school uniforms, and the school may not sponsor the athletes in any way, financial or otherwise.
3. A school may not benefit in any way through the participation of an athlete. Prizes or trophies may not be awarded a school.
4. Entry fees may not be paid by the school.
5. Athletes may only compete as an individual and may not represent any team.
6. The signature of the principal and coach on the Official Entry Form do not imply authorization for the student to compete for a school. The signatures are to be taken only as evidence that the student is a bona fide member of a CIAC member school team and that his/her coach and school administrator are aware of the fact that he/she is entered in the event.

An athlete who represents his/her school in any way will be ruled ineligible for further CIAC participation in the sport.

#### 4.7.A. DISQUALIFICATION / EJECTION RULE – ATHLETE/COACH

The CIAC establishes guidelines and tone for acceptable and appropriate behavior at all CIAC contests including league tournaments and playoffs. Given this charge, it is CIAC's responsibility to be pro-active and responsive to the growing issues of sportsmanship and violence in sports. A strong consistent statement reflecting zero tolerance for violence in sports must become standard operating procedure for all schools. This is to be considered a minimum standard.

The CIAC Disqualification / Ejection Rule is in effect for all CIAC contests including league playoffs and tournaments that engage officials who have been assigned by Board commissioners from CIAC registered officials organizations, or directly by the school or by the CIAC.

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

The following policies for disqualification by an official shall apply in all sports:

1. Any student-athlete who physically assaults an official, coach, opposing player or spectator will be immediately ineligible for the remainder of the season.
2. When an athlete or coach is ejected from any CIAC contest the athlete or coach is ineligible to participate in the next contest at the same level of play (even if the next contest does not occur until league or CIAC tournament play or next year). If one or more different level contests are

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

3. Upon receiving a second disqualification for initiating a fight or retaliating in a fight (as determined by the game official), that student-athlete will be declared ineligible for the remainder of the season.
4. The school's first incident of non-compliance, for reasons other than defiance of the disqualification rules, will result in forfeiture, a \$250 fine and the athlete or coach must serve the disqualification penalty; a school's second incident of non-compliance will prohibit the school from entry in the next CIAC tournament for that sport, or from the remainder of the current tournament if the disqualification occurs during a CIAC tournament or during the last regular season contest/day of competition. However, when a school willfully defies CIAC disqualification rules and regulations the school and/or coach will be subject to further action by the CIAC Board of Control.
5. **Any CIAC team that accumulates five (5) or more disqualifications will be barred from CIAC post-season competition.** All disqualifications must be reported to CIAC. Any misconduct or disqualification of a coach will count towards the team's total number of disqualifications.

Note: Please see the ice hockey and soccer tournament packets for additional possible sanctions.

6. Disqualifications from the last contest of one season carry over to the next season in that sport for undergraduates and coaches, or the next season of participation in any sport for seniors.
7. If the CIAC or National Federation playing rules for a sport specify an additional penalty, the additional penalty will apply. The CIAC disqualification rule applies to all game or meet disqualifications with the exception of reaching the limit of personal fouls in basketball and lacrosse; reaching the limit of technical violations in wrestling; or being disqualified by the rules in ice hockey and lacrosse, which does not require a next game disqualification. This rule does not apply to individual event disqualifications such as in swimming or track and field.
8. Each game official will notify their assignor for that game who will notify the CIAC office via the online disqualification notification system. The athletic director or principal of the school having the disqualified player/coach must notify their next opponent. The school is responsible to implement all CIAC disqualification rules even if the official does not report the disqualification in a timely manner.
  - **Definition of ASSAULT** – An assault is defined as an attack which attempts to injure one physically.
  - **Definition of TAUNTING** – Taunting includes, but is not limited to any actions or comments by coaches or players which are intended to bait, anger, embarrass, ridicule or demean other players, coaches, or game officials. Included in this is conduct that berates, needles, intimidates or threatens based on gender, ethnic origin or background and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal

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matters. Examples of taunting that would lead to ejection include, but are not limited to, physical and verbal intimidation outside the spirit of the game (“trash talk”), reference to sexual orientation, “in-the-face confrontation” by one player to another, standing over, straddling a tackled or fallen player, etc.

- **PENALTY** – In all sports, game officials are to consider taunting a flagrant, unsportsmanlike foul that disqualifies the offending bench personnel or athlete from that contest/day of competition and the player or coach from the following contest/day of competition, i.e. the CIAC player/coach ejection rule will be invoked. A warning may be given, but is not required before ejection.

In soccer, an accumulation of two yellow cards in one game against the coaching personnel or team bench will constitute a red card against the head coach and all disqualification rules will apply. (Refer to soccer red card rules and the soccer tournament document.)

In football, the conclusion of any regular season games between CIAC member schools at any level of play or league or state tournament games, if a team wins by a differential of more than 50 points, the principals of both the winning and losing teams and the referee/head official that officiated the game shall submit a report to the CIAC Football Committee attesting as to whether the winning team’s head coach did or did not follow established score management protocols for good sportsmanship in the game. This report will be filed using the CIAC Eligibility Center no later than 48 hours after the conclusion of the game.

When such a report is filed, a committee consisting of the CIAC chairperson, CIAC Football Committee chairperson, CIAC Executive Director or his/her designee, a coach and an athletic director will determine if the head coach of the winning team violated the CIAC Football Committee’s protocol for score management. If it is determined that a violation occurred, the following penalty shall be in effect:

**Disqualification Rule** – The head coach shall be ineligible to participate in the next contest at the same level of play (even if the next contest does not occur until league or CIAC tournament play or next year). If one or more different level contests are scheduled prior to the next contest at the same level of play, the head coach shall be ineligible to participate in the next (but not more than one) contest at all other levels of play.

**Appeals** – The CIAC will honor appeals of coach disqualification only (not player disqualifications) when the nature of the disqualification under the CIAC Disqualification/Ejection Rule applies to circumstances other than game official judgments. For example, the ejection of a head coach for winning a football contest by more than 50 points when the circumstances warrant an exception.

Appeals will be heard by a committee consisting of the following: CIAC chairperson, CIAC Football Committee chairperson, CIAC Executive Director or his/her designee, a coach and an athletic director. Appeals will be honored when received in the CIAC office within 48 hours of the decision to disqualify the coach.

#### 4.7.B. EJECTION OF A COACH

When a member school’s coach is ejected from a game for an infraction as prescribed by the rules, the game may not continue until the member school replaces the ejected coach with a certified coach. The coach must leave the premises. If this cannot be accomplished within fifteen (15) minutes after the ejection, the official in charge will declare a forfeit win for the opposing team.

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### **4.7.C. CONSEQUENCES FOR COACHES WHO CRITICIZE GAME OFFICIAL(S) IN A PUBLIC FORUM**

Any coach who criticizes a game official(s) in a public forum will be subject to the following:

- First Offense -- One game disqualification and the school is fined \$250.
- Second Offense -- Two (2) game disqualification and the school is fined \$500.
- Third Offense -- Disqualification for the remainder of the season \* and the school is fined \$750.

\*The coach will be disqualified for a minimum of five (5) games. If the season ends prior to completing the five (5) game disqualification the remaining days will carry over to the next season.

Each confirmed incident will be evaluated on a case-by-case basis by CIAC staff and appropriate action invoked, which includes the prescribed penalties listed above, or when deemed appropriate on the first offense, the CIAC can issue a warning letter that refers the matter to the school administration.

Additionally, the school administration will be required to file a report with the CIAC Board of Control delineating the steps the school and athletic administration have taken to address this issue to assure no reoccurrence.

When a coach is disqualified for such actions the following disqualification rules shall apply:

1. The coach will be disqualified from the next contest at the same level of play after notification from CIAC than an infraction has occurred (even if the next contest does not occur until league or CIAC tournament play or next year).
2. Coaches cannot be in attendance at the game(s) for which they are serving their suspension and may not participate in any pre-game warm-up activities at the site.
3. Disqualifications from the last contest of one season carry over to the next season in that sport for coaches.
4. The school's first incident of non-compliance, for reasons other than defiance of the disqualification rules, will result in forfeiture, a \$250 fine and the coach must serve the disqualification penalty; a school's second incident of non-compliance will prohibit the school from entry in the next CIAC tournament for that sport, or from the remainder of the current tournament if the disqualification occurs during a CIAC tournament or during the last regular season contest/day of competition. However, when a school willfully defies this regulation the school and/or coach will be subject to further action by the CIAC Board of Control.

Appeals Procedures: The CIAC will honor appeals of a coach disqualified for criticizing game official(s) in a public forum. Appeals to the CIAC filed by the school administration will be heard by a committee consisting of the following: CIAC chairperson or his/her designee, the CIAC Executive Director or his/her designee, CAAD Executive Director or his/her designee. Appeals will be honored when received in the CIAC office within 48 hours after notification from CIAC of the infraction.

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### 4.7.D. QUESTIONS AND ANSWERS – DISQUALIFICATION/EJECTION REGULATION

1. **If an athlete is disqualified from a JV game, is that athlete eligible to participate in a varsity game following the JV game?**

No. The athlete is ineligible to play until he/she has been withheld from the next contest at that level of play. If the violation occurred in a JV game, the athlete does not regain eligibility until the JV contest has been played and he/she has been withheld. \*\*

2. **A student who was disqualified for unsportsmanlike conduct in the last game of the student's eleventh grade season transfers to another school for his/her senior year. Is that student disqualified from his/her first game at that level of play in that sport at the new school?**

Yes. It shall be the responsibility of the sending school to inform the receiving school of the current disqualification.

3. **If a student is only disqualified from a track event, is that student disqualified from the next competition?**

If a student is only disqualified from an event (and not disqualified from the meet for unsportsmanlike conduct), the student is not disqualified from the next competition or from that event in the next competition.

4. **When is the next game suspension for the varsity coach who is ejected for unsportsmanlike conduct while sitting with junior varsity team during a contest in the same sport?**

The coach may not attend any games be they varsity, JV or freshman until the next JV contest has been played and the coach was barred from coaching and attending. \*\*

5. **When is the next game suspension for the junior varsity coach who is ejected for unsportsmanlike conduct while sitting with the varsity team during a contest in the same sport?**

The coach may not attend any games be they varsity, JV or freshman until the next varsity contest has been played and the coach was barred from coaching and attending. \*\*

6. **When is the next game suspension for unsportsmanlike conduct for the person who serves as both junior varsity and varsity coach in a sport?**

The coach is withheld from any level contest until a contest has been played at the level in which the disqualification occurred and the coach is barred from coaching and attending. \*\*

7. **Is a team eliminated from tournament if they have accumulated five (5) or more game ejections during the season including league tournaments?**

Yes.

Note: \*\*If one or more different level contests are scheduled prior to the next contest at the same level of play, the athlete or coach shall be ineligible to participate in the next (but no more than one) contest at each level of play.



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8. **If a player is disqualified from a contest for something other than what the rules define as unsportsmanlike conduct, does the next game disqualification apply?**

Yes. If the playing rules for a sport specify disqualification for other violations, the playing rules apply, and the coach/player must sit out the next game.

9. **Does a “game misconduct penalty” in ice hockey require a next game disqualification?**

No. National Federation ice hockey rule 4, section 5, specifically allows for removing a player for the duration of a contest without effect on subsequent games. National Federation ice hockey rule 4, section 6 describes the game disqualification which suspends the player from the remainder of the game and the next. For the second occurrence in a season, the player is removed from that game and the next two; for the third occurrence, that game and the next three; and so on.

10. **If a coach who is a parent of a team member is disqualified from a contest, is that coach allowed to attend the game as a parent?**

No. Coaches who are also parents of team members are afforded no special consideration. They may not coach or attend until the contest at that level of play has occurred.

11. **If a game official or school representative has knowledge of a next contest suspension which was not enforced by a member school, what action can be taken?**

The CIAC encourages the official or school administrator to contact the school for which there is concern to advise the administrator of the concern. A follow-up call to the CIAC is also appropriate. Using an ineligible player may cause the game to be forfeited.

12. **May a school amend the published schedule of a team to avoid imposing the next level of play contest disqualification on a day which an important league contest or a CIAC tournament is scheduled?**

No. The athlete or coach is suspended from the next regularly scheduled game at that level of play, not games added or adjusted in order to serve the penalty before an important contest. Rescheduled postponed games can count as the next contest if they were scheduled prior to the infraction.

13. **While serving a suspension for a violation of the CIAC Disqualification/Ejection Rule, may the coach and/or athlete participate in or attend any game(s) in which the penalty is being served?**

No. The ejected coach and/or athlete are prohibited from attending and being on the premises for all affected games during the suspension. In addition, the ejected coach and/or athlete cannot take part in any pre-game practice, senior nights or other events at the site. Any attempt to circumvent the rule will result in further disciplinary action against the coach, athlete or school.

14. **May a scrimmage satisfy the next contest disqualification requirement?**

No.

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15. **When a coach is ejected or disqualified from a contest, where is he/she expected to be for the duration of the contest?**

The coach is expected to vacate the premises. If a certified coach cannot be found to replace the ejected coach within fifteen minutes of the ejection, the game is forfeited.

16. **When an athlete is ejected or disqualified from a contest, where is he/she expected to be for the duration of the contest?**

Players can remain on the bench or sidelines as long as their presence does not interfere with the contest in any way. Never should an athlete be sent away from the site without adult supervision. Coaches are responsible for the care and safety of students and should not be placed in a position which does not allow them to provide reasonable care and supervision.

17. **If an athlete in an individual sport (i.e. tennis), is removed during a match for unsportsmanlike conduct, are the points he/she earned during the meet removed from the team score?**

No. Unless the rule book for the sport prescribes specific scoring procedures, all points earned by the athlete previously will remain part of the team score, but he/she will not receive points or awards in the event where a disqualification occurred.

18. **If more than one player is ejected from a team during a single incident, do they all count toward the accumulation of team violations for that sport?**

Yes. Each DQ is to be added to the total accumulation for a team during that season.

19. **When does a freshman or junior varsity player sit out if they are ejected in the last game of the season?**

The player must sit out the first game of the next season in that sport at the level of play they are participating in.

20. **If a player is disqualified from a meet on the first day of a two-day competition and therefore cannot qualify for the second day competition, does that second day count as the “disqualification” day.**

No. A progressive tournament which is held over two or three days is considered a single meet. Therefore, he/she would have to sit out the next meet.

#### 4.8 HAZING

**CIAC Definition:** Hazing is defined as “any activity that humiliates, degrades, abuses or endangers a person’s physical or emotional health for the purpose of initiation or membership in or affiliation with any organization, regardless of the person’s willingness to participate.”

Responsibility, integrity, citizenship, and a strong sense of school and team commitment are the foundations for appropriate participation in modern day school athletic programs. To achieve this goal, the CIAC Board of Control has voted to require all member schools to develop, implement and distribute to all coaches and athletes a policy on hazing

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### 4.9 FORFEITS

Member schools will be required to submit regular season schedules for all sports controlled by CIAC in which member schools participate. Determination of forfeitures will be based on this schedule.

A forfeit game shall count as a victory for the team declared the winner and as a loss for the team declared a loser in determining tournament qualifications and ratings. For tournament qualifications only the following reasons for a forfeit shall be accepted.

1. A team shall forfeit a game or games if through a violation it is required to do so under the CIAC Rules of Eligibility.
2. A team shall forfeit a game if the game official declares the game a forfeit as a result of a National Federation rule violation, or a team refuses to play after being instructed to do so by the game official.
3. Forfeitures will be honored by CIAC sports committees when there is mutual agreement between the principals of the two schools involved in a game not played or terminated and the reasons for the forfeit have been approved by CIAC. If there is not mutual agreement and not playing the game impacts the tournament in any way, the CIAC sports committee Chair, in conjunction with CIAC staff and the tournament director will make the determination if the game should be forfeited. In the sport of football there must be an outcome to all games scheduled due to the tournament qualification point system.

When a game is being forfeited both schools involved must: **(a)** submit the forfeit form, which is found under the options for the sport in question in the CIAC Online Eligibility Center, within 72 hours of the scheduled time of the contest; and, **(b)** record the result of the game on their schedule as a win or loss (depending on if the school is giving or receiving the forfeit) with the word “Forfeit” entered in the field for the score of the game.

On the eve of a tournament when there is not sufficient time for normal administrative procedures (72 hours) if a question of team forfeiture arises the Executive Director or his/her designees, in consultation with the Chairman of the sports committee affected and the principals of the two schools will make an appropriate ad hoc decision in consideration of the best interests of the tournament as a whole.

4. **Member schools must make every effort to complete their season as scheduled, including make-up games. Any effort to gain an advantage by not playing a game is unacceptable and subject to action by the CIAC Board of Control. Cancellation of any regular season contest/make-up to play in a league tournament will not be allowed.**

Note: A copy of the CIAC Official Cancelled Game/Forfeiture Form is included in this Handbook as Appendix E.

### 4.10 INELIGIBLE COMPETITOR – CIAC TOURNAMENT ONLY

When it is discovered that a team has used an ineligible competitor in a CIAC team tournament, the tournament game/match shall be forfeited. The team using the ineligible player will be disqualified from the tournament and that team’s last opponent will advance in its place. Teams eliminated prior to the last

#### **4.0 ATHLETIC ADMINISTRATION**

opponent will not be permitted to re-enter the tournament. This applies to the following CIAC sports: baseball, basketball, field hockey, football, ice hockey, lacrosse, soccer, softball, girls team tennis, and volleyball.

When it is discovered that an ineligible competitor participates in a CIAC individual type tournament meet or match, the competitor will be disqualified from the competition and his/her opponent will advance in his/her place. Teammates of the ineligible competitor, except relay team teammates, remain in the tournament and score points for their team. Team points earned by the ineligible competitor will be subtracted from his/her team's total score. Team Rankings will be readjusted if warranted. Opponents eliminated prior to the last opponent may not re-enter the tournament. This applies to the following CIAC sports: cross country, golf, gymnastics, indoor track, outdoor track, tennis, swimming and wrestling.

#### **4.11 LATE ENTRY POLICY**

- No tournament entries will be accepted after the established deadline except those approved by the CIAC Board of Control.
- Corrections requested by a school to an entry form that was submitted by the established deadline but prior to seeding/pairing data being published on the web site, will be assessed a fee of \$50 per correction to a maximum of \$250.
- All requests for corrections must be submitted on a support ticket via the online eligibility center. No phone request will be considered.

Tournament Regulation Violations – If a school fails to comply with tournament regulations and such requires the CIAC tournament sports committee, central office staff, or the CIAC Board of Control to redo any portion of the tournament pairings or such non-compliance adversely impacts the management of the tournament, an administrative violation fee of \$500 will be imposed upon the school before entry into the tournament will be allowed.

#### **4.12 LEAGUES – ROLE OF CIAC WITHIN AND BETWEEN (POLICY STATEMENT)**

CIAC is a voluntary organization of schools which through their membership subscribe to and agree to be bound by a common code of rules of eligibility and control which govern interscholastic sports competition. CIAC seeks thereby to insure equitable competition among schools and to maintain athletics in proper perspective with relation to the entire educational program. The CIAC Board of Control has been vested by the member schools with the authority to develop, supervise and conduct interscholastic competition, including state championships in the 27 boys and girls sports which it presently sponsors.

While the CIAC services, regulates and controls the interscholastic athletic activities of the member schools both individually and collectively, it has never, at any time in its history, had any involvement in either the formulation or governance of athletic leagues beyond the already established requirement that the league member schools abide by CIAC rules and regulations in league operation.

While there have been, over the years, scattered instances where the intervention of CIAC in league operation has been solicited, such intervention has been declined for sound philosophical and practical reasons.

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### LEAGUE POSITION REAFFIRMED

Based upon the CIAC bylaws and long-standing CIAC policy, the Board of Control has no authority over a league as an entity. The Board of Control does have authority to discipline league member schools if they fail to abide by the CIAC rules and regulations in league operation.

League members by agreement grant a league authority to regulate the league but subject to CIAC rules and regulations. League members are therefore subject to CIAC Board of Control sanction when they have participated in and/or condone violations of CIAC rules and regulations.

### 4.13 LEAGUE PLAYOFF GAMES

The limit in the number of games per season and per week is to exclude games played with alumni and games in CIAC-sponsored tournaments, league sponsored and administered playoff games. A maximum of one league playoff and alumni game may be excluded from the weekly limitations per season.

Member schools must make every effort to complete their season as scheduled, including make-up games. Any effort to gain an advantage by not playing a game is unacceptable and subject to action by the CIAC board of control. **Cancellation of any regular season contest/make-up to play in a league tournament will not be allowed.**

In an effort to consistently and uniformly interpret this bylaw the following guidelines will be used:

1. Weekly limitations may be extended by one (1) contest during one week only for the purpose of running a league tournament. At no time may weekly limitations exceed three (3) or four (4) \* total regularly scheduled games and tournament games combined in any one week. League playoff games are excluded from the season limitation.

\*Depending on the weekly limitations per sport.

2. All playoff games must be league sponsored and must be to determine a league champion or league post-regular-season tournament champion. Three cases exist:
  - a. League Divisional Playoffs – When a league contains two or more divisions and a league championship is determined from divisional championships.
  - b. League Season First Place Tie – When a league ends its regular season with two or more teams tied for first place and where playoff games are necessary to determine a champion.
  - c. League Sponsored Tournament Playoff – When a league hosts a post-regular-season tournament for the purpose of determining a league tournament champion.
3. League tournament games will count for CIAC tournament qualifications under the following conditions:
  - a. Game(s) must be included in the maximum regular season game limitations for the sport.

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- b. Game(s) must be listed on the regular season schedule submitted to the CIAC in accordance with the time lines established by CIAC sports committee. Those contests should be identified by the title of the tournament in which the team may qualify.
  - c. Game(s) must be played prior to the last day established by the CIAC for tournament qualifications.
  - d. Game(s) played as a third contest with another team during the regular season will not count for tournament purposes.
4. League tournament games will not count for tournament qualifications under all other conditions.

A league which determines a champion by a team's regular season win/loss record can also sponsor an end-of-regular season league playoff structure to determine a league tournament champion. All requests which do not conform to the above guidelines will be referred to the CIAC board of control for action.

#### 4.14 POST SEASON LEAGUE TOURNAMENT POSTPONEMENTS

This policy is purposely narrow in scope to be consistent with the current philosophy relative to Sunday play in CIAC tournaments. Since there is a very limited window of opportunity to schedule league tournaments without interfering with CIAC events, this added flexibility should help leagues to complete their post-season tournament when weather-related postponements occur.

Sunday play of league tournament games/meets (post season) is permitted in accordance with the following policy:

1. Your league must approve Sunday play.
2. No Sunday game/meet may start before 12:30 p.m.
3. The Saturday postponement must be weather-related. Also, if a weather-related postponement makes it necessary to reschedule the semi-finals to Saturday, the final game (originally scheduled for Saturday) may be rescheduled for Sunday.

#### POST SEASON LEAGUE TOURNAMENT POSTPONEMENTS – QUESTIONS & ANSWERS

1. **The quarter-final round of the league basketball tournament, scheduled for Saturday, is snowed out. Is it permissible to reschedule this round on Sunday?**

Yes. But after 12:30 p.m.

2. **The league wrestling tournament is scheduled for Saturday. If a weather-related postponement occurs, may the league reschedule this event for Sunday?**

Yes.

3. **The semi-final round of the league baseball tournament is rained out and rescheduled for Saturday, the date reserved for the final game. May the final game in this case be rescheduled for Sunday?**

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Yes. Since the finals were originally scheduled for Saturday and it had to be moved as a result of a weather-related postponement.

#### **4. May a league elect not to permit Sunday play?**

Absolutely. This is a permissive policy and leagues may decide to prohibit Sunday play in any or all league tournaments.

#### **5. The league indoor track tournament is scheduled for Friday. If a weather-related postponement occurs, can the league reschedule this event for Sunday?**

No. League tournament contests scheduled during week days (Monday-Friday) that are postponed due to inclement weather conditions cannot be scheduled for Sunday unless #3 above applies.

#### **4.15 MEDICAL SERVICES**

##### **4.15.A. SERVICES AND EQUIPMENT AT ATHLETIC CONTESTS**

The provision of medical services and equipment at athletic contests during the regular season is the responsibility of the local school district.

##### **4.15.B. PHYSICAL EXAMINATIONS FOR STUDENT-ATHLETES (POLICY STATEMENT)**

Every athlete who participates in any CIAC-sanctioned activity (practice and/or contest) must be determined physically fit through a pre-participating evaluation performed within the past 13 months in accordance with reasonable and prudent written medical protocol as determined by his/her board of education or governing body.

A pre-participatory athletic physical has been developed and approved by the Connecticut Sports Medicine Committee, and is available for use upon request to the CIAC office.

#### **1. Is it necessary that a physical examination be performed each year?**

A pre-participation physical evaluation must be performed within the past 13 months. As has been past practice, the scope of that evaluation is determined by the local board of education or, in the case of private schools, the governing body. It is the responsibility of the school medical authority to determine, in accordance with board of education (governing board) policy, whether or not a student is physically fit to participate in CIAC-sanctioned activities.

#### **2. Who may administer the pre-participatory examination/physical examination?**

The administration of pre-participation physical evaluations may be performed by any individual who has been authorized to do so under local board of education policy. The CIAC leaves the responsibility of administering physical evaluations under local control as long as such policy is not in violation of any state statutes regarding physical examinations.

#### 4.0 ATHLETIC ADMINISTRATION

3. **Does this policy eliminate the medical signature required on all tournament eligibility forms?**

All tournament forms will still require the signature of a school medical authority as determined by local governing policies.

4. **Are “Club” sports included in this policy?**

Yes. Club sports, by definition, are interscholastic in nature and, therefore, are subject to CIAC regulations.

The CIAC Board of Control requires that the following statement be incorporated in the tournament regulation for all CIAC-regulated sports.

“I certify that the individuals listed on the Official Tournament Form have satisfied the State health statutes and local regulations, regarding physical examinations and are physically fit to participate in the tournament.”

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Signature – School Medical Official

#### 4.15.C. ATHLETIC TRAINERS

CIAC strongly recommends that the services of a certified athletic trainer be available to all the school’s student-athletes.

#### 4.15.D. WARNING STATEMENT TO PARENTS OF ATHLETES

In view of the increasing number of lawsuits being brought against both school districts and equipment manufacturers, school districts must do everything possible to educate parents and players to the potential for injury, especially concussion, and even death which can result from participation in school sports.

In order to increase this awareness on the part of parents and players alike, and to help to reduce risk of lawsuits charging negligence, this office suggests the inclusion in your athletic authorization forms of a warning message.

CIAC has available sample warning statements which may be obtained upon request.

#### **Sample Statement – In Season**

I/we give our permission for \_\_\_\_\_ to participate in organized high school athletics, realizing that such activity involves the potential for injury which is inherent in all sports. I/we acknowledge that even with the best coaching, use of appropriate equipment and strict observance of rules, injuries are still a possibility. On rare occasions these injuries can be so severe as to result in total disability or even death. I/we acknowledge that I/we have read and understand this warning.

---

Parent / Guardian

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Athlete



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##### Sample Statement – Out-of-Season

\_\_\_\_\_ High School  
Out-of-Season Physical Fitness Program  
Parent/Athlete Consent Form

Student's name \_\_\_\_\_ Grade \_\_\_\_\_ Sport \_\_\_\_\_

The CIAC allows a school to conduct non-mandated out-of-season conditioning programs provided students are not coerced to participate and as long as the programs do not interfere with any other educational, athletic or family commitments.

We feel the program we are offering can be very beneficial to your child's growth and development and encourage them to participate. However, this program is not an interscholastic athletic program, therefore, you should always make certain your child is medically able to participate in the rigors such a program demands. As parents you take full responsibility for the medical well-being of your child (listed above) and give them permission to participate in the \_\_\_\_\_ High School optional out-of-season conditioning program.

While off season conditioning is strongly encouraged it does not necessarily guarantee a spot on the roster.

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

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As an athlete of \_\_\_\_\_ High School I am willing to participate in a planned out-of-season conditioning program of my own free will and I am willing to abide to the following:

- I will attend only at times specified by my coach.
- I will not bring equipment or use any school equipment (except weights) during these conditioning sessions.
- I will participate only under the supervision of a coach or certified adult.

\_\_\_\_\_  
Signature of Athlete

#### 4.15.E. CHEMICAL HEALTH POLICY AND REGULATION

The CIAC recognizes the use of chemical substances as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. The misuse and abuse of chemical substances affects extra-curricular participation and the development of related skills. Misuse and abuse of chemical substances by family members, team members and other significant persons also has a negative effect on adolescents.

The CIAC is committed to the ideal of fair play and equitable competition at all CIAC contests. This ideal stands as the foundational concept which guides significant and long-standing regulations such as the age rule, recruitment, transfers, and others. These regulations exist to ensure that, as much as is possible, high school athletics are conducted in such a fashion that no individual athlete or team has an unfair advantage over its competitors. CIAC recognizes that the use and abuse by athletes of performance enhancing substances must be added to those behaviors which create an uneven playing field for student-

#### 4.0 ATHLETIC ADMINISTRATION

athletes and all athletic programs. The use of performance enhancing substances by an athlete can and does alter the outcome of athletic events and, in so doing, has a profound impact on other schools within the league and across the state.

This policy has been developed to protect the health and safety of its member school student-athletes, and to assure that no participant might be pressured to use performance enhancing drugs for the purpose of remaining competitive, or to gain a competitive advantage. The CIAC Chemical Health Policy will establish an expectation that all member schools have a chemical health policy that requires all student-athletes playing in CIAC-controlled sports to be chemical free.

CIAC activities provide coaches and other athletic department personnel a unique opportunity to observe, mentor, confront, and assist young people. The CIAC, therefore, strongly supports education and awareness training for adolescents in the use of chemical substances.

Each member high school shall submit to CIAC, on or before September 15 of each year, a copy of its written policy and procedures for dealing with the use, sale, or possession of alcohol or controlled drugs and alcohol, as approved by its board of education or other governing body. If no changes have been made the previous policy will remain in effect.

The written policy and procedures must address how violations affect student-athletes and must contain the seven statements listed below. The statements may be incorporated into existing policy on drugs, alcohol and tobacco, such as is mandated by state statute, or included in the athletic handbook for students and parents.

1. A statement which designates that the policy and procedures apply to all CIAC-controlled activities sponsored by the school and that participation in high school athletics is a privilege and not a right.
2. A statement that alcohol, stimulants, street drugs (including but not limited to marijuana, heroin, and cocaine) are addressed by the policy and procedures.
3. A statement that anabolic steroids, hormones and analogues, diuretics, and other performance enhancing substances are addressed by the policy and procedures and that the CIAC may impose sanctions beyond those applied by the LEA for use of these substances by athletes.
4. A statement that the school shall provide preventive and intervention educational programs for its student-athletes.
5. A statement which describes the types of prevention and intervention programs required for student-athletes prior to and during the sports season.
6. A statement which indicates which job functions in the school are responsible for the administration/enforcement/monitoring of the policy or regulations. (Principal, assistant principal, teacher, guidance, health personnel)
7. A statement which outlines the methods to be employed to ensure that all athletes and their parents are fully apprised of the policy and procedures.

The policy submitted by each school will be placed on file and available to CIAC sports committees, CIAC Eligibility Committee, CIAC Eligibility Review Board, CIAC Board of Control, news media, and public in general.

## **4.0 ATHLETIC ADMINISTRATION**

### **4.15.F. CIAC POSITION ON FOOD SUPPLEMENTS INCLUDING CREATINE**

The CIAC fully endorses the policies of the National Federation of State High School Associations regarding the use of food supplements by athletes.

School personnel and coaches will not dispense any drug, medication, or food supplement except as in accordance with Connecticut state law, district policy, and as prescribed by a student's physician, dentist, physician assistant or advanced practice RN. The order is to be on record in the school health office listing dose, time, and length of order, side effects and emergency contact. There will also be a signed parental consent on file.

The use of any drug, medication or food supplement in a way not described by the manufacturer should not be authorized or encouraged by school personnel and coaches. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.

In order to minimize health and safety risks to student-athletes, maintain ethical standards, and reduce liability risks, school personnel and coaches may NEVER supply or recommend or knowingly permit students to use any drug, medication or food supplement for the specific purpose of enhancing their athletic performance.

### **4.15.G. CIAC POSITION ON STEROIDS**

The National Federation of State High School Associations (NFHS), the national service organized to all 50 state high school athletic and activity associations as well as the District of Columbia, prohibits the abuse of anabolic steroids and other performance enhancing substances by high school student-athletes. Such use violates legal, ethical, and competitive equity standards, and imposes long-term health risks. Further, the NFHS supports prohibitions by educational institutions, amateur and professional organizations and governmental regulators on the use of anabolic steroids and other controlled substances, except as specifically prescribed by physicians for therapeutic purposes. The CIAC fully endorses this National Federation position on steroids.

### **4.15.H CIAC POSITION ON DRUG TESTING**

The CIAC Chemical Health Policy does not include any form of mandatory drug testing by member schools. The CIAC strongly supports the concept of local authority in determining drug testing policies. Each board of education/governing body reserves the right to voluntarily implement a drug testing policy for its athletes. Drug testing of high school athletes has been demonstrated to be an effective deterrent to the use of steroids and other illegal drugs. With the use of proper safeguards drug testing is considered legal. The CIAC recommends member schools use the NCAA and the USOC list of banned performance enhancing substances and practices when designing and implementing a drug testing policy. The Connecticut Association of Boards of Education (CABE) has sample drug testing policies LEA's may wish to consider.

## **4.0 ATHLETIC ADMINISTRATION**

### **4.15.I. PERFORMANCE ENHANCING DRUGS MINIMUM PENALTY**

The CIAC expects member schools to monitor their student-athletes to assure that they are free of performance enhancing substances and to report any violations in a timely manner.

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

Any student-athlete who refuses to submit to testing as part of a member school's board of education-approved random drug testing policy shall be ineligible to participate in any CIAC-controlled activities.

All CIAC contests/games/tournaments/championships in which the offending athlete participated while under the influence of performance enhancing substances shall be declared forfeitures and all records will be expunged.

A member school may apply to the CIAC Board of Control for reinstatement of the athlete's eligibility to participate in CIAC-controlled activities. Any such application must include:

1. The results of a CIAC-approved medically validated drug test which confirms that the student-athlete is chemical free. The test must have been completed within 30 days prior to the application. The CIAC shall not be responsible for any expenses related to this testing.
2. A statement of the compelling circumstances on which the member school bases its application for reinstatement of the athlete's eligibility.

### **4.15.J. PERFORMANCE ENHANCING SUBSTANCES AND PRACTICES SUBJECT TO THIS POLICY**

Includes but are not limited to the following:

1. Anabolic Agents, Diuretics, Peptide Hormones and Analogues
2. Blood doping (the intravenous injection of whole blood, packed red blood cells, or blood substitutes.
3. Substances and practices identified as banned by the NCAA and the USOC.

The CIAC allows member schools to make exceptions for those student-athletes with a documented medical history demonstrating the need for regular use of substances that are banned in this policy. These identified substances shall be medically prescribed by the student-athlete's doctor for therapeutic purposes. The documentation should contain information as to the diagnosis, medical history and dosage prescribed.

## 4.0 ATHLETIC ADMINISTRATION

### 4.15.K. CONCUSSION MANAGEMENT AND RETURN TO PLAY REQUIREMENTS

#### “WHEN IN DOUBT – SIT IT OUT”

A concussion is a type of traumatic brain injury or (TBI), “that changes how the cells in the brain normally work. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. Concussions can also result from a fall or from players colliding with each other or with obstacles, such as a goal post” (Centers for Disease Control and Prevention, 2009).

#### **Part I – Signs and Symptoms of a Concussion**

A concussion should be suspected if any one or more of the following signs or symptoms are present, or if the coach/evaluator is unsure.

1. **Signs of a concussion may include** (what the athlete looks like):
  - \*Confusion/disorientation/irritability
  - \*Act silly/combative/aggressive
  - \*Trouble resting/getting comfortable
  - \*Repeatedly ask same questions
  - \*Lack of concentration
  - \*Dazed appearance
  - \*Slow response/drowsiness
  - \*Restless/irritable
  - \*Incoherent/slurred speech
  - \*Constant attempts to return to play
  - \*Slow/clumsy movements
  - \*Constant motion
  - \*Loss of consciousness
  - \*Disproportionate/inappropriate reactions
  - \*Amnesia/memory problems
  - \*Balance problems
2. **Symptoms of a concussion may include** (what the athlete reports):
  - \*Headache or dizziness
  - \*Over sensitivity to sound/light/touch
  - \*Nausea or vomiting
  - \*Ringing in ears
  - \*Blurred or double vision
  - \*Feeling foggy or groggy

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

#### **Part II – Return to Participation (RTP)**

Currently, it is impossible to accurately predict how long concussions will last. There must be full recovery before someone is allowed to return to participation. Connecticut law now requires that no athlete may resume participation until they have received written medical clearance from a licensed health care professional (physician, physician assistant, advance practice registered nurse, athletic trainer) trained in the evaluation and management of concussions.

#### **Concussion Management Requirements**

1. No athlete SHALL return to participation (RTP) on the same day of concussion.
2. Any loss of consciousness, vomiting or seizures the athlete MUST be immediately transported to the hospital.
3. Close observation of an athlete MUST continue following a concussion. This should be monitored for an appropriate amount of time following the injury to ensure that there is no escalation of symptoms.

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4. Any athlete with signs or symptoms related to a concussion MUST be evaluated from a licensed health care professional (physician, physician's assistant, advanced practice registered nurse, athletic trainer) trained in the evaluation and management of concussions.
5. The athlete MUST obtain written clearance from one of the licensed health care professionals mentioned above directing them into a well-defined RTP stepped protocol similar to one outlined below. If at any time signs or symptoms should return during the RTP progression the athlete should cease activity.\*
6. After the RTP protocol has been successfully administered (no longer exhibits any signs or symptoms or behaviors consistent with concussions), final written medical clearance is required by one of the licensed health care professionals mentioned above for them to fully return to unrestricted participation in practices and competitions.

\*If at any time symptoms should return during the RTP progression the athlete should stop activity that day. If the athlete's symptoms are gone the next day, s/he may resume the RTP progression at the last step completed in which no symptoms were present. If symptoms return and don't resolve, the athlete should be referred back to their medical provider.

### Medical Clearance RTP Protocol (Recommended One Full Day Between Steps)

Rehabilitation state	Functional exercise at each stage of rehabilitation	Objective of each stage
1. No activity	Complete physical and cognitive rest until asymptomatic. School may need to be modified.	Recovery
2. Light aerobic activity	Walking, swimming or stationary cycling keeping intensity, <70% of maximal exertion; no resistance training	Increase heart rate
3. Sport specific exercise	Skating drills in ice hockey, running drills in soccer; no head impact activities.	Add movement
4. Non-contact training drills	Progression to more complex training drills, i.e., passing drills in football and ice hockey; may start progressive resistance training.	Exercise, coordination And cognitive load
5. Full contact practice	Following medical clearance, participate in normal training activities	Restore confidence and functional skills by coaching staff

#### References:

1. NFHS. Concussions. 2008 NFHS Sports Medicine Handbook (Third Edition). 2008: 77-82. <http://www.nfhs.org>
2. McCrory, Paul MBBS, PhD; Meeuwisse, Willem MD, PhD, Johnston, Karen MD, PhD; Dvorak, Jiri MD; Aubry, Mark MD; Molloy, Mick MB; Cantu, Robert MA, MD. Consensus Statement On Concussion in Sport 3<sup>rd</sup> International Conference on Concussion in Sport held in Zurich, November 2008. Clinical Journal of Sport Medicine: May 2009-Volume 19-issue 3-pp. 185-200  
[http://journals.www.com/cjsportsmed/Fulltext/2009/0500/Consensus\\_Statement\\_on\\_Concussion\\_in\\_Sport\\_3<sup>rd</sup>.1.aspx](http://journals.www.com/cjsportsmed/Fulltext/2009/0500/Consensus_Statement_on_Concussion_in_Sport_3rd.1.aspx)
3. Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports*.  
[http://www.cdc.gov/NCIPC/tbi/Coaches\\_Toll\\_Kit.htm](http://www.cdc.gov/NCIPC/tbi/Coaches_Toll_Kit.htm)
4. U.S. Department of Health and Human Services Centers for Disease Control and Prevention. *A Fact Sheet for Coaches*. (2009). Retrieved on June 16, 2010. [http://www.cdc.gov/concussion/pdf/coaches\\_Engl.pdf](http://www.cdc.gov/concussion/pdf/coaches_Engl.pdf)

#### Resources:

Centers for Disease Control and Prevention. *Injury Prevention & Control: Traumatic Brain Injury*. Retrieved on June 16, 2010 <http://www.cdc.gov/TraumaticBrainInjury/index.html>

Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports Guide For Coaches*. Retrieved on June 16, 2010

## 4.0 ATHLETIC ADMINISTRATION

### 4.16 MINIMUM NUMBER OF GAMES TO ENTER TOURNAMENT

Boys:	Cross Country	Minimum of 4 meets
	Baseball	Minimum of 12 games – win 40%
	Basketball	Minimum of 12 games – win 40%
	Football	Minimum of 8 games
	Golf	Minimum of 10 matches
	Ice Hockey	Minimum of 12 games – win 40%
	Lacrosse	Minimum of 10 games – win 40%
	Soccer	Minimum of 10 games – win 40%
	Swimming	Minimum of 4 dual meets – Must meet minimum standards
	Tennis	50% wins / Individual – 50% wins
	Indoor Track	Minimum of 1 meet – must meet minimum standards
	Outdoor Track	Must meet minimum standards in at least 1 meet
	Volleyball	Minimum of 12 matches – 40% wins
	Wrestling	Minimum of 8 varsity meets – Individual 1 meet
Girls:	Basketball	Minimum of 12 games – win 40%
	Cross Country	Minimum of 4 meets
	Field Hockey	Minimum of 10 games against varsity – win 40%
	Golf	Minimum of 10 matches
	Gymnastics	Minimum of 6 meets – Individual 6 meets
	Indoor Track	Minimum of 1 meet – must meet minimum standards
	Lacrosse	Minimum of 10 games – win 40%
	Softball	Minimum of 12 games – win 40%
	Soccer	Minimum of 10 games – win 40%
	Swimming	Minimum of 4 dual meets – must meet minimum standards
	Tennis	Minimum of 10 matches – 50% team / individual varies
	Outdoor Track	Meet minimum standards in at least 1 meet
	Volleyball	Minimum of 12 matches – win 40%

### 4.17 2013-2014 NATIONAL TESTING DATES

Please be advised that because there are many options for student-athletes to take the SAT and ACT tests during the course of the school year, schools should make their teams aware of the CIAC tournament schedule that is posted three years in advance (Section 10.0 in this handbook) to avoid a conflict. In most sports, it is necessary for CIAC to schedule multiple games on the same day and a morning game on the day of an SAT or ACT test cannot be avoided. Please plan ahead.

#### ACT Test Dates

September 21, 2013  
October 26, 2013  
December 14, 2013 \*  
February 8, 2014  
April 12, 2014  
June 14, 2014 \*

#### SAT Test Dates (I & II)

October 5, 2013  
November 2, 2013  
December 7, 2013 \*  
January 25, 2014  
March 8, 2014 \*  
May 3, 2014  
June 7, 2014 \*

\*Note – These dates will conflict with CIAC tournaments – please plan accordingly.

## 4.0 ATHLETIC ADMINISTRATION

### 4.18 NASSP AND CIAC POLICY ON NATIONAL HIGH SCHOOL ATHLETIC CHAMPIONSHIPS

CIAC endorses fully the position of NASSP and the National Federation, which are firmly opposed to national athletic championships for high school students. To discourage the formulation of such programs, the NASSP developed the policy statement below for consideration and approval by other educational associations, to include the National School Boards Association and AASA.

This policy statement does not extend to high school graduates who are considered to be under collegiate or private jurisdiction.

#### **Statement**

The Consortium of Educational Leaders supports the participation of students in interscholastic athletics within their own local conferences and at the state level where authorized. The Consortium considers this involvement in athletics and in other student activities as beneficial to the growth and development of secondary school students. It constitutes an important dimension of the total educational experience.

The Consortium, however, opposes vigorously the establishment of any national athletic championship program for students enrolled in secondary schools. This position is held for these reasons:

1. National championships would provide an over emphasis upon athletics at this age level. Inter-district and state championships afford to athletes a high level of competition while not interfering with the sound concept of providing a well-rounded academic, athletic and cultural experience for students.
2. National championships would require that students miss a significant amount of class time to train for and participate in the scheduled games. Many of these students are not sufficiently proficient in school to afford to miss additional days for national contests. Some, in fact, could benefit from supplemental work in reading, writing, or mathematics to carry them beyond their active athletic years.
3. High school students are at an impressionable age and often are unable to handle adequately the publicity attendant to state-level competition. This problem would be compounded by national championships and would only further distort their perspective and their basic values.
4. An over involvement with athletics interferes with the operation of schools for the majority of students. It is unfortunate, but true, that when athletics become too important, then classes are canceled for rallies, special arrangements have to be made for athletes missing their work, a "privileged class" develops in the student body, and the basic values of the school become masked by the momentary glamour of it all.
5. It is quite possible that commercial programs will develop to exploit athletes selected for any national athletic championship program. The Consortium has no objection to the selection of students for recognition by commercial interests, but it would object strongly to an actual sponsorship of national high school athletic contests by commercial firms.

Athletics are an important part of the lives of many students and adults. It is important, however, that a proper perspective be maintained so that promotional endeavors do not harm the many benefits which accrue to persons who participate in athletic activities.



## **4.0 ATHLETIC ADMINISTRATION**

### **4.19 PHILOSOPHY OF ATHLETICS**

A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to develop interests and talents in sports, debate/speech, dance, drama, journalism, music, student government and academic-related areas. Participation in such activities should provide students with a lifetime basis for personal values, for work and leisure activities.

Interscholastic athletics can play an important role in the learning and growth process. They encourage the acceptance of responsibility to self, to team and to school. They encourage good physical health, good personal habits. They teach sportsmanship. They expose the athlete to some of life's difficult lessons, e.g. defeat, humility. They offer the opportunity to know success, self-satisfaction, pride, experiences desirable in the balanced growth of an individual.

The interscholastic athletic program should be conducted in accordance with existing board of education policies, rules and regulations. While the board of education may take pride in winning, it should not condone "winning at any cost" and should discourage all pressures which might tend to neglect good sportsmanship and good mental health. At all times the athletic program must be conducted in such a way as to justify it as an educational activity.

Leadership of athletic programs should be of the highest quality so as to exemplify to the participants the desired type of behavior to be developed from the programs. Measurement of leadership success should not be in terms of a "won/lost" record, but rather in the character development factors that are an outgrowth of the athletic program. At all times the athletic program should place the total educational curriculum primary in emphasis; the athletic program should constantly strive for the development of well-rounded individuals capable of taking their place in modern society.

### **4.20 PAY-TO-PLAY**

#### **4.20.A. PAY-TO-PLAY – CIAC POSITION STATEMENT**

At its January 20, 2005 meeting the CAS Board of Directors voted to declare its strong opposition to the local board of education policies which establish a fee system for students who wish to participate in co-curricular or extra-curricular activities, athletic and/or non-athletic.

The Board is of the opinion that students should not be assessed fees for the privilege of participating in activities which have been traditionally recognized as integral and meaningful in the total school program. These activities have through the years provided immediate and long-range benefits to participants as well as to schools. Requiring "pay-to-play" is shortsighted educational policy and can be discriminatory to the needy.

## **4.0 ATHLETIC ADMINISTRATION**

### **4.20.B. PAY-TO-PLAY – CAAHPE POSITION**

The Administrators of Health and Physical Education support the current practice of funding interscholastic athletics through local board of education funds. We feel a direct assessment on the individual families of athletes is contrary to the educational philosophy so deeply rooted in our nation, and is wrong because it places an undue tax on selected members of the community. Interscholastic athletics is an integral part of the normal education process of many students and therefore we feel that it should be funded directly through board of education funds.

Athletics as an extra-curricular activity is unique in that it provides a possible predictor of student success in later life; and affords adolescent boys and girls an opportunity to establish a physical and social identity along with the intellectual identity they develop while in the classroom.

Owen B. Kiernan, then Executive Director of the National Association of Secondary School Principals, commented: “more and more students reveal that their participation in extra-curricular activities is one of the most important facets of a secondary school education.” In support of that notion is a pair of studies conducted by the American Testing Service and College Entrance Examining Board. The former completed a study comparing four factors thought to be possible predictors of student success: achievement in extra-curricular activities, high grades in high school, and high grades in college as well as high scores on the SAT. It was found that the only factor which could be validly used to predict success in later life was achievement in extra-curricular activities. The latter study examined the accuracy of the SAT in predicting how successful a person might be at a chosen career upon graduation from college. The results showed that there was virtually no correlation between scores on the SAT and success in later life. The study did find, however, that those students who were active in extra-curricular activities were most likely to be successful.”

### **4.20.C. PAY-TO-PLAY – CAPSS POSITION**

CAPSS believes that Boards of Education should not establish a fee system for students who wish to participate in athletic and non-athletic co-curricular or extra-curricular activities. Traditionally, these activities have been recognized as integral and meaningful and of long range benefits to participants as well as to schools. Requiring “pay-to-play” is shortsighted educational policy and can be discriminatory to the needy.

Free public education includes the student’s right to participate in activities offered by a school district. The student should not be denied participation because of lack of funds or the refusal to pay a fee.

With declining resources and with cutbacks in budgets, funding these activities becomes increasingly more difficult. State and Federal governmental agencies should not deliberately preclude the right of each local board of education to find ways other than use fees to support extra-curricular and co-curricular activities.

### **4.20.D. PAY-TO-PLAY – CHSCA / CAAD POSITION**

The Connecticut High School Coaches Association and the Connecticut Association of Athletic Directors state its opposition to board of education policies which require students to pay for the educational opportunities provided in athletic programs.

## **4.0 ATHLETIC ADMINISTRATION**

Most philosophies of education adopted by school boards include the “physical, moral and social development,” (or words to that effect) as educational objectives. Participation in athletic programs contributed greatly to the realization of these educational goals. A decision by a student to participate in an athletic program is no more “voluntary” than a decision to take a “non-required” course. Athletic administrators feel a policy to charge a fee for an educational program which takes place outside the classroom is therefore discriminatory.

The American Testing Service and College Entrance Board report that students who were active in co-curricular activities are most likely to be successful in adult life. This participation is a better predictor of success in adult life than classroom grades or SAT scores. Successful adult living represents a significant core of the educational process. The development of a diligent work ethic evolving from the demands of participation in athletics answers the appeal of employers throughout the country to prepare young people for the world of work. Discrimination, with the charging of fees, especially to the needy, represents a possible deprivation of educational opportunity in a society where free public school offerings have been deeply rooted in our nation. Many educational leaders believe a decision to charge a fee for such opportunity would not be supported in the courts.

### **4.21 SCHOOL START TIMES – CIAC POSITION**

The CIAC believes that high school students should have the opportunity to learn in an optimum learning environment. While some students succeed academically within the existing and traditional school day, research shows that switching to later school start times does create a more optimal learning environment and improves student achievement for high school athletes.

High school sports and extra-curricular activities have been perceived barriers to later start times. It is the position of the CIAC that sports are an extremely important component of a high school student’s education. However, interscholastic athletic activities can continue to be offered, with appropriate accommodations, within any reasonable school day structure. The greatest impact on sports will be within the late fall sports season when daylight savings time ends. However, early school dismissal for fall sports teams may well be a reasonable accommodation and compromise for the benefit of more sustained learning opportunities over the duration of a full year.

The CIAC will continue to offer student-athletes the same opportunities for sports participation as it has historically done regardless of individual school district decisions on school starting times. Further, it will strive to schedule its state tournaments in ways which will not interfere with classroom instruction. While it is not always possible to achieve, it is a goal of the CIAC Board of Control to schedule its activities so as to not interfere with “student time on task.”

The CIAC believes that member schools should continue to promote their activities in a manner which will support sound efforts to enhance optimum learning opportunities. To do less would be to elevate high school athletics to an importance greater than that which is its true purpose. The CIAC believes that decisions that will advance excellence in interscholastic athletics and academics can be achieved without the exclusion of one for the other.

## **4.0 ATHLETIC ADMINISTRATION**

### **4.22 PROTESTS – TOURNAMENTS/REGULAR SEASON CONTESTS – RE: NATIONAL FEDERATION RULES AND PLAYING RULES FOR ALL SPORTS**

Protests arising from the decisions, interpretations and misapplication of the playing rules (National Federation, USGA, USTA or other CIAC game rules) by officials during contests will not be considered. The decision and interpretations of the rules by game officials are final. CIAC does not adjudicate regular season contests or protests. League protest procedures prevail in regular season contests.

The record of the official scorekeeper at the conclusion of the contest is final unless an error in addition, subtraction, division or multiplication is discovered. Such error shall be corrected as covered by specific contest rules.

Any team leaving the contest area before the conclusion of the contest because of dissatisfaction with the officiating will render the school liable to disciplinary action.

### **4.23 CLOTHING, APPAREL WORN FOR RELIGIOUS REASONS**

The CIAC conforms to National Federation rules for each sport as it relates to uniforms. Exceptions are made within the various sports rules for wearing clothing required by a person's religious beliefs. Requests for exceptions must be made in writing to the CIAC by the member school.

### **4.24 PROSTHESIS (ARTIFICIAL LIMB)**

The National Federation has placed the responsibility of approving or disapproving the wearing of a prosthesis on each State High School Association. In a number of the National Federation rule books the following statement appears: "Artificial limbs, which in the judgment of the State High School Association are no more dangerous to players than the corresponding human limb and do not place an opponent at the disadvantage, may be permitted." The CIAC accepts this responsibility for each sport in which the rules so indicate.

The CIAC procedure for approving the wearing of a prosthesis by a student-athlete will be as follows:

1. The member school must notify the CIAC that an athlete wishes to participate in interscholastic athletics while wearing prosthesis, and the school must arrange for a meeting to determine the legality of the prosthesis;
  - a. The meeting should be attended by the principal or designee, the athletic director or trainer, coach, parent or guardian, the rules interpreter or other official, and the athlete with the prosthesis. The school should provide the official with a signed copy of the letter from the prescribing physician granting permission for the athlete to participate in the specific sport, and the signed parent's permission form;
  - b. The official should apprise everyone of the NFHS rule regarding the padding of the prosthesis and inform the school that the doctor's letter and the letter of approval from CIAC must be presented to the game officials prior to each game for final inspection;
  - c. The official will inform CIAC that the prosthesis was inspected and include a statement as to its compliance with NFHS game rules;

#### **4.0 ATHLETIC ADMINISTRATION**

- d. CIAC will either grant or deny the request of the school for the athlete to participate while wearing the prosthesis.
2. The criteria recommended as guidelines to follow in determining the legality and suitability of wearing a prosthesis in a sport are:
    - a. The prosthesis must have been fabricated by a certified prosthetist. (Practitioner)
    - b. The prosthesis must be properly padded.
    - c. Written approval to participate from the prescribing physician. Such approval must be presented to the officials before each game for the official's final inspection and approval, in accordance with National Federation Rules.

#### **4.25 RECLASSIFICATION POLICY WHEN SCHOOLS MUST CONSOLIDATE/SEPARATE**

If a board of education, in its response to the need to consolidate/separate schools, takes official action which either reduces, increases or balances the grades 9-12 enrollment of a given high school, the following conditions must be met in order to accommodate proper placement for tournament play.

A minimum of two years advance notice must be provided to CIAC before the change is actually made. Thus, if a board votes to consolidate/separate two high schools and can give the projected enrollment as of October 1, two years from October 1 of the reporting year, the adjustment in classification can be made.

If more advance notice can be provided to the CIAC, and the official board of education action is submitted to the CIAC Board of Control, it could be possible to merge the school's teams and adjust the school's classification prior to actual building consolidation or separation. This early merger and resulting classification would be for only one year.

Where a board of education has not taken official action to merge, under no circumstances would schools which retain their separate identities be allowed to consolidate individual sports teams.

Recognizing that circumstances may vary, it shall be the policy of the CIAC that each such case shall be judged upon its merits after consideration of all attendant factors.

#### **4.26 REGULATION INTERPRETATION/CIAC PROTOCOL IN PROVIDING INFORMATION AND DECISIONS TO SCHOOL PERSONNEL AND PUBLIC (Effective July 1, 2006)**

1. All CIAC official interpretation requests of CIAC bylaws, rules and regulations must be submitted to the CIAC in writing.
2. All CIAC official interpretations will be provided in writing.
3. The CIAC Executive Director, or his/her designee, will provide official decisions, where appropriate, specific to the CIAC code of eligibility to high school principals, assistant principals and athletic directors only.

#### 4.0 ATHLETIC ADMINISTRATION

4. The CIAC staff will not discuss CIAC rules and regulations with anyone other than school administrators and athletic directors. Telephone inquiries from parents and coaches will not be honored. **All calls from anyone other than the athletic director or school administrator will be referred back to the school.**
5. At the beginning of each school year (July 1) the principal will notify the CIAC of three individuals with whom the CIAC will communicate and who has the school authority to discuss CIAC matters. All other individuals will need to communicate to the CIAC through one of the three individuals assigned by the school.

#### 4.27 SCHEDULES, REGULAR SEASON

The CIAC has no jurisdiction over regular season interscholastic scheduling problems except as they relate to violation of CIAC policies.

Schedules for all sports in which the CIAC sponsors championships must be submitted, and kept current when game dates and/or time change, via the password-protected online eligibility center. No games may be added to the schedule that count for the tournament after the first play date in each sport.

Member schools must make every effort to complete their season as scheduled, including make-up games. Any effort to gain an advantage by not playing a game is unacceptable and subject to action by the CIAC Board of Control. Cancellation of any regular season contest/make-up to play in a league tournament will not be allowed.

There are two schedule submission deadlines for each season (fall, winter, spring). The first is the deadline for the submission of initial schedules. Schedules must be submitted for all sports and all levels (varsity, junior varsity, freshman, middle school) by this date:

Fall – May 29, 2013

Winter – October 2, 2013

Spring – January 29, 2014

On the day after the deadline for submission of initial schedules, each school will be sent a listing of conflicts (events on their schedules that do not match up with their opponents' schedules). Schools are expected to resolve the conflicts between themselves and make the necessary changes to their schedules prior to:

Fall – June 5, 2013

Winter – October 9, 2013

Spring – February 5, 2014

Following the date for resolving conflicts, schedules will be given to officials assigners and made available to the general public. Changes to schedules may be made following this date as long as they are in accordance with CIAC regulations for the specific sport, and are approved by both participating schools.

Each sport committee has established a date when regular season schedule changes/additions will not be counted toward CIAC tournament play.

## **4.0 ATHLETIC ADMINISTRATION**

### **4.27.A. POSTPONED GAMES**

While the CIAC supervises, regulates and controls the interscholastic athletic activities of the member schools both individually and collectively, it has never, at any time in its history, had any involvement in either the formation or governance of athletic leagues beyond the already established requirement that the league member schools abide by CIAC rules and regulations in league operation.

Thus, in keeping with this basic principle, the two guidelines that follow are offered as effective methods that can be used by leagues and schools to control postponed games.

When contests are scheduled among two or more league teams, the league should determine the definition of what constitutes a postponed game.

When contests are scheduled among two or more non-league teams, the principals of the schools involved should mutually determine what constitutes a postponed game.

Member schools must make every effort to complete their season as scheduled, including make-up games. Any effort to gain an advantage by not playing a game is unacceptable and subject to action by the CIAC Board of Control. Cancellation of any regular season contests/make-up to play in a league tournament will not be allowed.

### **4.28 CIAC REGULATION RE: SALES / RAFFLES / SOLICITATIONS**

This regulation provides CIAC control of all sales, raffles and solicitations during all CIAC-run tournaments, meets or games.

1. Only CIAC promotional items will be sold at CIAC-sponsored events unless approved by the CIAC Board of Control.
2. Solicitations, sales of publications or products, or similar activities are NOT permitted without prior authorization from CIAC. Food and beverage are NOT included in this policy.
3. The CIAC is the sponsoring association for all levels of state tournament championships and the sale or distribution of items or audio visual reproductions. Sale or distribution of clothing, souvenirs or other items is strictly prohibited without permission of the CIAC.

## **4.0 ATHLETIC ADMINISTRATION**

### **4.29 SPORTS**

#### **4.29.A. BASEBALL**

##### **PLAYING DATES PER WEEK – BASEBALL**

The number of playing dates permitted each week in the sport of baseball may not exceed three (3), one of which may be used each week to schedule and play a doubleheader. The maximum number of games per season is twenty (20).

- 1. Will four games per week be permitted if on one of the three playing dates a doubleheader is played?**

Yes, as long as they are within the regular season.

- 2. May a postponed game be played in addition to the games scheduled on the three playing dates in one week?**

Yes.

##### **SUSPENDED REGULAR SEASON GAMES**

Any regular season game which is called after playing 4.5 or 5 innings and a winner cannot be determined is a suspended game must be resumed from the exact point of suspension with the score, batting order and outs the same as at the time of suspension. Any regular season game called after playing 4.5 or 5 innings where a winner can be determined is a completed game. The pitching limitation rule will be in effect for suspended games.

##### **AMERICAN LEGION TRY-OUT DURING BASEBALL SEASON**

American Legion officials may approach potential team candidates at any time, but there can be no practice or tryout of any kind from the first CIAC game through the conclusion of the CIAC tournament. Legion practice can be held at the conclusion of the regular season for boys on high school teams who are not in tournaments.

Babe Ruth participation is included in this policy as well as any other baseball organization.

##### **BASEBALL PITCHER CONDITIONING WEEK**

Regulations for a baseball conditioning week for pitchers are as follows:

- 1. Baseball conditioning for pitchers may be conducted for five (5) days (Monday through Friday), the week prior to the first date for baseball practice as designated by the CIAC. If school is cancelled due to weather conditions, the lost day(s) may be made up on the weekend.**
- 2. Only one session per day is permitted; the maximum length of the session is one hour and 30 minutes (1 ½ hours).**



#### **4.0 ATHLETIC ADMINISTRATION**

3. The program can be conducted indoors or out depending on the weather.
4. The conditioning program is limited to eight (8) pitchers and four (4) catchers in grades 9 through 12. This limits the number of participants to twelve per school with no substitutions for absentees or dropouts allowed. Winter sport athletes still in season are ineligible to take part in this program.
5. Balls, gloves and catcher's protective equipment are the only equipment permitted. (Bats, batting tees, fungos, batting cages, pitching machines, etc., are strictly prohibited.)
6. The program may consist only of warm-ups, stretching, calisthenics, weight training, running, other conditioning exercises and throwing. Throwing is permitted only because it is an important aspect of conditioning the arm.
7. A coach must be present at all conditioning sessions.

NOTE: IT IS A VIOLATION OF CIAC RULES TO ALLOW WORK ON FIELDING, COVERING BASES, PICK-OFFS OR ANY OTHER RELATED FUNDAMENTALS, AND THEREFORE, THESE TYPES OF DRILLS ARE STRICTLY PROHIBITED. ALSO, IT SHOULD NOT BE USED AS A TRYOUT, AND TEAM CUTS ARE NOT PERMITTED.

**Safety Precautions** – Catchers should wear full equipment. Do not use anyone to assume a batters position while pitchers are throwing, since although pitching control may be an outcome of the program, it is not a program objective.

Member schools found in violation of the above rules will be subject to disciplinary review by the CIAC Baseball Committee and possible action by the CIAC Board of Control.

#### **BASEBALL PITCHING LIMITATION RULE**

The pitcher may not pitch more than ten (10) innings in any three (3) consecutive calendar days. To determine the eligible number of innings that a pitcher may pitch on game day, total the number of innings pitched during the two previous calendar days and subtract from ten (10). Ten innings are equal to thirty outs.

**Penalty for Pitching Violation** – A pitcher in violation will be ejected for the remainder of the game in which the violation occurs as well as the next game. The player ejected as a result of violating this rule is ejected as a player as well and may not participate in another position or as a pitcher until the penalty is served.

#### **4.29.B. BASKETBALL**

Three on three competition is considered a game.

## **4.0 ATHLETIC ADMINISTRATION**

### **4.29.C. CROSS COUNTRY**

#### **TRIATHLON EVENTS**

Competing in a triathlon event during the cross country season will not jeopardize the eligibility of a cross country runner.

A member of the cross country team:

1. MAY NOT enter a “road race” of any length.
2. MAY enter track events up to and including two (2) miles, (under track conditions only).
3. MAY enter any and all field events.

#### **ROAD RACE PARTICIPATION – BOYS AND GIRLS**

Participation on the part of any interscholastic cross country team member in any road race conducted after his/her school’s first scheduled meet of the CIAC season will be considered a violation of Rule II.E. of the CIAC Rules of Eligibility and Control. Any cross country runner, male or female, who so participates will be declared ineligible.

#### **WHAT A CROSS COUNTRY COACH MAY DO WITH TEAM DURING OFF SEASON**

CIAC has been asked to clarify what a cross country coach may do with members of their team during the off season, especially during the summer. The following will hopefully clarify what is permissible.

##### Permissible Coaching Efforts

- Conditioning programs utilizing any forms of physical fitness development short of running – weight training, plyometrics, elliptical machines, stationary bicycles, etc., are all permitted and coaches may be present to supervise those workouts.
- Advising cross country candidates to develop their cardiovascular transport system by gradually increasing their mileage over the summer. This is normally done at end of school when the coach meets with runners interested in competing on the cross country team in the fall season.
- Encouraging cross country runners to attend distance training camps is permitted.
- Coaches are permitted to attend distance camps with their team members under certain conditions (CIAC Handbook – 3.0 CIAC By-laws – Section 2.2 #7)

A member school coach working in the camp as a volunteer, employee, or employer during the summer, or portion thereof, as a coach where his/her athletes attend, may coach if the following conditions are met:

- The contact period between coach and his/her athletes is not more than ten (10) days.
- The coach does not coach or instruct his/her team as an exclusive team unit.
- The number of athletes from a member school team who have remaining eligibility does not exceed 10% of the total number of athletes in attendance at the camp during a specific time period.

## 4.0 ATHLETIC ADMINISTRATION

- Coaches may run with their cross country team members or candidates for the cross country team; however, any instruction would be considered out-of-season coaching. For example, employing specific running strategies during the run or providing any form of coaching would be a violation of CIAC rules.
- Note: Incorporating interval training, fartlek or other training techniques specific to distance running and prescribed by the cross country coach outside the competition season would be in violation of CIAC rules.

### 4.29.D. FOOTBALL

#### SUNDAY FOOTBALL

Sunday play of postponed regular season football games is permitted in accordance with the following policy:

1. The Saturday postponement must be due to severely adverse weather conditions.
2. The two competing schools must agree to Sunday play of a postponed Saturday game.
3. A postponed Friday night game may be played on Sunday only if a site is not available, or if severely adverse weather conditions exist on Saturday.
4. No Sunday game may start before 12:30 p.m.  
It is strongly recommended that local boards of education adopt written policies regarding Sunday play of postponed Saturday games by schools under their jurisdiction.
5. **Scheduling – Sub varsity football only** – the scheduling week begins on Saturday and ends on Friday.

#### SPRING FOOTBALL PRACTICE

The CIAC Board of Control in March 2008 voted to maintain spring football for member schools. The Board of Control also approved an alternative to traditional spring football practice which allows member schools the choice of traditional spring football or to add four (4) days to the start of practice in August. Schools MUST select one or the other, but not both, by May 1 of each school year via the online selection form on the CIAC web site.

1. Spring football practice may begin on the Friday before Memorial Day, but not before this date.
2. Conditioning Practice:
  - a. Each participant in spring football practice must have three days of conditioning before the participant may wear full equipment.
  - b. On days 1 and 2 – Total practice time should not exceed three hours on any one day AND footballs may not be used for the first hour on either day. Helmets may be used on both days.
  - c. On day 3 – Total practice time should not exceed three hours and footballs may not be used for the first hour. Helmets and shoulder pads may be used on the third day AND contact ONLY with sleds and tackling dummies may be initiated.
  - d. Warm-up, stretching, cool down, walk through, conditioning and weight room activities are included as part of the three hour practice time.
  - e. On days 4-10 – All other present regulations regarding spring remain the same.

#### 4.0 ATHLETIC ADMINISTRATION

- f. Only one practice session per day will be permitted.
  - g. A coach must be present at all practice sessions.
  - h. Spring sports participants must have completed their season before joining spring practice.
3. The maximum of ten (10) days of spring football practice is permitted; however, spring practice cannot be carried past the date on which the school closes for summer recess. The ten (10) days includes three (3) days of conditioning practice and seven (7) days of contact practice.
  4. Only 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students will be permitted to participate in spring football practice. (No 8<sup>th</sup> or 12<sup>th</sup> grade students.)
  5. Only intra-squad scrimmages will be allowed. Interscholastic scrimmages and games are not allowed.

KNOWN VIOLATIONS OF THESE REGULATIONS SHOULD BE REPORTED TO THE CIAC BOARD OF CONTROL.

#### FALL FOOTBALL PRACTICE – CONDITIONING / CONTACT

##### **Regular Season Practice – Fall Football Conditioning Practice 2013**

1. Football physical conditioning practice must be conducted for at least five (5) days prior to contact and no earlier than August 19, 2013 for those who conducted traditional spring football practice or **Wednesday, August 14, 2013 for those schools who chose not to conduct traditional spring football practice.**
2. On days 1-5 – There cannot be more than one practice session per day AND the total practice time must not exceed three hours in any one day.
3. On days 1 and 2 footballs may not be used for the first hour on either day. Only helmets may be used on both days.
4. On days 3-5 – Footballs may not be used for the first hour on each day. Only helmets and shoulder pads may be used AND contact ONLY with sleds and tackling dummies may be initiated.
5. Live contact in full gear may not begin before the sixth day.
6. On days 6-14 – A double practice day in full gear must be followed by a single practice day in full gear. On single practice days, one walk through without full gear is permissible as long as it's separated from the full practice by at least three hours. When a double practice day in full gear is followed by a day of rest then another double practice day in full gear is permitted after the rest day.
7. On any double practice day, neither practice should exceed three hours in duration and no more than five total hours of practice in the day. Warm-up, stretching, cool down, walk through, conditioning and weight room activities are included as part of the practice time. The two practices should be separated by at least three continuous hours in a cool environment.
8. A coach must be present at all practice sessions.

#### 4.0 ATHLETIC ADMINISTRATION

9. Teams must have a minimum of three (3) days of practice in full gear prior to a full team interscholastic scrimmage.
10. All teams must practice a minimum of 14 days as a team before they can enter into a competition.
11. An individual must practice a minimum of 10 days before they can enter into a competition.

Teams found in violation of the above rules will be subject to disciplinary review by the CIAC board of control. Coaches are required to review with their players the suggestions for reducing head and neck injuries and the “hot weather hints.”

#### Questions and Answers

- 1.Q. May a coach run a three hour conditioning practice during the spring or fall pre-season followed by a one hour weight room session?  
A. No, any one day during conditioning cannot exceed three hours of practice time.
- 2.Q. May a coach run a three hour conditioning practice during the spring or fall pre-season conditioning period followed by a one hour chalk talk or film session in a classroom?  
A. Yes, the practice does not exceed three hours of physical activity.
- 3.Q. May a coach run two three hour practices with players in full gear during days 6-14 of the fall pre-season period?  
A. No, total practice time for double sessions cannot exceed five total hours.
- 4.Q. May a coach run two 2-hour practices with players in full gear during days 6-14 of the fall pre-season period?  
A. Yes, provided the two practices are separated by at least a three hour rest period.
- 5.Q. May a coach run a three hour single practice in full gear followed by a two hour walk through in helmets only as long as there are three hours of rest time separating the two sessions during days 6-14 of the fall pre-season?  
A. Yes.
- 6.Q. May coaches run a one 5-hour practice during days 6-14 of the fall pre-season period?  
A. No, no one practice session can exceed three hours in length at any time. The three hour session includes warm-up, stretching, cool down, walk through, conditioning and weight room activities.
- 7.Q. May teams have a full scrimmage against another school on the first day of full contact in full gear?  
A. No, teams must practice for three days in full gear before having an interscholastic scrimmage.
- 8.Q. May teams attend a camp beginning the sixth day of the fall pre-season and practice in full gear against another team at the camp?  
A. Yes, provided it's not a full team scrimmage and it's practicing against matched athletes from another team.
- 9.Q. May an individual join the football team from the first time on the teams 14<sup>th</sup> day of practice and compete the next day in the school's first regular season game?  
A. No, individuals must have ten days of practice prior to competition.

#### 4.0 ATHLETIC ADMINISTRATION

- 10.Q. May an athlete who has been injured and being held out from practice during the season from a period of 2 weeks rejoin the team when medically cleared and play immediately?
- A. Yes, provided during that two week period the athlete was attending practice and doing some prescribed light conditioning workouts on uninjured areas.

#### FOOTBALL SCORE MANAGEMENT POLICY / DQ EJECTION RULE

At the conclusion of any regular season games between CIAC member schools at any level of play or league or state tournament games, if a team wins by a differential of more than 50 points, the principals of both the winning and losing teams and the referee/head official that officiated the game shall submit a report to the CIAC Football Committee attesting as to whether the winning team's head coach did or did not follow established score management protocols for good sportsmanship in the game. This report will be filed using the CIAC Eligibility Center no later than 48 hours after the conclusion of the game.

When such a report is filed, a committee consisting of the CIAC chairperson, CIAC Football Committee chairperson, CIAC Executive Director or his/her designee, a coach, and an athletic director will determine if the head coach of the winning team violated the CIAC Football Committee's protocol for score management. If it is determined that a violation occurred, the following penalty shall be in effect:

**Disqualification Rule** – The head coach shall be ineligible to participate in the next contest at the same level of play (even if the next contest does not occur until league or CIAC tournament play or next year). If one or more different level contests are scheduled prior to the next contest at the same level of play, the head coach shall be ineligible to participate in the next (but not more than one) contest at all other levels of play.

**Appeals** – The CIAC will honor appeals of coach disqualification for the fifty percent rule only (not player disqualifications) when the nature of the disqualification under the CIAC Disqualification/Ejection Rule applies to circumstances other than game official judgments. For example, the ejection of a head coach for winning a football contest by more than 50 points when the circumstances warrant an exception.

Appeals will be heard by a committee consisting of the following: CIAC chairperson, CIAC football committee chairperson, CIAC Executive Director or his/her designee, a coach and an athletic director. Appeals will be honored when received in the CIAC office within 48 hours of the decision to disqualify the coach. The appeals committee will consider such things as the following in reaching a decision:

- Was the running clock used and when did it start?
- Did the coach substitute skill players or starters when it became evident the game was in hand?
- Did the coach substitute – “wholesale” when it was evident the game was in hand?
- Did the coach modify the game play on offense and defense and limit such play in an appropriate and timely manner (i.e. no passing, no trick plays, no blitzing, etc.)?
- Did the coach control the kicking game – such as punt on fourth and short, fair catch returns, no field goals, and no two-point PAT's?
- Did the coach control down and distance situations by conservative play calling based upon field position?
- Did the coach keep the play going by not calling time outs, having runners stay inbounds, and limiting the passing game?
- Reports from the head coaches/athletic directors/principal of both school as well as the referee/head official.
- The decision of the appeals committee is final.

## **4.0 ATHLETIC ADMINISTRATION**

### **4.29.E. GOLF**

**OUTSIDE PARTICIPATION** – Golfers of CIAC member school teams may participate as “unattached” individuals (not representing the school or an outside team) in a maximum of four (4) “outside meets” per season. Choice of such outside meets to be made by golfers with the approval of the golfer’s school administration. Present weekly limitations will be maintained. See Section 10.0, for weekly limitation regulation for two or three day matches.

### **4.29.F. GIRLS GYMNASTICS**

#### **PARTICIPATION IN USGA-SANCTIONED MEETS**

Girl gymnasts on CIAC member school teams are permitted to participate in a maximum of four (4) USGA-sanctioned meets during the course of the interscholastic girls’ gymnastics season as unattached participants. (See “Unattached” definition in this Handbook.) Requests for permission to participate must be made to the individual gymnast’s school principal. CIAC weekly limitations must be observed.

### **4.29.G. ICE HOCKEY**

#### **PENALTIES**

During the regular playing season any penalties determined annually by the Ice Hockey Committee and published in the ice hockey tournament regulations adding up to four (4) will lead to a team’s being placed on probation. Over six (6) will lead to a team’s being declared ineligible for participation in the State Tournament.

For a team already on probation a total of 1-3 penalties other than minors may lead to extension of probation; four or more will lead to a team being declared ineligible for tournament participation.

During the course of a tournament any incidents of unsportsmanlike conduct by fans, players or coaches before, during or after a game will result in a formal hearing before the Ice Hockey Committee and possible disciplinary action.

ALL SCHOOLS, WHETHER OR NOT THEY QUALIFY FOR THE TOURNAMENT, ARE REQUIRED TO SUBMIT A PENALTY REPORT FORM FOR EACH REGULAR SEASON CIAC GAME.

### **4.29.H. INDOOR TRACK**

#### **“OUTSIDE” PARTICIPATION**

Indoor track athletes, with the approval of the school may participate as an “unattached” individual (not representing the school or an outside team) in a maximum of four (4) outside meets per season. The athlete must comply with CIAC weekly limitations. Refer to Section 10.0 for weekly limitations and specific information regarding two or three day outside meets conducted on both a Saturday and Sunday.

## 4.0 ATHLETIC ADMINISTRATION

### 4.29.I. SOCCER

#### INDOOR SOCCER

Member schools may not sponsor interscholastic indoor soccer programs. Doing so is in violation of CIAC regulations. Indoor soccer is permissible as a bona fide intramural program or as a community recreation program.

#### YELLOW/RED CARD RULE – SOCCER

1. A player who is issued a caution (yellow card) shall leave the field and may be replaced. Should the team with the cautioned player elect to play shorthanded, the cautioned player may not re-enter, nor be replaced until the next legal substitution. **Any player or coach who is issued a second caution (yellow card) in the same game will be ejected and required to sit out the next game at the same level of play. Substitutions will not be allowed under NFHS rules on an ejection for two yellow cards.**
  - 2.a. A player or coach is ineligible to participate in any soccer contest until withheld from the next soccer contest at that level of play when the player or coach has been issued a third (cumulative) yellow card of the regular season, not the game. The rule also becomes operative for the same player or coach at the sixth, ninth, etc., yellow card during the regular season. The game in which the third, sixth, ninth, etc., cumulative yellow card is given determines the level of play. A player or coach receiving a yellow card in a sub-varsity game and a yellow card in a varsity game has accumulated two for the regular season. **Any player or coach who receives a third cumulative yellow card will be required to sit out the next game at that level of play. The player or coach may not participate in a game at any level until he/she has sat out the required game at the appropriate level of play.**
    - b. In the event a player or coach receives their third, sixth, ninth, etc., yellow card at the last scheduled regular season game, or league playoff game, the player/coach shall be disqualified from participating in the next contest (league playoff game or CIAC tournament game).
- Note: Any player/coach who is issued the third (cumulative) yellow card and a red card in the same game will be disqualified for the next two games and is ineligible to play until the next two games at that level of play have occurred. A player/coach receiving a combination yellow card/red card in a game has been issued the second yellow card for that game as well as a red card. The issuance of a red card only does not count as one yellow card.
3. Each CIAC member school must maintain an official soccer score book. The issuance of each yellow and red card must be immediately recorded in that team's score book when the incident occurs. Each member school must report to the CIAC a summation of all red and yellow card penalties on the CIAC Penalty Report Form after each game. Failure to do so may lead to a team's disqualification from post season play.
  4. A player rendered ineligible through a disqualification will be determined to be an ineligible player according to CIAC eligibility regulations. The use of an ineligible player will lead to a game forfeiture.



#### 4.0 ATHLETIC ADMINISTRATION

5. Yellow card penalties will carry over into all overtime periods. Players receiving yellow cards that carry over into the first penalty kick tie breaking round will be eliminated from participating in the first round of penalty kicks. Players receiving yellow cards during any penalty kick round will be eliminated from any additional penalty kick rounds during that match.
6. **Yellow cards will be set to zero (0) at the start of the CIAC tournament. A player or coach who receives their second cumulative yellow card during the tournament must sit out the next game in the tournament.**

#### YELLOW/RED CARD – TEAM RULES

1. **Any team that accumulates five (5) or more red cards during the regular season, including league tournaments will be disqualified from the CIAC state tournament.**

Additionally:

- The program will be placed on probation
- The school will be required to appear before the CIAC Soccer committee
- The school will be required to file a written action plan for improvement with the committee and
- The maximum number of red cards the soccer team can accumulate during the next regular season, including league tournaments, will be reduced to three (3). If the team exceeds three (3) red cards they will be disqualified from the CIAC tournament.

2. **Any team that accumulates a combination of sixteen (16) or more red or yellow cards during the regular season, including league tournaments, will be disqualified from the CIAC state tournament.**

Additionally:

- The program will be placed on probation
- The school will be required to appear before the CIAC Soccer Committee
- The school will be required to file a written action plan for improvement with the committee and
- The maximum number of cards the soccer team can accumulate during the next regular season, including league tournaments, will be reduced to twelve (12). If the team exceeds twelve (12) cards during the regular season, including league tournaments, they will be disqualified from the CIAC State Tournament.

3. **All schools that accumulate between thirteen (13) and fifteen (15) red and/or yellow cards during the regular season and tournaments will be placed on probation for the next season.**

Additionally:

- The school will be required to appear before the CIAC Soccer Committee
- The school will be required to file a written action plan for improvement with the committee and
- The maximum number of cards the soccer team can accumulate during the next regular season, including league tournaments, will be reduced to twelve (12). If the team exceeds twelve (12) but less than sixteen (16) cards during the regular season, including league tournaments, they will remain on probation for a second year.

4. **If the team accumulates between thirteen (13) and fifteen (15) red and/or yellow cards WHILE ON PROBATION**
  - The team will remain on probation
  - The school will reappear before the Soccer Committee with an updated action plan and
  - The maximum number of cards the team can accumulate during the **SECOND YEAR OF PROBATION** will be reduced to twelve (12). If the team exceeds twelve cards during the regular season, including league tournaments, they will be disqualified from the CIAC state tournament.
5. ALL RED CARDS accumulated during CIAC tournament play shall carry over to the next season.
6. Schools that fail to submit the required red/yellow card information will be subject to a fine as prescribed by the CIAC fine policy as well as probation or prohibition from tournament play.
7. All red/yellow cards must be recorded by BOTH SCHOOLS at the time the scores are required to be submitted electronically to the CIAC. **Scores and cards for all games including league tournament and the CIAC State Tournament games must be submitted electronically to the CIAC.**

#### 4.29.J. SOFTBALL

##### PLAYING DATES PER WEEK

The number of playing dates permitted each week in the sport of softball may not exceed three (3), one of which may be used each week to schedule and play a doubleheader.

1. **Will four games per week be permitted if on one of the three playing dates a doubleheader is played?**  
-- Yes
2. **May a postponed game be played in addition to the games scheduled on the three playing dates in one week?**  
-- Yes.

##### SUSPENDED REGULAR SEASON GAMES

Any regular season game which is called after playing 4.5 or 5 innings and a winner cannot be determined is a suspended game and must be resumed from the exact point of suspension with the score, batting order and outs the same as at the time of suspension. Any regular season game called after playing 4.5 or 5 innings where a winner can be determined is a completed game.

## **4.0 ATHLETIC ADMINISTRATION**

### **4.29.K. SWIMMING – BOYS AND GIRLS**

#### **POOL TEMPERATURES**

National Federation Rules state, “The water temperature shall be no less than 78 degrees Fahrenheit (26 degrees Celsius). It is recommended that temperature be no more than 82 degrees Fahrenheit (28 degrees Celsius).”

#### **WATER DEPTH – DIVING**

National Federation requires that water depth at any point 2-5 feet in front of the end of board, must be 12 feet (3.658m) or more except for pools constructed prior to January 1987, where water depth 2 to 5 feet in front of the end of the board must be a minimum of 10 feet (3.045m). The host school cannot insist that the visiting team(s) must dive in less than ten (10) feet of water. When diving is not conducted because of inadequate water depth and – **a)** Written notice is given to opponents at least two weeks prior to the start of the season, diving is not conducted and no points awarded. **b)** No written notice is given, the visiting team(s) shall be awarded points in proportion to their number of entries and the host team shall not score. **c)** If the host team’s facility meets the minimum depth recommendation and the visiting team has eliminated diving from its program because its facility does not meet the depth standard, the host team (and all teams with diving entries) shall dive, places shall be awarded to the competitors and their points shall be included in the total team score. All pools must be in compliance with Federal rules related to pool drains.

#### **PARTICIPATION IN “OUTSIDE” MEETS**

Swimmers of member schools may participate, as “unattached” individuals (not representing the school or on an outside team), in a maximum of four (4) “outside” meets per season (AAU, U.S., Boys & Girls Clubs, YMCA, etc.), choice of such outside meets to be made by swimmers with the approval of the swimmers school administration. Present weekly swimming limitations will be maintained, one of which may be one of the four allowable “outside” meets). (See Section 10.0 for weekly limitation regulation for two or three day meets.)

#### **PARTICIPATION IN CIAC MEETS**

Only those swimmers who are officially listed on the CIAC Eligibility list will be allowed to participate in CIAC meets. Swimmers who are not listed on CIAC eligibility list will not be allowed to participate in CIAC meets. However, “exhibition swimmers will be permitted provided they can swim in a scheduled heat. Under no circumstances during the meet will exhibition swimmers be permitted to swim if by doing so an additional heat is required. At the conclusion of the meet, additional heats composed of exhibition swimmers may be swum. Exhibition swimmers must be members of the competing teams whose names appear on a CIAC eligibility list. An exhibition swim shall count as one of the four allowed events.”

## **4.0 ATHLETIC ADMINISTRATION**

### **4.29.L TENNIS – BOYS AND GIRLS**

#### **“OUTSIDE” PARTICIPATION / USLTA TOURNAMENTS**

Any student requesting to participate in a non-CIAC tennis match must receive approval from the member school principal, coach and parents. CIAC weekly limitations must be observed. (See Section 10.0, for weekly game limitation regulation for two or three day matches.) Non-CIAC events include those sponsored by tennis clubs, USTA, or other private and public recreational programs. Note: Tennis players must participate as “unattached” individuals (not representing the school or an outside team), in a maximum of four (4) “outside meets per season.

#### **FALL TENNIS**

The Board of Control has ruled that interscholastic fall tennis is not a CIAC-controlled sport. Member schools may not qualify teams or individual players who compete in the fall of the year.

#### **USTA RECOVERY RULE**

The USTA two hour recovery rule must be followed.

### **4.29.M TRACK – BOYS AND GIRLS**

#### **“OUTSIDE” PARTICIPATION**

Outdoor track athletes, with the approval of the school may participate as an “unattached” individual (not representing the school or an outside team) in a maximum of four (4) outside meets per season. The athlete must comply with CIAC weekly limitations. Refer to Section 10.0 for weekly limitations and specific information regarding two or three day outside meets conducted on both a Saturday and Sunday.

Track season (indoor and outdoor) – A member of the track team may enter “road races” of three miles and beyond (under road conditions only).

“Walk-a-thon” events are to be considered non-athletic events which may be conducted at any time by CIAC athletes.

Track conditions refer to an official track facility designed for the purpose of conducting track events.

Road conditions refer to events that are conducted only on roads, and do not take on aspects of track events.

## **4.0 ATHLETIC ADMINISTRATION**

### **4.29.N. VOLLEYBALL**

#### **OUTSIDE PARTICIPATION**

CIAC member school athletes in the sport of volleyball may not participate in any outside tournament or event during the CIAC season. This includes two on two, three on three, beach or beach volleyball or other similar events/tournaments. Participation in such events will result in loss of eligibility for the athlete and possible forfeits of game(s) played by the school in which the athlete played after participation in an outside event.

#### **SCHEDULED GAMES**

Teams may now schedule twenty games; two of those contests may be used to schedule multi-event competitions. Games played in multi-event competitions will not count for the tournament.

### **4.29.0. WRESTLING**

#### **SKIN-FOLD TEST PROGRAM**

The CIAC Board of Control approved the Wrestling Committee's recommendation that the skin-fold test program be fully implemented.

#### **WRESTLING WEIGHT CERTIFICATION**

CIAC member school wrestlers who have not been weight certified under the CIAC Weight Control Program are ineligible to compete in interscholastic wrestling meets or tournaments. Violators will be penalized in the same manner that violators of the CIAC Code of Eligibility are penalized. Wrestlers who violated eligibility by not being properly weight-certified may regain eligibility upon becoming properly weight-certified.

## **4.30 CHEERLEADING PLACEMENT AND REGULATIONS**

**Position Statement** – The major function of cheerleading is to serve as support groups for the interscholastic sports program within the school, and, as such, play a very important role in the administration of athletics/activities contests. Competition must be a secondary consideration for cheerleading/spirit groups.

1. Cheerleading is an athletic/activity, and for regulation purposes, falls under the control of the CSAC Board.
2. Tournaments
  - The maximum number of competitions in which a squad may participate annually shall be four (4) exclusive of one league and the CSAC-CIAC state competitions. Schools without a league-sponsored tournament may substitute participation in another.

#### **4.0 ATHLETIC ADMINISTRATION**

- The CSAC will sanction all tournaments with the assistance of the cheerleading committee chair and tournament director.
- Tournaments will be sanctioned under the following criteria:
  - National Federation spirit rules will be followed in full.
  - Shall be sponsored by a CIAC member school, or a member school of another state athletic association.
  - Shall conform to CIAC time out-of-school guidelines.
  - The site shall comply with established health and safety guidelines.
  - Events shall be judged by qualified officials.
  - Events cannot be scheduled on Sunday.
- 3. Out-of-season regulation, including the summer:
  - A cheer squad from each school will be permitted to attend an out-of-season / summer camp / clinic, not to exceed a seven (7) day period.
  - The school coach(s) may organize and/or attend and coach and instruct his/her team members at summer camps and clinics.
- 4. These regulations govern cheerleading teams (varsity, JV and freshman) identified as either “support/sideline” squads, or “competition” squads.
  - Schools may sponsor both “support” and “competitive” programs concurrently, but only one program may be designated for competition purposes.
  - Co-educational cheerleading squads are permitted.

#### **4.31 SPORTS PARTICIPATION SURVEY**

See Appendix A

#### **4.32 SPORTS AWARDS POLICIES**

It is the responsibility of the CIAC Sports Awards Committee to:

- a. Select awards for all CIAC-sponsored sports.
- b. Develop an annual budget for awards.
- c. Negotiate and issue contracts for all awards.
- d. Consider and act upon sports committee requests.
- e. Regulate and evaluate all awards against a uniform set of criteria.

#### **Criteria**

- 1. Awards to teams and individuals for all sports must be equitable as to type.
- 2. In all sports which feature competition between individuals, CIAC will award medals for no more than six (6) competitors. (Exception: in boys and girls cross country open meets, medals will be awarded for places 1 through 25.)
- 3. Members of winning and runner-up teams will be awarded medals. Number of medals awarded to individuals in each sport will be determined by the Sports Awards Committee.

#### **4.0 ATHLETIC ADMINISTRATION**

4. Medals will not be awarded for outstanding individual accomplishments other than for order of finish in an event.
5. There will be no merit awards for teams in any sport.

#### **4.33 CIAC SPORT AWARD COMMITTEE**

1. Make all requests for changes in existing practices or recommendations for additional awards to the CIAC Sports Awards Committee for its approval prior to February 1 of each year.
2. Make all changes which will have a financial impact on the budget with sufficient lead time so those changes can be included in the succeeding year's budget. No awards will be purchased from operating budget unless they were approved as part of the budget. Hence, all decisions relative to awards will have to be approved by CIAC Sports Awards Committee prior to February 1 of each year.

#### **4.34 SPORTSMANSHIP**

The CIAC Sportsmanship Committee has been working on a common set of sportsmanship standards that can be implemented in every member school. The work of the committee is continuing and it is clear that the charge of the committee is needed now more than ever. Concerns with the behavior of student-athletes and coaches on the field or court and the ever increasing unsportsmanlike behavior of spectators, the sportsmanship committee believes it is essential that all member schools and leagues have sportsmanship standards and programs in place.

Member schools are expected to conduct their relations with each other at all levels of competition in a spirit of good sportsmanship. Everyone involved has the obligation to see clearly his/her influence and act accordingly.

The CIAC acknowledges that the school administration is responsible for the athletic program, including the making of broad and specific policies relating to sportsmanship and the conduct of activities in the school. The school principal, has the responsibility for establishing the principles of good sportsmanship in the minds of the entire school community. He/she must realize that the kind of sportsmanship that is practiced or displayed by the representatives of his/her school will reflect to its credit or otherwise.

The CIAC has been vested with the responsibility to ensure that all contests during the regular season or CIAC tournament competition are conducted satisfactorily, as it applies to the principles of good sportsmanship. The CIAC will be guided by the following rule:

**HIGH STANDARDS OF COURTESY, FAIR PLAY AND SPORTSMANSHIP MUST PREVAIL AT ALL CIAC MEMBER SCHOOL COMPETITIONS AND ALL INVOLVED MUST ALWAYS PURSUE VICTORY WITH HONOR.**

While this rule is a general standard in terms of enforcement, it is the heart of the entire CIAC program. Good sportsmanship, respect for the rules, respect for others, fair play, and ethics are basically the motives through which an interscholastic athletic program is justified and defended.

## 4.0 ATHLETIC ADMINISTRATION

*As a minimum, the CIAC sportsmanship committee expects member schools and leagues to have clearly defined and articulated standards of sportsmanship which are enforced at all levels of play. The standards should align with the standards identified by the sportsmanship committee which follow. The standards should be published in the student-athlete/parent handbook and in other documents and publications provided by the schools. Expectations for spectators should be posted at each contest site and announced when appropriate. The CIAC sportsmanship committee expects that all member schools will have sportsmanship standards in place along with school-based programs to support and enhance sportsmanship.*

The following expectations are designed to serve as a guide for member schools and leagues in developing their sportsmanship standards and to define responsibilities.

### A. School Administration

The sportsmanship committee recognizes that the principal is the final authority responsible for all athletic activity of his/her school at all levels of competition. The administration must take a leadership role in developing standards for their school and league and in articulating those standards to their entire school community.

1. The CIAC Board of Control expects all member schools and leagues (whether one sport or multi-sport) to develop, approve, and implement a league-wide code of sportsmanship for athletes, coaches, cheerleaders, and spectators. The code should be based upon and consistent with the standards of sportsmanship developed by the CIAC.
2. All member schools, as a minimum, adopt their league's sportsmanship code as the school's sportsmanship code. Member schools are encouraged to expand the basic league sportsmanship code to further meet their needs.
3. League and school sportsmanship codes specifically and directly state the requirement for all athletes, coaches, cheerleaders, and spectators as well as the acceptable conduct to which each will be held.
4. League and school sportsmanship codes specifically state expectations: respect for the decisions of game officials and coaches, no taunting, profanity, derogatory language or gestures, no epithets, etc.
5. League sportsmanship codes specifically state the penalties that will occur when an individual fails to adhere to the sportsmanship code.
6. The code be as widely disseminated as possible using the student-parent handbook, student-athlete handbook, school newspaper, parent newsletter, school web site and the local media.
7. The sportsmanship code for spectators be read by PA announcers prior to each contest.
8. The sportsmanship code(s) of conduct be prominently posted at all sports venues.
9. When event programs are provided, the sportsmanship code be included.
10. Member schools require having athletes, parents/guardians, sign an acknowledgment which would show that they have read the student-athlete handbook and understand the sportsmanship code, rules of the school and team and CIAC eligibility requirements.



#### **4.0 ATHLETIC ADMINISTRATION**

11. Member schools work with community officials to insure that levels of good sportsmanship are enforced when contests are held at their school and at non-school facilities.
12. The CIAC and the CIAC sports committees insist that rules of good sportsmanship be rigorously enforced at all regular season contests and at all CIAC tournament contests. This is particularly important when contests are held at non-school sites.
13. Schools will conduct a pre-season meeting with student-athletes, coaches and parents to review the athletic standards for sportsmanship for the school and league.
14. Inform school who will be representing the school at away events.

#### **B. Athletic Administration**

The athletic director is the person responsible for the implementation of the school league sportsmanship effort. The athletic director must be aware they are the leader of all athletic events and the behavior of coaches, players, and spectators is their direct responsibility. Sportsmanship is enhanced when the athletic event is well organized and supervised.

1. Follow the Guidelines for Security, Safety and Crowd Control found in the CIAC Manual for Tournament Operations.
2. Makes available to visiting schools necessary game information – includes directions for parking, location of ticket booths, seating arrangement, ticket prices, game time, directions for each game site.
3. Designates specific seating areas for students, bands, adults and visitors. If possible, opposing student bodies should be separated.
4. Arranges for adequate police supervision.
5. Posts in plain sight at the entrance to the field, track, pool or gymnasium a copy of the causes for expulsion from the contest, e.g., use of alcohol, drugs, throwing objects, unruly behavior.
6. If possible assigns officials to dressing facilities separated from both teams. Provides escorts for the officials when it appears that disturbances may develop.
7. To prevent long lines, assures extra help at concession stands during half-time and at breaks.
8. Take measures to prevent fans from getting near or on the playing area and around the players benches. After the contest, prevents fans from going onto the playing area.
9. Provides for adequate supervision of students and facilities. Supervisors should sit in the stands with the students.
10. Directs the route for movement of all visiting school busses and all home team busses. (Include band, pep clubs, etc.)
11. Informs visiting school where they are to park busses.
12. Have the PA announcer give the location of rest rooms, concession stands and the lost and found.

#### **4.0 ATHLETIC ADMINISTRATION**

13. Provides a first aid area for emergencies. Assures access to a telephone from the contest area.
14. Provides reserved parking and has a host to greet the officials when they arrive at the site.
15. Remove from the gymnasium during the tournament – banners, signs, noisemakers, bugles, etc., these tend to be offensive and negative in tone and cause hard feelings. (Note: The CIAC does not permit banners, signs, noisemakers, bugles, etc., at basketball tournament games.)
16. Does not permit all of the lights to be turned off for such things as the introduction of players or special pre-game and half-time shows. Make sure there is sufficient lighting necessary to provide good crowd control for the spectators' safety.
17. Insists that unruly spectators be removed from the premises. Take legal action against those who are guilty of assault or disturbing the peace.
18. Encourages non-high school age students to attend high school athletic contests with an adult.

#### **C. The Coach**

The coach plays a critical role in supporting and enhancing good sportsmanship. The coach must accept primary responsibility for the behavior and actions of his/her players and assistant coaches. The coach serves as a role model for his/her players, their parents and the spectators. The coach must always be in control, practice sound values and ethics and always pursue victory with honor.

1. Will model ethics and sportsmanship, always pursue victory with honor and maintain dignity and self-control.
2. Shall stay informed about sound coaching techniques and the physical, mental, and emotional development of the student-athlete.
3. Will teach players the rules of the game and to respect the game, officials, and opponents and will take action when athletes exhibit poor sportsmanship.
4. Will place the academic emotional, physical and moral well-being of student-athletes above desires and pressures to win.
5. Will be an ambassador for sport among athletes, schools, families and the community.
6. Will abide by the rules of the game and CIAC in letter and spirit.
7. Shall exemplify high moral character, behavior and leadership, lead by example and set a standard for players and spectators to follow.
8. Will respect the integrity and judgment of game officials and will not criticize officials in the media or publicly.

#### **D. The Student-Athlete**

As members of their team, a student-athlete serves as a role model. They are admired and respected by many, including younger athletes and their behavior and actions often have a significant impact on others. The student-athlete plays an essential role in the promotion of sportsmanship and they must accept the responsibility to always display high standards of sportsmanship.

#### **4.0 ATHLETIC ADMINISTRATION**

1. Will accept the responsibility and privilege the student-athlete has in representing their school and community by learning and showing teamwork, sportsmanship and discipline in all aspects of the game.
2. Will demonstrate respect for self, coach, teammates, opponents, officials and spectators by exhibiting good character and conducting themselves as a positive role model.
3. Will win and lose graciously.
4. Will have a thorough knowledge of and abide by all rules of the game and CIAC.
5. Will work for the good of the team at all times.
6. Will cheer for your team, not against your opponent.
7. Will congratulate opponents in a sincere manner following either victory or defeat.
8. Will refrain from the use of illegal or unhealthy substances to gain an unfair advantage.

#### **E. The Official**

The official is responsible for assuring the safety of the players, the management of the contest and the enforcement of sportsmanship standards during the game. By controlling the game and demanding that sportsmanship standards be followed by players and coaches they enhance the event and defuse inappropriate behavior by everyone, especially the spectators.

1. Will be fair and impartial at all times.
2. Will keep calm and poised and will not exhibit emotions or argue with players or coaches when enforcing a rule.
3. Will encourage and enforce good sportsmanship and understand his or her role in controlling not only the game, but also the safety and welfare of players and the contest environment.
4. Will be fully knowledgeable of the rules of the game.
5. Will not tolerate unsportsmanlike behavior on the part of players or coaches and must provide timely and appropriate ruling when such is displayed.
6. Will demonstrate positive support of all players, coaches, fellow officials and athletic administrators at all times.
7. Will accept their role in an unassuming manner.

#### **F. The Parent/Spectators**

Controlling parent and spectator behavior at games is proving to be a major challenge for school and athletic administrators. Leagues and schools that have well-defined standards for sportsmanship that are discussed with parents at pre-season meetings and announced at game sites experience more positive behavior at games. Parents need to keep the activity in perspective. High School athletics is an extension

#### **4.0 ATHLETIC ADMINISTRATION**

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

1. Will respect the integrity and judgment of game officials.
2. Will be respectful of all players, coaches, officials and other spectators.
3. Will never target anyone for abuse whether it be physical, verbal or emotional.
4. Will never engage in name calling, taunting, harassment, obscenities, and any other disrespectful language or gestures.
5. Will always be a positive role model for other spectators and your child.
6. Will cheer for your team not against your opponent.
7. Will make an effort to know and understand the rules of the game.
8. Will recognize that attending a middle or high school athletic contest is a privilege, not a license to verbally assault officials, coaches or opposing team(s) and their spectators.
9. Will recognize and show appreciation for an outstanding play by either team.

#### **G. Cheerleaders and Other Spirit Groups**

All spirit groups including pep bands share the responsibility of promoting sportsmanship at games and events. They must always represent their school in a positive way and show respect for their opponents, their fans and the officials. Spirit groups have a tremendous impact on the atmosphere at the game and have a big influence on the behavior of the fans. They must accept and demonstrate their responsibility to promote good sportsmanship.

1. Will cheer for your team not against your opponent.
2. Will know the contest rules and cheer / play at proper times.
3. Will show respect for opposing cheerleaders / bands.
4. Will lead positive cheers which praise your team without antagonizing the opponents.
5. Will show respect at all times for officials, opponents and spectators.
6. Will establish themselves as leaders in their conduct before, during and after contests and events.
7. Will conduct themselves in an exemplary manner as representative of their school both home and away.

#### **H. The Announcer**

The announcer plays a major role in supporting sportsmanship at all events. The announcer should remain impartial, never be critical of officials or others and be aware of their influence over the tone of the contest.

#### **4.0 ATHLETIC ADMINISTRATION**

1. The game announcer must not show favoritism; must use proper language at all times; be enthusiastic but keep calm.
2. Let no one except those in charge of the event use the microphone. The announcer is responsible for any remarks made into the mike.
3. The announcer must never criticize an official's decision.
4. The announcer should explain the procedure for pre-game introductions.
5. The announcer should explain to the spectators that the cheerleaders have established a schedule of rotation of floor cheers. (basketball games)
6. The announcer should explain state and conference rules and regulations.
7. The announcer should be aware of what is going on in the stadium/gym/pool so that directions can be given calmly in an emergency. Serious situations can be avoided if the announcer will caution the crowd against coming down to the field/floor/deck, throwing things, or causing other disturbances.

#### **4.35 TOURNAMENT BALLS – OFFICIAL**

The following game balls must be used in all CIAC tournament games from July 1, 2012 through June 30, 2017.

Football --	Spalding SB-1 Football	(Item #72-6038) or
	Spalding J5V Advanced	(Item #62-8998)
Soccer -- (New)	Brine – Championship Game Ball – BC105N	
Volleyball --	Spalding VB5 or TF5000	(Item #72-0259)
Boys' Basketball --	Spalding TF1000 Legacy	(Item #74-7168)
Girls' Basketball --	Spalding TF1000 Legacy 28.5	(Item #74-7358)
Baseball – (New)	Spalding TF Pro Baseball	(Item #41-000)
Softball --	Dudley WT12 Y FP	(Item #43-147)

#### **4.36 TOURNAMENT INFORMATION – PAIRINGS/SITES**

Tournament pairings information will not be faxed to member schools, athletic director or coaches. This information is available on the CIAC web site – [casciac.org](http://casciac.org).

##### **Sites for Tournament Games**

There is an increasing trend in our tournaments to use higher ranked team sites deeper into our tournaments than ever before. Committees have moved in that direction in some cases for economic reasons and in other cases because tournament directors have found it difficult to obtain neutral sites.

There has been a growing discomfort among our member schools who feel that: (1) when teams reach the quarter-final round of a tournament, they deserve to be playing games at neutral facilities; and (2) It's a convenient way for CIAC to transfer its financial cost and tournament obligations onto winning school athletic programs.

## 4.0 ATHLETIC ADMINISTRATION

The CIAC rationale for using higher ranked team sites has been that our tournament directors have found it nearly impossible to procure quality neutral sites and that member schools no longer wish to open up their facilities for CIAC use.

The CIAC Board believes the quality of all of our tournaments is enhanced when we are able to conduct our tournament contests at neutral sites and, therefore, CIAC will continue to use neutral sites in as many tournaments as possible and when sites are not available the game(s) will be played at the site of the higher ranked team providing the facilities meet minimum specifications.

### 4.37 SUBMISSION OF TOURNAMENT ROSTERS

Member schools wishing to participate in CIAC tournaments must submit their tournament roster listing all the student-athletes from their eligibility list who will or may be participating for the member school in any round of the tournament competition. The roster must be submitted via the Online Eligibility Center or the “submit scores/forms” option under the CIAC for coaches menu at [ciacsports.com](http://ciacsports.com) by the deadline stated in the sport’s tournament information packet and must include all information requested on the submission form.

If a student-athlete who is otherwise eligible is not included on a school’s official tournament roster submission and correction of the error(s) is not requested prior to the entry deadline:

1. **In sports where individual athletes are seeded or entered based on records, qualifying marks, or a like method**, changes may be requested via a support ticket prior to the time the tournament is seeded and the seeding information is posted for viewing by the general public. In such cases the school will be subject to an administrative fine for not entering their information correctly prior to the deadline. Because any changes after the point of seeding and posting will affect other athletes and schools and allow for the potential of manipulation, no changes to athletes listed on rosters and/or entries for included athletes will be allowed after the point of seeding/posting under any circumstances.
2. **In team sports where individual athletes are not seeded**, if a school uses an athlete who was not included on the school’s official tournament roster submission or added to the roster prior to the team playing a game in the tournament but was on the school’s official eligibility list, met all eligibility standards at the time of the game, and the addition of said athlete(s) to those included on the roster would not put the school over the limit for the number of student-athletes allowed on a school’s roster in the sport, the school will be subject to an administrative fine for not entering their information correctly prior to the deadline. If this situation arises the school must notify the CIAC office via an online support ticket no later than 24 hours after the game and request the necessary adjustment(s) to the school’s roster.

Because of the effect on student-athletes included on the roster, if a school already has the maximum number of student-athletes allowed for the sport on its roster at the time of its first game in the tournament no additions can be made for any reason. In addition, once a school plays a game in a tournament no replacements will be allowed for any athlete who is injured or must be removed from a school’s roster for any other reason. When submitting their roster schools should take into consideration that situations such as these may occur and include appropriate contingencies in their submissions.

## 4.0 ATHLETIC ADMINISTRATION

### 4.38 ADMINISTRATIVE SUPERVISION AT TOURNAMENT EVENTS

Schools must provide supervisory personnel at all CIAC tournament contests commensurate with the magnitude of the contest. The size of the anticipated crowd attending from your school, the rivalry of the opponent and the distance to travel to the site should all be considered. The CIAC should always be contacted for guidance. Below is a list of responsibilities the participating school needs to perform.

#### Pre-contest

1. Contact the site director and discuss contest details. (Time doors will open, estimated number of spectators attending. Pre-sale tickets sold, identify the supervisory leader, etc.)
2. Arrange for the appropriate number of supervisors.
3. Read the CIAC sportsmanship script over the public address to the student body.

#### During the contest

1. Upon arrival make certain the supervisory leaders identify themselves to the site director.
2. Seat supervisory personnel within the student section and lend a hand to any on-site personnel dealing with an issue. (We prefer you handle issues with your students.)
3. Make certain a clear separation is maintained between your school spectators and any opposing school's spectators.

#### Post contest

1. Be available at the very conclusion of the game to be visible to the student body to avoid them "storming" the floor, field, etc.
2. Assist with any post game ceremony.
3. Do not leave the contest until a majority of your students and players have left.

### 4.39 FINE POLICY

#### 1. Eligibility Violations

*Violations of Rules of Eligibility, Article IX – CIAC By-laws, inclusive, .....	\$100.00 per player per game Maximum to \$500.00
*Violations CIAC regulations as described in the CIAC Handbook .....	\$250.00 per incident Maximum to \$750.00
*Recruitment Violations .....	\$1,000.00 to \$10,000.00 per incident
*Failure to comply with CIAC Player/Coach Disqualification Ejection Policy .....	\$250.00
*Violations of Sports Committee game and tournament regulations as described in individual sport information brochures and publications .....	\$250.00

**4.0 ATHLETIC ADMINISTRATION**

**2. Administrative Violations**

- \*Filing of athletic schedules, administrative forms, eligibility lists, and after the deadline  
..... \$50.00
- \*Roster submission errors correctable under rule 4.37... \$50.00
- \*Failure to comply with regulations which affect tournament outcomes  
..... \$1,000.00
- \*Incorrect tournament information provided to sport committees  
..... \$500.00

This fine schedule does not preclude the CIAC Board from determining fines for violations not specifically covered above. In all cases these amounts are minimum and may be increased by the CIAC Board. Punitive monetary fines not to exceed \$10,000.00 may be imposed.

**4.40 ELECTRONIC GAME REPRODUCTION AND PHOTOGRAPHY**

- A. **Videotaping and Filming** – The use of electronic communication equipment, includes, but is not limited to computer, film, television, web casts and video tape.
- B. **Regular Season Contests** – It is permissible for a school or a school representative to film or videotape regular season contests in which the school team is participating. Any use of tape or film for coaching purposes must comply with the national Federation rule book restrictions for each sport, individual athletic league rules, and local board of education policy.
- C. **CIAC Tournament Contests**
  - 1. Videotaping or filming tournament games by participating schools is permitted, provided the film will not be used for broadcast purposes and prior arrangements are made with the CIAC site director.
  - 2. Videotaping or filming by spectators:
    - Shall be for personal use
    - Shall not be used for purposes of coaching or scouting.
    - Shall not interfere with the view of the athletic contest by other spectators.
    - Equipment will not be permitted in any playing area – only in spectator seating area.
    - Equipment shall not create a safety hazard.
    - Violations of this regulation may result in removal of offender(s) from the premises.
  - 3. Videotaping or filming/broadcasting for commercial purposes:
    - Commercial enterprises wishing to broadcast any CIAC tournament contest in any round must submit the broadcast application available online and receive prior approval from the CIAC.



#### **4.0 ATHLETIC ADMINISTRATION**

--Permission to broadcast any CIAC tournament event, in any format, must be granted by contacting Joel Cookson, Director of Media/Sports Information.

4. Videotaping or Filming for Commercial-free, Non-profit Purposes:

--Non-profit commercial enterprises must have prior approval from the state tournament director. Application online at [casciac.org](http://casciac.org). No fees are charged.

5. Photographing for a commercial venture is prohibited unless approved by the CIAC.

#### **4.41 ELECTRONIC GAME SCORE SUBMISSION**

In order to ensure that standings and rankings on both the CIAC's websites and other sites which draw their data from us are timely and accurate, all regular season scores must be entered online no more than 24 hours following the game's completion. It is highly recommended that scores are entered from the site as soon as the game ends.

Scores may be entered via the online eligibility center, the "submit scores/forms" option of the "CIAC for Coaches" menu at [ciacsports.com](http://ciacsports.com), or the "Submit Scores" button in our [ciacmobile.com](http://ciacmobile.com) mobile site. Entering scores at [ciacsports.com](http://ciacsports.com) or [ciacmobile.com](http://ciacmobile.com) requires either a coaches or scorekeepers access code, those codes are managed via the online eligibility center and can be retrieved from a school's athletic director.

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## **5.0 COMMITTEES**

### **5.1 CIAC SPORT COMMITTEE CHAIRPERSON RESPONSIBILITIES**

In the interest of a smoothly operating organization, the CIAC central office asks each chairperson to comply with the procedures outlined below.

#### **5.1.A. COMMITTEE MEETINGS**

All committee meetings must be held at the CIAC office in Cheshire. Time and date of committee meetings are the responsibility of the chairman. Notices will be sent by the central office upon request. The Cheshire office may be reserved for meetings by making arrangements with central office administrative personnel – telephone (203) 250-1111 / fax (203) 250-1345 / e-mail – casciac.org

It is important that concise but accurate minutes be kept of all important actions taken. A copy of these minutes is to be on file in the CIAC central office. In addition, a copy of the minutes will be distributed to each committee member.

#### **5.1.B. FINANCES**

1. The forms for reporting meeting mileage for committee members and expense vouchers are available from the CIAC central office. The allowances are \$15 for dinner, \$8 for lunch and mileage.
2. At the conclusion of each tournament a financial report, showing income and expenses, must be completed on the official CIAC financial report form and reported to the board of control.
3. By February 1, approval must have been requested from the Sports Awards Committee on all recommendations for additional awards or changes for the following year.
4. By March 1, a proposed budget for the activity for the following year must be submitted to the Executive Director. This should include estimated total expenses for the operation of your activity including cost of awards (not just tournaments) and committee expenses (mileage/meals) and estimated total income.

The CIAC board of control at its meeting of April 10, 1981, voted as follows: “Sport committee chairmen are advised that all decisions made by their committees which have an impact on the approved sport budget for the current fiscal year must be submitted to the CIAC board of control for approval before implemented.”

#### **5.1.C. CIAC SPORTS COMMITTEE CHAIRPERSON RESPONSIBILITIES – FINANCES**

Proper and consistently uniform methods of income and expense accounting are required in order to insure accurate budget preparation for the following year and to satisfy standard audit requirements. For these reasons, the following is requested of all chairpersons of sports committees:

1. Have complete knowledge of all tournament receipts and expenses; approve all receipts and expenses; keep the committee fully informed.
2. Send all bills to the Assistant Executive Director of CIAC for approval.

## 5.0 COMMITTEES

3. Send ALL INCOME RECEIVED to the Executive Director. This will be deposited and credited to the activity involved. Cash income is NOT to be used to pay expenses at the site. When sending bills or income to the Executive Director, please make certain that the account number is clearly indicated in every instance. In addition please use the proper forms for itemizing income and expenses. All expenses incurred in the operation of CIAC activities – including tournament personnel – will be paid through the CIAC central office. No cash disbursements are allowed.

If all chairpersons follow this procedure, it will eliminate questions by the auditor, will eliminate some of the guesswork necessary when arriving at a sum of money to put into the budget for the various activities, and will present a clear picture of the costs of operation for all individual activities.

CIAC will pay traveling expenses by car at the CIAC established rate.

### 5.1.D. CIAC SPORTS COMMITTEES – CIAC BY-LAWS – ARTICLE IV – ORGANIZATION – SECTION E.

#### Committees (Sports)

1. Committee members other than the committee on eligibility may, but need not, be members of the board of control.
2. Each sport committee that conducts state tournaments or meets shall include one or more athletic directors and/or coaches. Voting members of committees shall be appointed by the CIAC board of control executive committee and shall consist of administrators of CAS member schools and one delegate per sport tournament division classification as recommended by the Connecticut High School Coaches Association. There will be a limit of two terms of two years each for each coach representative. Rotation of terms shall be staggered, where possible, for the purpose of maintaining continuity of purpose.

All coach consultants to CIAC sports committees must serve a specific tournament function such as a tournament director, assistant tournament director, coordinator of officials or other role that serves a particular tournament responsibility.

Each sports committee will be allowed to appoint one additional non-voting member as recommended by the CHSCA whose term may not exceed eight continuous years of service on a single sports committee. This member must be retired from active coaching.

3. The committee in charge of each sport shall recommend in writing the limitations for each interscholastic sport. All such recommendations are to be submitted to the Seasons Limitations Committee for approval at the end of each sport season.

These limitations are to include:

- The opening date of practice;
- The minimum number of practice days that are required prior to the first interscholastic contests;
- The maximum number of games that may be scheduled and played per week exclusive of postponed games, games played in CIAC-sponsored tournaments and one league playoff

## 5.0 COMMITTEES

game. (Note: a maximum of one league playoff game may be excluded from the weekly limitations per season.)

- The maximum number of games that may be scheduled and played per season, exclusive of games played with alumni, games in CIAC-sponsored tournaments, and league sponsored and administered playoff games.
  - After the first allowable play date for the season a school may not add any games to their varsity schedule.
4. It shall be the duty of the committee in charge of each sport to report in writing to the board of control any infractions of the rules governing the sport under its direction.

## 5.2 RULES MODIFICATION – COMMITTEE MODE OF OPERATION

### CIAC – National Federation Rules

1. Requests must be submitted by a CIAC sports committee through its chairperson.
2. Sports committees must first seek approval from the National Federation either as a rule modification or a rule experimentation.
3. Every National Federation Rule must remain unaltered for a two (2) year period before a modification will be granted.
4. All National Federation rule modifications must be approved by the CIAC board of control on an annual basis and will remain in effect for a minimum of two (2) years.
5. All National Federation rule modifications must be approved by the board of control prior to June 30 of any year. This will permit modifications to be published annually in the CIAC handbook, to be distributed to appropriate officials organizations, and member school coaches.
6. All modifications to game rules which would have a financial impact on school and/or CIAC budget(s) must be decided in sufficient time so these changes can be included in budget proposals.
7. Modifications to National Federation Rules will not be permitted if they:
  - a. Significantly alter the playing rules of the sport unless such modification relates to the unique conditions of New England, i.e., climate, travel, facilities, crowd control, economic factors, etc.
  - b. Change specifications of playing equipment or facilities and by doing so alters existing safety regulations without the endorsement of the CMS Sports Medicine Committee member.
  - c. Impacts health and safety recommendations or regulations established by National Federation without first receiving the endorsement of the CMS Sports Medicine Committee member.

## **5.0 COMMITTEES**

- d. Substitute new events for deleted events in individual sports.
  - e. Significantly alter weigh-in procedure in wrestling.
8. Modifications to existing National Federation procedures for handling postponed games, interrupted games, protests, forfeits or playoffs will be considered by the Rules Committee upon requests from CIAC sports committees.

## **5.3 SPORT COMMITTEE MEMBERSHIP**

Sport committee membership can be found online at [www.casciac.org/committee](http://www.casciac.org/committee)

## **5.4 CIAC STAFF – COMMITTEE RESPONSIBILITIES**

### **Paul Hoey**

Baseball – B/G Basketball – Football – B/G Golf – B/G Soccer – Officials Committee – Sportsmanship – Cooperative Team – Eligibility Review Board Hearings – Liaison to CIAC Board – CIAC Board Hearings – Scholar-Athlete Banquet – Athletic Program Evaluation

### **Joe Tonelli**

B/G Cross Country – Field Hockey – Ice Hockey – B/G Lacrosse – B/G/ Indoor Track – B/G Outdoor Track – Season Limitations – New AD Workshop – CIAC Officials Association Advisory Board – Transgender Questions

### **Bob Lehr**

Gymnastics – Softball – B/G Swimming – B/G Tennis – B/G Volleyball – Wrestling – Bowling – Sanctioning – Chemical Health – Athletic Program Evaluation

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## **6.0 ELIGIBILITY**

The stated premise throughout all CIAC Eligibility Rules is that "...regulations are minimal and do not prohibit a school from establishing more rigid eligibility standards."

### **6.1. ELIGIBILITY FOR FALL SPORTS**

The CIAC has consistently maintained that in order to be eligible for fall sports, a student must have received credit toward graduation at the close of the school year preceding the contest in at least four Carnegie Units of work or its equivalent. The number of courses passed is not material; it is the number of credits toward graduation which must be the determining factor. Year-end failures may be made-up through successful completion of LEA approved summer school work in courses failed.

### **6.2. ELIGIBILITY BY MARKING PERIOD – RE. ATTENDANCE POLICY**

A school which has an attendance policy should be allowed to interpret and apply the credits-toward-graduation factor based on that attendance policy in whatever manner it wishes. If the principal concludes that the student is earning passing grades in four Carnegie Units of work, and if he/she chooses not to apply the credits-toward-graduation factor on a marking period basis but rather applies it at year's end when the credit for the course is to be either granted or denied, the student can be considered eligible for sports participation.

If the principal wishes to be more stringent, and interpret each marking period as carrying at its conclusion a fraction of the course's credit toward graduation, he/she can conclude that the student is ineligible.

### **6.3. CIAC ACADEMIC ELIGIBILITY REGULATION – RE. BLOCK SCHEDULING**

The use of block scheduling has called into question the present CIAC academic regulation and how it is to be applied for those schools. Therefore, in order to assist member school principals, the following clarifying language is offered:

#### **ELIGIBILITY RULE I – SCHOLARSHIP**

Existing language states: A Carnegie Unit is defined as "200 minutes of recitation during a period of five consecutive school days for an entire school year." Further, "If a course is scheduled a minimum of 200 minutes during a period of five consecutive school days for a traditional nine-week marking period and awards at least ¼ credit for that period, that course should be considered one-quarter of a Carnegie Unit of work.

#### **CIAC Interpretation Under Block Scheduling**

Any course taken under a block schedule design which is scheduled a minimum of 400 minutes during a period of five consecutive school days for traditional nine-week marking period and awards at least ½ credit for that period, that course should be considered one-half of a Carnegie Unit of work.

## **6.0 ELIGIBILITY**

### **ELIGIBILITY RULE I.B. – MINIMUM COURSE REQUIREMENTS**

Existing language states: “A pupil cannot at any time represent a school unless taking at least four quarter Carnegie Units of work or its equivalent. During the school year a pupil must have received a passing mark in at least four (4) quarter Carnegie Units of work or its equivalent at the end of the regular marking period next preceding the contest and have earned four (4) credits toward graduation at the end of year to be eligible for fall sports.”

#### **CIAC Interpretation Under Block Scheduling**

A pupil cannot at any time represent a school unless taking at least two one-half Carnegie Units of work or its equivalent. During the school year a pupil must have received a passing mark in at least two (2) one-half Carnegie units of work or its equivalent at the end of the marking period next preceding the contest.

## **6.4 CODE OF ELIGIBILITY**

See Appendix B – The Rules of Eligibility and Control for Boys and Girls High School Athletics in Connecticut.

## **6.5 ELIGIBILITY COMMITTEE MODUS OPERANDI**

In recent years the work of the CIAC Eligibility Committee has quadrupled in scope. It is no longer possible for the Committee, and certainly for its Chairman Principal, to serve as a quick-notice ombudsman for all the eligibility problems throughout the state.

In order to serve the member schools and student-athletes in an efficient and business-like manner, the following methods of operation will be in effect during the course of the year.

1. All requests for eligibility decisions must be IN WRITING to the Executive Director and MUST BE SIGNED BY THE PRINCIPAL.
2. Requests will be acted on monthly by the Eligibility Committee – usually on the third Thursday of the month, September through May. Requests received after this date will not be acted on until the following month.
3. Notification of decisions by the Committee will be communicated by the Executive Director.
4. Routine interpretations may be offered by the Executive Director and/or Assistant Executive Director – preferably upon written request.
5. Telephone requests for final eligibility decisions will not be honored.
6. Principals should anticipate potential eligibility problems so that the Committee will have a reasonable margin of time within which to make decisions.

## 6.0 ELIGIBILITY

### 6.6. FOREIGN STUDENT ELIGIBILITY

A foreign exchange student who is placed in a CIAC member school by an exchange program approved by the Council on Standards for International Educational Travel (CSIET) are eligible to participate in CIAC-sponsored sports providing:

- The student is not considered a high school graduate or its equivalent;
- The student meets CIAC age requirements.

The Council on Standards for International Educational Travel referred to in Eligibility Rule II.H. (CSIET) is a non-profit organization committed to establishing standards for international educational travel, monitoring compliance with those standards, and sharing information about organizations operating international educational travel and exchange programs at the high school level on behalf of schools, communities, and educational groups in the United States. The CIAC accepts all programs listed and accepted by CSIET as being bona-fide exchange programs for the purposes of establishing eligibility of athletes who are exchange students. A list of approved programs may be obtained from:

Council on Standards for International Educational Travel (CSIET)  
212 South Henry Street, Alexandria, VA 22314

Telephone (703) 739-9050  
Fax (703) 739-9035  
E-mail [Exchanges@aol.com](mailto:Exchanges@aol.com)

### 6.7. FOREIGN STUDENT ELIGIBILITY – NON-CSIET PROGRAMS

A foreign exchange student not in an approved CSIET program who has not participated in an organized sports program, in the previous school year, equivalent to or on a higher level than CIAC high school programs will be eligible providing:

- The student is not considered a high school graduate or its equivalent;
- The student meets all other CIAC eligibility requirements – age, academic standards, number of seasons played (eight consecutive semester rule), etc.

**If the student has played athletics equivalent to or on a higher level than CIAC in grades 10-11 or 12, they will be subject to all provisions of the transfer rule including residency. The athlete must be living with parent or legal guardian (as determined by Probate Court) otherwise the athlete will be ineligible for 365 days after which they will be eligible to participate providing they meet all other CIAC eligibility requirements.**

To assist our schools in evaluating sport participation that is equivalent to or a higher level than our scholastic sports program in foreign countries where there is not a scholastic athletic program, the following guidelines are offered. The elements listed can be used to judge an athlete's previous experience in a specific sport. All elements need not be present in order to be a comparable experience.

- The athletic contests are formal and cannot be considered “pick-up” games.
- Competition is organized and scheduled between teams/individuals/organizations.
- Recognized rules are followed.
- Scores are kept.

## **6.0 ELIGIBILITY**

- Equipment and/or facilities and/or uniforms are provided by a sponsor (club, school, town, agency).
- Competitions are officiated by qualified individuals
- Competitions are scheduled and scores are publicized.
- Competitions are against a variety of opponents organized in a similar manner (clubs, towns, regions, nations).
- Individuals are selected through tryout sessions and/or past performance. There is a formality to the selection process and not a “pick-up”, ad hoc, informal selection process.

## **6.8 F-1 VISA – STUDENT**

NJASA and AASA are monitoring the effect the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 will have on school districts. School districts have new responsibilities concerning students who are in the United States on F-1 Visas. Federal regulations have been issued. Below is a summary of the information.

Section 625 of the immigration reform bill requires F-1 students to reimburse schools for the cost of public education. These regulations apply to F-1 students only; dependents of F-1 Visa holders (F2 students) are excluded from the public school tuition requirement. School districts are responsible for determining what the cost of tuition is. Because the tuition must be paid in full before the school can issue an I-20 (the official form designating that a student is eligible for an F-1), the U.S. Department of Education recommends that schools establish a refund mechanism to reimburse students (on a pro-rated basis) who must leave the system before completing their academic stay.

The new law will not affect students already studying in the United States on F-1 Visas; however, if these students leave the United States – even during school vacations – the new law could affect them upon their return. For this reason, school officials need to become familiar with the law so they can advise these students.

## **6.9 HOW AND WHEN ATHLETIC ELIGIBILITY IS DETERMINED IN ADDITION TO CIAC RULES OF ELIGIBILITY – CIAC BY-LAWS, ARTICLE IX, SECTION I, II AND III**

### **1. Is an athlete’s eligibility declared once his/her name appears on the official eligibility list submitted to the CIAC?**

No. The official team eligibility list submitted online to the CIAC is the official document used by the principal to verify that the players listed are eligible according to CIAC regulations to participate in the sport, i.e., academic, residence, medical, etc.

### **2. Is an athlete’s eligibility declared if he/she is a member of a school team but never plays in a contest on the freshman, JV or varsity level?**

No. Athletes must actually participate in a contest, at any level of play (regular season or post regular season), to declare athletic eligibility.

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3. **If an athlete who is a member of a school team never plays in a contest in one sport can that same student switch to another sport during the same season and become eligible for that sport?**

No. According to Eligibility Rule II.D. a pupil shall not participate in or represent his or her school in more than one sport after the date of the first scheduled school contest in that sport.

## 6.10 CHANGING TEAMS

An athlete may change sports up to the date of the first scheduled varsity contest in the sport he/she wishes to leave. (See Eligibility Rule II.D.)

However, an athlete may NOT change teams or sports after the first scheduled varsity contest in the sport he/she is leaving, even if athletic eligibility has not been declared. (See Eligibility Rule II.D.)

## 6.11 LISTS – ELIGIBILITY

### 6.11.A. POLICY STATEMENT ON FILING OF ELIGIBILITY LISTS

(Rules of Eligibility – General Procedures – Rule IV.D.)

Within two (2) school days after the first game of each sport, an eligibility list must be submitted via the CIAC web site in each sport. An alphabetical list of pupils by name, date of birth, grade, school last attended (if a transfer student as defined under II.C.) certifying that these pupils are eligible for that season. As changes occur in eligibility (additions and/or deletions) they must be submitted, via the CIAC web site within two (2) school days.

**Delinquent Lists** – Schools delinquent in filing eligibility lists shall be granted thirty days to show cause why they should not be placed on probation for failure to supply the missing eligibility lists. If the missing lists are not in within thirty days, any school delinquent must come before the CIAC board of control and show cause why it should not be placed on prohibition (the school cannot participate in any CIAC-sponsored meet or tournament in those sports in which the lists are not received).

### 6.11.B. ADMINISTRATIVE PROCEDURES FOR VERIFYING INFORMATION ON ELIGIBILITY LISTS

All information on eligibility lists on file at the CIAC office is available to member schools. Only principals and/or athletic directors of member schools may initiate requests for information contained on those lists.

Coaches who wish information contained on eligibility lists must forward their inquiries through their principal or athletic director.

All questions of eligibility verification must be referred to the Executive Director or his/her assistants, 30 Realty Drive, Cheshire, CT 06410 – telephone (203) 250-1111 / Fax (203) 250-1345 / E-mail – casciac.org.

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### **6.12 NCAA AND NAIA**

#### **6.12.A. NCAA – NAIA ACADEMIC REQUIREMENTS FOR INCOMING FRESHMAN**

Please go online to the NCAA for the most up-to-date information – [www.ncaa.org](http://www.ncaa.org) and go to Eligibility Center or the NAIA web site – [www.naia.org](http://www.naia.org) .

Please call the NCAA Eligibility Center if you have questions – Toll free number – (877) 262-1492.

#### **6.12.B. PROTECTING YOUR COLLEGE ELIGIBILITY**

For complete details on recruitment violation and limits secure the College Bound Student-Athlete Guide published by the NCAA. The address is National College Athletic Association, 700 W. Washington Street, PO Box 6222, Indianapolis, Indiana 46206-6222. Telephone (317) 917-6222 / Fax (317) 917-6888.

#### **6.12.C. NCAA ELIGIBILITY CENTER**

Please go online to the NCAA for the most up-to-date information – [www.ncaa.org](http://www.ncaa.org) and go to Eligibility Center.

### **6.13 ELIGIBILITY PROTEST FORM**

See Appendix D

### **6.14 ELIGIBILITY RULES AND DUE PROCESS**

Although the Connecticut courts have consistently ruled that a student has no due process right to participate in interscholastic athletics, the CIAC Board of Control believes that it is important that all athletes be familiar with the CIAC Rules of Eligibility. To that end, the CIAC Board of Control will annually make available copies of the rules of eligibility to school principals and athletic directors who will be responsible for distribution to all student-athletes.

In many instances member schools have stricter regulations than the CIAC minimum regulations; schools are free to supplement CIAC regulations. However, in accordance with schools' membership agreements, eligibility requirements cannot be less than those of CIAC. Many member schools have reported that they have prepared a poster-size digest for placement in gyms or locker rooms and have distributed to individual students the clear and concise digest of CIAC eligibility rules available from the CIAC office.

### **6.15 RIGHTS OF DUE PROCESS – ATHLETES**

See Appendix B – “Athletes’ Rights of Due Process”

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### 6.16 ELIGIBILITY OF SPECIAL EDUCATION STUDENT TO COMPETE

A student attending an alternative education program in a school which is not a member of CIAC is eligible to compete in interscholastic athletics when the following conditions are met:

1. If the school in which the student has been placed through the PPT process does not have its own interscholastic athletic program, then he/she is eligible to participate in the interscholastic program of the sending school.
2. The student must be carried on the membership roll of the sending school and the principal of the sending school must assume full responsibility for and authority over the student for determining athletic eligibility.
3. The student must be enrolled in a full-time program which leads to the fulfillment of requirements for a diploma.
4. The student must be otherwise eligible according to CIAC By-laws and Code of Eligibility.
5. Student-athlete participation at any state authorized public school of choice or any state authorized charter, magnet, regional cooperative, inter-district, satellite school students: Eligibility to participate in interscholastic athletics at the sending school or school from which he/she would normally matriculate is extended to any student when the school does not offer any interscholastic athletic program.

### 6.16A. GRIEVANCE PROCEDURES FOR SECTION 504 OF THE REHABILITATION ACT OF 1973 (See Appendix J)

### 6.17 CIAC EIGHT (8) SEMESTER REGULATION

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. Date of entry is defined as the first date of enrollment as a grade 9 student taking four (4) or more high school subjects. (1) Students who are not eligible or elect to not participate do not preserve additional semesters for use at a later time. That is, there is no fifth year of eligibility per se. (2) A student who has attended 15 days or more may apply through the member school for consideration of a hardship waiver. Hardship waiver requests will be considered for unforeseen, unavoidable or unusual circumstances that were beyond the control of the student and resulted in the student being unable to complete their academic requirements in four (4) years or eight (8) consecutive semesters. All such requests must be well documented. Waivers for serious medical situations that are well documented will also be considered when it is demonstrated the student was unable to complete any significant school work due to their medical condition and it is verified the school made every effort to provide an appropriate alternative program to the student. Injuries sustained in playing a CIAC-sponsored sport will not constitute grounds for a medical waiver for an additional semester/year of play in the sport in which the injury occurred. A waiver will be granted for a student who has been absent one or more semesters because of required military service. If a waiver is granted in any situation, the semester granted must be the same as the semester waived – fall for fall, spring for spring. **A waiver of the eight consecutive semester/four consecutive year rule will be granted only once to any athlete.** (3) The fact that a student has not participated for four seasons will not justify

## **6.0 ELIGIBILITY**

allowing such student to participate in interscholastic sports beyond the eighth semester after his or her entrance into the ninth grade. (4) This is an eight semester attendance rule, i.e., eight semesters of time not eight semesters of participation or competition rule. (5) Exception: A student who interrupts his/her school career in order to participate in a CSIET approved foreign study program may have his/her eligibility extended for up to two semesters, provided the student does not participate out-of-country in sports he/she wishes to play upon his/her return, subject to approval by the CIAC.

The implementation date was July 2006, affecting all students entering 9<sup>th</sup> grade in September 2006 and after. (The three season rule was phased out as of June 30, 2009).

### **6.18 TRANSFER RULE**

The intent of the transfer rule (Rule II.C.) is to discourage schools and/or adults from exploiting the student-athlete or allowing or enabling that student to benefit improperly from his own act or the acts of others.

The CIAC transfer rule is based upon the fundamental principle that, if at all possible, a student should live with his/her parents and attend public or parochial school in the school district in which the parent resides. Without regulation of the eligibility of transfer students, student-athletes and their families – with or without outside influence – could permit athletic interests to become dominant factors in educational decisions. In either of these instances, athletics would assume an improper and abusive perspective. Schools believe rules to deter such situations are warranted. Therefore, the transfer rule exists to:

- a. Prevent the recruiting of student-athletes;
- b. Prevent “school jumping” by students for athletic reasons;
- c. Minimize the influence of athletics upon the family’s decision regarding school attendance;
- d. Protect and maintain equitable opportunity for students whose families are legitimate residents of a school district;
- e. Maintain an equitable standard for interscholastic competition between public schools which are restricted by legally established boundaries and private schools which have no such boundaries; and
- f. Provide common ground for interscholastic athletic competition between schools.

The transfer rule is standard in the majority of state high school associations in the United States and, when applied fairly, has withstood all legal tests. It is recognized that it is incumbent upon schools to provide a warning to students transferring in or out of high schools that their athletic eligibility may be in jeopardy. An informed student body and informed parents should reduce any potential harm caused by the transfer rule.

#### **6.18.A. TRANSFER RULE II.C. REQUIREMENT #19 (Waiver)**

A student in grades 10, 11, or 12 who does not qualify for the transfer rule requirements #1 through #18 will be granted eligibility by application to the CIAC Eligibility Committee if the following are satisfactorily completed.

After a period of time equal to at least 50% of the school’s varsity schedule following date of enrollment (first day of attending classes) in the receiving school for the affected sport, or from the date of the first



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school contest after the date of enrollment, if entry is after the first allowable play date, eligibility will be granted to a student who has participated (i.e. actually played in a CIAC-approved contest) at the JV or varsity level of play at any time during the present or preceding year at the sending school, who does not otherwise qualify for any of the above exceptions and when both the sending and receiving school principals sign a CIAC transfer notification form certifying to the best of their knowledge that the student has not transferred for athletic reasons. \* If the season ends \*\* before the athlete sits a period of time equal to at least 50% of the varsity schedule has been completed, any remaining days of ineligibility shall be satisfied from the first allowable play date of the present school's regular season in that sport during the next school year unless he/she is a multi-sport athlete. In these cases, the remaining portion of the games will be served successively. To qualify for the provisions of this section, a student must be a member of the team during the season in which the 50% wait period is applied.

\*A transfer for athletic reasons is defined as but not limited to:

- a. Seeking a change to a new school due to inducement or recruitment to play a sport.
- b. Seeking a superior athletic team.
- c. Seeking relief due to a conflict with the philosophy or action of an administrator, teacher or coach relating to sports.
- d. Seeking a team consistent with the student's athletic abilities.
- e. Seeking a means to nullify punitive action by the sending school for athletic reasons.
- f. Seeking to escape academic or other ineligibility at the sending school due to the school's academic standards.

\*\*Season ends on the last date to count for tournament play. Tournament play does not count toward the completion of 50% of the schedule.

### **Points of Emphasis**

1. The transfer rule does not apply to grade nine (9) students. They may transfer at any time during or at the end of the ninth grade and remain eligible.
2. The transfer rule applies only when a student enters grade 10 and plays for the school in an interscholastic athletic contest. Athletic eligibility is then declared in that sport only. It is at that point that the CIAC transfer rule takes effect.
3. The addition to the transfer rule assures students who transfer after entering grade 10 and having had played in a sport during grade 10, 11, or 12 during the present or preceding year, the opportunity to become eligible following a 50% of the varsity schedule wait period for the sport, **IF** the principal of the sending school and receiving schools sign a CIAC transfer notification form certifying that to the best of their knowledge the student has not transferred for athletic reasons. This form is completed online in the Eligibility Center.

### **Questions and Answers**

1. **When would a junior JV volleyball player who transfers during the summer and qualifies under exception 19, be allowed to be placed on the school's eligibility roster and begin competing?**

The school would count the number of contests on its original varsity schedule submitted to the CIAC and divide that number in half. When the player has sat for that many games then the

## **6.0 ELIGIBILITY**

school may enter the player on the eligibility roster and from that point on would be allowed to participate in any game at any level. (In an 18 game varsity schedule the player could be placed on the eligibility roster once the student has sat for the first 9 varsity games, in a 17 game varsity schedule the player could be placed on the eligibility roster once the student has sat for the first 9 varsity games, for a 16 game schedule it would be the first 8 varsity games, etc.

### **2. May a school count any sub-varsity games towards the wait period?**

No. Regardless of what level the athlete will compete at he/she is not eligible until the wait period has been satisfied using the varsity schedule.

### **3. What happens if during the 50% wait period we postpone a game to a date later in the season?**

Regardless of postponements, cancellations or any other scheduling issues the athlete MUST sit out for the required number of games. (For example, a soccer player from a school with a 16 game varsity schedule has out 7 games and on the day of the school's 8<sup>th</sup> game it is postponed for several weeks, he/she would have to sit the next game in succession on the schedule to comply.)

## **TRANSFER RULE II.C. #18 – HARDSHIP**

Eligibility may be granted to a transfer student who does not meet the CIAC transfer standard when sufficient evidence, as determined by the CIAC Eligibility Committee, is provided to show that it was necessary for the student to transfer because of unforeseen, unavoidable, or unusual circumstances including, but not limited to, broken home conditions, terminal or serious illness of parent, sibling, or self, death of a parent or guardian, abandonment, loss of school accreditation, bankruptcy and/or loss of principal income of legal guardian(s), and provided the transfer was not for athletic reasons and there was no undue influence. Hardship is defined as an unforeseeable act, condition or event which may not reasonably and/or practically be avoided or corrected and which causes the imposition of a severe burden upon the student or his/her family. A hardship situation may be a situation which is unique to the student or his/her family which could not have been predicted, which does not apply to others in a similar setting, and over which the family has no control.

### **6.18.B. TRANSFER NOTIFICATION FORM**

See Appendix C

## **6.19 ELIGIBILITY OF HOME SCHOOLERS**

See Appendix B – “Rules of Eligibility and Control – II.A. Pupil Eligibility

### **6.19.A. CAS POSITION STATEMENT ON THE ELIGIBILITY OF HOME-SCHOOLED STUDENTS TO PARTICIPATE IN INTERSCHOLASTIC ATHLETICS**

The Board of Directors of the Connecticut Association of Schools strongly supports the existing Connecticut Interscholastic Athletic Conference (CIAC) position concerning the eligibility of home-

## **6.0 ELIGIBILITY**

schooled students to participate in interscholastic athletics. Current CIAC regulations dictate that the opportunity to participate in interscholastic sports be extended to only those students who are enrolled in its member schools and who meet all CIAC eligibility requirements. More specifically, eligibility is to be restricted to those students who are otherwise eligible and whose educational program is under the direct supervision of a CIAC member school.

The CAS Board of Directors neither permits nor endorses any changes in any CIAC regulations which would accommodate the eligibility of home-schooled students to participate in interscholastic sports in Connecticut. The Board of Directors holds that the inclusion of home-schooled students in interscholastic sports activities would interfere with the CIAC's ability to ensure the uniform and consistent application of its rules governing eligibility. The current regulation, which excludes home-schooled students from participation, is requisite to the CIAC's ability to maintain a fair, equitable and safe environment for the student-athletes of Connecticut.

### **6.19.B. CHSCA POSITION STATEMENT ON HOME-SCHOOLED STUDENTS**

The Executive Board of the Connecticut High School Coaches Association, unanimously endorses the position of the CIAC with regards to the following three items:

- The transfer rule
- Home-schooling and participation in CIAC sanctioned sports
- The State Attorney General's position with regards to Connecticut State Department of Education review of CIAC Board of Control decisions.

The Connecticut High School Coaches Association supports in spirit, content and intent, the position of the CIAC Board of Control on each of the above items and publicly states such with this document.

### **6.19.C. CAPSS POSITION STATEMENT ON HOME-SCHOOLED STUDENTS**

Participation in interscholastic athletics has been and is limited to those students registered in the member schools/school districts. These students must follow all existing school practices as stated in board of education policy/regulations and the schools' student handbooks. This requirement is in the best interest of the students of Connecticut.

## **6.20 UNIFIED SPORTS**

Unified Sports were created and developed to give individuals with intellectual disabilities the opportunity to train and compete in sports activities. To be eligible for participation in Unified Sports, a competitor must agree to observe and abide by the official Special Olympics sports rules. The following Unified Sports programs are offered to member schools: basketball, soccer, track and volleyball. Refer to the Unified Sports handbook for full information.

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### 6.20.A. ELIGIBILITY FOR UNIFIED SPORTS

1. To be eligible for participation in Unified Sports, an outgrowth of Special Olympics, a competitor must agree to observe and abide by the official Special Olympics sports rules.
2. Unified Sports and its parent-arm, Special Olympics, were created and developed to give individuals with intellectual disabilities the opportunity to train and compete in sports activities. No person shall, on the grounds of sex, race, religion, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of Special Olympics.
3. Eligibility for participation in Unified Sports:
  - General Statement of Eligibility – Every person with intellectual disabilities who is at least five years of age is eligible to participate in Unified Sports. A student who has a special education identification of intellectually disabled can participate in the CIAC-sanctioned Unified Sports program prior to reaching his/her 22<sup>nd</sup> birthday. This student must be enrolled in a CAS-CIAC member school with a documented individual educational program approved by the pupil placement team at such school.
  - Age Requirements – The minimum age requirement for participation in Unified Sports is five years of age.
  - Degree of Disability – Participation in Unified Sports training and competition is open to all persons with intellectual disabilities who meet the age requirement of this Section, regardless of the level or degree of that person’s disability, and whether or not that person also has other mental or physical disabilities, so long as that person registers to participate in Unified Sports as required by these General Rules.
  - Identifying Persons with Intellectual Disabilities – A person is considered to have intellectual disabilities for purposes of determining his or her eligibility to participate in Unified Sports if that person satisfies any one of the following requirements.
    - The person has been identified by an agency or professional as having intellectual disabilities as determined by their localities; or
    - The person has a cognitive delay, as determined by standardized measures such as intelligent quotient or “IQ” testing or other measures which are generally accepted within the professional community in that accredited program’s nation as being a reliable measurement of the existence of a cognitive delay; or
    - The person has a closely related developmental disability. A “closely related developmental disability” means having functional limitations in both general learning (such as IQ) and in adaptive skills (such as in recreation, work, independent living, self-direction, or self-care). However, persons whose functional limitations are based solely on a physical behavioral, or emotional disability, or a specific learning or sensory disability, are not eligible to participate as Special Olympic athletes, but may be eligible to volunteer for Unified Sports.

## **6.0 ELIGIBILITY**

### **6.20.B. UNIFIED PARTNER ELIGIBILITY**

#### **Definition**

Special Olympics Unified Sports is a program that combines approximately equal numbers of Special Olympics athletes and athletes without intellectual disabilities (partners) on sports teams for training and competition. Age and ability matching of athletes and partners is specifically defined on a sport-by-sport basis.

#### **Partner Eligibility**

Though the above definition allows for partners with disabilities other than intellectual disabilities, Unified Sports was developed to provide Special Olympics athletes with the choice of a sports program that brings about meaningful inclusion with their non-disabled peers.

Effective immediately, SOCT will adopt this Partner Eligibility statement and now allow Unified teams comprised solely with disabilities. This statement will apply for both the Special Olympics Connecticut program and Unified program run through CAS-CIAC.

The spirit of Unified Sports intends to introduce opportunities to those Special Partners who do not qualify/play at a varsity or junior varsity level to participate on a Unified Sports team. However, Unified Sports programs would be remiss if we did not allow all non-intellectually disabled (ID) students to qualify as Special Partners.

To this end, a non-ID student who qualifies as a varsity or junior varsity athlete in a sport the same sport season as the Unified Sports team is organized may qualify as a Special Partner as long as the Unified Sports team plays at a level where the Special Partner is not permitted to score such as level 3, 4 and 5.

Further options would allow a Special Partner to participate on a Unified Sports team as a practice only partner, assistant coach, or a one-on-one aide.

A varsity or junior varsity athlete may compete as a Special Partner in any Unified Sports sport season that is a different sport season than the varsity or junior varsity athlete is qualified in.

Questions regarding the partner eligibility statement can be directed to the CAS-CIAC office, Lou Pear, Director, Unified Sports – (203) 250-1111 X 3904.

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## 7.0 FEES AND FINANCE

### 7.1 BUDGETS

#### 7.1.A. BUDGETS – SPORTS COMMITTEES

Sports committee chairmen are advised that all decisions made by their committees which have an impact on the approved CIAC sport budget or the current fiscal year must be submitted to the CIAC Board of Control for approval before being implemented.

#### 7.1.B. BUDGET IMPACT ON LEA'S

Any decisions which impact local school district budgets must allow one year lead time unless the Board of Control gives approval for earlier implementation.

#### 7.2 ENTRY FEES – The following rates are subject to change

##### Fall Sports

Boys / Girls Cross Country	\$75 per team
Boys / Girls Soccer	\$75 per team
Field Hockey	\$75 per team
Football	\$100 per team
Girls Swimming	\$75 per team plus \$7 per individual, per event – Maximum \$250
Girls Volleyball	\$75 per team

##### Winter Sports

Boys / Girls Basketball	\$100 per team
Boys / Girls Indoor Track	\$8 per athlete – Minimum \$75 per team – Maximum \$250
Boys Swimming	\$75 per team plus \$7 per individual, per event – Maximum \$250
Cheerleading	\$75 per team
Dance	\$85 per team
Girls Gymnastics	\$125 per team / \$15 per individual, per event for State Open
Ice Hockey	\$100 per team
Wrestling	\$135 per team

##### Spring Sports

Baseball	\$75 per team
Boys / Girls Golf	\$125 per team or \$25 per individual
Boys / Girls Lacrosse	\$75 per team
Softball	\$75 per team
Boys Tennis	\$75 per team plus \$15 per individual
Girls Tennis	\$75 per team in team tournament \$15 per individual in the individual tournament
Boys / Girls Outdoor Track	\$8 per individual with a minimum of \$75 – Maximum \$250
Boys Decathlon	\$25 per entry
Girls Heptathlon	\$25 per entry
Boys / Girls Steeplechase	\$25 per entry
Boys / Girls Hammer Throw	\$25 per entry
Boys Volleyball	\$75 per team



## **7.0 FEES AND FINANCE**

### **7.3 OFFICIALS**

#### **7.3.A. CIAC RECOGNIZED OFFICIALS GROUPS**

The CIAC has recognized the following officials groups to officiate high school contests:

- Connecticut State Board of Approved Baseball Umpires
- Connecticut State Board of Approved Basketball Officials
- Connecticut Board of Certified Basketball Officials
- Connecticut Football Officials Association
- Connecticut Field Hockey Association Official's Board
- Connecticut Charter of National Association of Women's Gymnastic Judges
- Connecticut Chapter of National Ice Hockey Officials
- Connecticut Lacrosse Officials Association
- Western Connecticut Lacrosse Officials Association
- Connecticut Women's Lacrosse Officials Association
- Connecticut National Federation of Softball Umpires (Affiliated with CT ASA)
- Federation of Softball Officials of Greater New Haven
- Connecticut Soccer Officials Association
- Connecticut Swimming Officials Association
- Western Connecticut Swimming Officials Association
- Connecticut Board of Volleyball Officials
- Connecticut Federation of Volleyball Officials
- Connecticut Wrestling Officials Association

#### **7.3.B. EXCLUSIVITY**

Exclusivity means that at all levels of play the CIAC requires all member schools to use only officials who presently are members of a recognized officials group and on the approved list established by CIAC unless assignments cannot be filled due to shortage of officials. This will include anyone who is a member of a group listed above. It also means that no new group of officials will be allowed to become eligible to officiate contests in member schools unless they become part of the state officials group which is presently recognized by the CIAC for negotiating purposes. These groups are listed below:

- Connecticut State Board of Approved Baseball Umpires
- Connecticut Board of Approved Basketball Officials
- Connecticut Field Hockey Association Official's Board
- Connecticut Football Officials Association
- Connecticut Charter of National Association of Women's Gymnastics Judges
- Connecticut Chapter of National Ice Hockey Officials
- Connecticut Lacrosse Officials Association
- Connecticut Women's lacrosse Officials Association
- Connecticut National Federation of Softball Umpires (Affiliated with CT ASA)
- Connecticut Soccer Officials Association
- Connecticut Swimming Officials Association
- Connecticut Board of Volleyball Officials
- Connecticut Wrestling Officials Association

## **7.0 FEES AND FINANCE**

### **7.3.C. SERVICE TO MEMBER SCHOOLS**

No officials group listed in 7.3.A and 7.3.B. will have the right to withhold services from any member school which seeks assignments without the expressed approval of the CIAC.

### **7.3.D. AGREEMENTS**

Both CIAC member schools and the officials association which provide officiating services for CIAC member schools are obliged to honor the conditions of these respective agreements. Grievances or concerns related to any of the conditions of any agreement should be resolved between the official(s) and the school and, if necessary, be referred to the CIAC Officials Committee. CIAC sport committees are requested to notify the Officials Committee regarding any changes in rules or game conditions which may affect any provision of an agreement.

The CIAC instructs each member school to pay the fees as published for that sport in this handbook. Payment should be made within a 30 day period.

The CIAC Board of Control herewith expresses its appreciation to the various officials associations for their cooperation and continued support of high school athletics. It also acknowledges the members of the Officials Committee who spent many days and long hours finalizing agreements with the various officials association.

Any concerns or questions related to these agreements should be made to the executive staff of CIAC.

### **7.3.E. RECOGNITION STANDARDS FOR SPORT OFFICIAL ASSOCIATIONS**

1. Provide by July 1 an electronic membership roster to the CIAC Officials' Association of all officials certified to do high school contests. The electronic roster should be sent to [officialsupdates@casciac.org](mailto:officialsupdates@casciac.org) and must include all of the information specified in the membership template. All officials must be 18 years old to service high school sports as an official.
2. Provide by July 1 of each year a constitution and by-laws.
3. Provide evidence that regular meetings are held during the year.
4. Provide by July 1 of each year a list of officers for the association.
5. Provide a list of criteria as evidence that the officials on the roster are skilled, trained, and knowledgeable of the game rules adopted by the CIAC in each respective sport.
6. Provide evidence that all officials have successfully completed yearly in-service training clinics, and an annual examination on the rules.
7. Provide evidence that the association has an on-going program for evaluation officials.
8. Provide by July 1 a list of assignment commissioners including addresses, e-mails and telephone numbers.
9. Provide evidence that there is an on-going program to encourage new membership and to train new officials.

## 7.0 FEES AND FINANCE

10. Provide a statement that the association does not discriminate according to age, sex, race, creed, etc.
11. Provide evidence that the association is serving a minimum of eight (8) CIAC member schools and does not limit service to one league exclusively.
12. Provide the criteria used to determine when an official is qualified to officiate varsity level contests (i.e. number of years at the sub-varsity level, etc.)

### 7.3.F. BACKGROUND CHECKS FOR OFFICIALS

All officials must be cleared through a CIAC background check to be included on the approved list for CIAC-sanctioned contests, and to be accepted as a member of the CIAC Officials Association. Such checks were performed on all current officials and new candidates during the initial year of the program (2011-12). Subsequently, background checks will be performed on new candidates only. Current members can be subject to a follow-up background check at any time at the discretion of CIAC.

It is the responsibility of the local officials association to obtain the date of birth of each of their members and verify for the CIAC that the individuals submitted to the CIAC Officials' Association have consented to the CIAC background check. Local boards are expected to adhere to the CIAC Policy for Connecticut High School Sports Officials that can be accessed at [www.ciacofficialsassociation.org](http://www.ciacofficialsassociation.org) under downloads, and assign only those officials from the approved list to officiate CIAC-sanctioned contests.

### 7.3.G. CIAC STATE RULE INTERPRETERS AND PROTOCOL

Official game rules interpreters for sports that are governed by the National Federation are selected by their respective state officials' organizations. The primary responsibility for the CIAC State Rule Interpreter will be to assist the CIAC staff by interpreting game rules to member school athletic directors, coaches and others that need clarification or interpretation. This process allows for experienced and knowledgeable individuals to uniformly apply appropriate interpretations to game rules.

The athletic director shall contact the local board rules interpreter with the question or situation. If it is a routine information type question, the local interpreter will provide the ruling, or if necessary, he/she will consult with the state interpreter. If the inquiry from the athletic director is an actual game situation, the local interpreter must consult with the state rule interpreter before providing an official ruling. Athletic directors should always work through their local interpreter and should not contact the state interpreter directly. The state interpreter is responsible for communicating with CIAC regarding all requests for rulings that result from an actual game situation. Contact information for local and state interpreters can be accessed on the [www.ciacofficialassociation.org](http://www.ciacofficialassociation.org) web site.

#### CIAC STATE RULE INTERPRETERS

Baseball –	Ray Faustich –	C – (203) 305-1268 / (203) 888-3788
Basketball –	Jeff Smith –	(203) 887-7205
Field Hockey –	Dani Brown –	C – (203) 508-2321
Football –	Bill Riccio –	(203) 932-5262
Gymnastics –	Melissa Tott-Arms –	(203) 623-7656

## 7.0 FEES AND FINANCE

Ice Hockey –	Rob Melanson –	C – (860) 916-0980 / (860) 242-0306
Boys Lacrosse –	Steven Hinchey –	C – (860) 930-4585 / (860) 633-8193
Girls Lacrosse –	Patti Klecha-Porter –	C – (860) 922-4169 / (860) 349-8473
Soccer –	Jim Tebo –	H - (860) 621-8502 / C – (860) 610-9711 / W – (860) 760-4017
Softball –	John Moffitt –	(860) 649-8992
Swimming –	Jim Agli –	(203) 758-5873
Volleyball –	Jungwon Park –	(203) 645-1583
Wrestling –	Brian Manzi –	C – (860) 919-9812 / (860) 828-0258

### FEE SCHEDULES – 2013-14 \*

**\*All CIAC member schools will only pay the fees published for 2012-13 school year.**

#### 7.3.H. BASEBALL

##### Fee Schedule – All Classifications

Varsity	\$ 87.12
Sub varsity	56.63
Playdown – Quarter-final	97.90
Semi-final	105.38
Finals	116.37

If only one official is used the cost for that official is equal to 1 ½ times regular fee.

#### 7.3.I. BASKETBALL

##### Fee Schedule – All Classifications

Varsity	\$ 91.32
Sub varsity	59.23
Playdown – Qualifying – Quarter-final	101.99
Semi-final	109.30
Final	127.04
Alternate	97.21

If three man crew is used each official receives a regular fee. If only one official is used the cost for that official is equal to 1 ½ times regular fee.

#### 7.3.J. FIELD HOCKEY

##### Fee Schedule – All Classifications

Varsity	\$ 84.62
Sub varsity	55.00
Playdown – Quarter-final	95.25
Semi-final	102.95
Final	114.13
Alternate	88.70

If only one official is used the cost for that official is equal to 1 ½ times regular fee.

## 7.0 FEES AND FINANCE

### 7.3.K. FOOTBALL

#### Fee Schedule – All Classifications

Varsity	\$ 89.12
Sub varsity	57.94
Clock Operator	59.61
Thanksgiving Day and Post Season *	131.88
Clock Operator Thanksgiving Day & Post Season	84.18
Chain Crew Playoffs	29.80

If only two officials are used for a sub varsity game, the cost of each official is equal to 1.33 times the regular sub varsity fee.

\*Thanksgiving Day and post season fees are used for all games played during Thanksgiving week, including postponements.

### 7.3.L. GYMNASTICS

#### Meet Definition and Number of Competitors

Dual Meet --	Two (2) varsity or junior varsity teams, six (6) competitors per team, 12 per event.
Tri Meet --	Three (3) varsity or junior varsity teams, six (6) competitors per team, 18 per event.
Quad Meet --	Four (4) varsity or junior varsity teams, six (6) competitors per team, 24 per event.
League --	Fee based on maximum of six (6) teams, six (6) competitors per team, per event.

#### Fee Schedule

Varsity Dual	\$ 85.62
Varsity Tri	99.66
Varsity Quad League	113.70
Sub varsity	68.41
Divisional and State	134.60

(1 to 6 athletes) \$3.50 / judge / 4 event athlete or combination of athletes  
(Greater than 6 athletes) Full sub varsity fee

\*\*There is a \$25 fee increase added to above fees for schools opting to use the full “warm-up compete” procedures.

Team of One -- \$12 per individual athlete representing a team of one, i.e. \$6 per official, per individual athlete. Maximum fee \$12 per contest.

Fees for dual , tri, quad and sub varsity meets are for two judges per meet. If there are four judges at a tri meet or quad meet, judging one event each, the pay is dual meet fee. State/Divisional meets are based on eight (8) judges, two per event, and one meet referee.

Note: Due to a severe shortage of gymnastics officials, schools are directed to pay the following:

1. One judge working a dual meet – pay 1.5 times dual meet fee.
2. One judge working in a tri meet – pay 1.5 times tri meet fee.

## 7.0 FEES AND FINANCE

### 7.3.M. ICE HOCKEY

#### Fee Schedule – All Classifications

Varsity	\$ 94.62
Sub varsity	61.50
Playdown – Quarter-final – Semi-final	113.22
Final	128.15
Alternate – Semi-final	86.43
Alternate – Final	98.32
Goal Judge	36.04

If only one official is used the cost for that official is equal to 1 ½ times regular fee. When a three official crew is used in the State Tournament the two referees will be paid the full fee and the linesman will be paid the alternate fee.

### 7.3.N. LACROSSE

#### Fee Schedule – All Classifications

Varsity	\$ 91.32
Sub varsity	59.23
Preliminary – Playdown – Quarter-final	101.99
Semi-final	109.30
Final	127.04
Alternate	97.21

If three official crew is used, each official receives regular fee. If only one official is used the cost for that official is equal to 1 ½ times regular fee.

### 7.3.0. SOFTBALL

#### Fee Schedule – All Classifications

Varsity	\$ 83.62
Sub varsity	54.35
Playdown – Quarter-final	96.33
Semi-final	101.56
Finals	112.18

If only one official is used the cost for that official is equal to 1 ½ times regular fee.

## 7.0 FEES AND FINANCE

### 7.3.P. SOCCER

#### Fee Schedule – All Classifications

Varsity		\$ 88.12
Sub varsity		57.29
Playdown – Quarter-final		99.17
Semi-final		106.48
Final		117.49
Final – Alternate		89.03
League Championship Game Fees – Non-final		99.20
	Final	106.48

If only one official is used the cost for that official is equal to 1 ½ times regular fee.

### 7.3.Q. SWIMMING

#### Fee Schedule – All Classifications

Varsity or JV Dual	- Referee	\$ 76.63
	- Judge	69.63
Double Dual (3 teams / 3 officials – one heat per event)		
	- Referee	\$101.88
	- Judge	86.88
Tri-Meet (3 teams / 3 officials – one heat per event)		Same as Double Dual

Note: CIAC is purposely not involved in fees for double-tri or larger participation meets.

Note: CIAC is not involved with individual league tournament fees which are determined individually depending on composition, cut-off times and total time involved.

Class Trials	- Referee	\$218.23
	- Starter	198.23
	- Judges	188.23
Class Finals	- Referee	189.33
	- Starter	179.33
	- Judges	174.33
Diving (Class & Open)	- Referee	218.98
	- Judge	188.98
State Open	- Referee	189.33
	- Starter	179.33
	- Judges	174.33
Seed Referee		116.78

## 7.0 FEES AND FINANCE

### 7.3.R. VOLLEYBALL

#### Fee Schedule – All Classifications

Varsity	-	Referee 1	\$ 78.12
	-	Referee 2	68.74
	-	One official	112.99
JV & Varsity	-	Referee 1	128.89
	-	Referee 2	118.20
	-	One official	187.99
JV	-	Referee 1	50.73
	-	Referee 2	46.87
	-	One official	74.17
Playdown – Quarters	-	Referee 1	84.95
	-	Referee 2	84.95
	-	Linesperson	74.20
Semi-finals	-	Referee 1	90.93
	-	Referee 2	90.93
	-	Linesperson	74.20
Finals	-	Referee 1	106.84
	-	Referee 2	106.84
	-	Linesperson	77.84

### 7.3.S WRESTLING

#### Fee Schedule – All Classifications

Varsity	(1-13 matches)	\$ 88.12
Sub varsity	(6-13 matches)	57.28
(5 or less bouts - \$3.50 per bout)		
State Class Tournament	(per 13 matches worked)	91.47
Sectional – Class Championships		
Open Tournament	(per 13 matches worked)	95.60

### 7.3.T. LEAGUE CHAMPIONSHIP GAME FEES

Member schools must pay the following fees for league championship games:

1. All games of a league championship other than the final game – quarter-final CIAC tournament fee for that sport.
2. Final league championship game – semi-final CIAC tournament fee for that sport.



## **7.0 FEES AND FINANCE**

### **7.3.U. GUIDELINES FOR SCRIMMAGE FEES**

- Officials should be compensated for working scrimmages.
- Schools and/or leagues that are able to make their own arrangements with local officials to work scrimmages may pay mutually agreed upon fees.
- Long-standing scrimmage fee arrangements for ice hockey and lacrosse and for geographical areas of the state will remain in effect.
- Officials who are asked to work more than two (2) hours or the length of a regular game contest should receive additional compensation for the extra time worked.
- Schools should expect to pay fees only for the number of officials who work games in that sport. Fees may be shared among officials if more officials than needed work the contest.
- If schools request officials' organizations to assign scrimmages, officials will be paid a minimum of 50% of a regular season fee for working the scrimmage.

### **7.4 CIAC OFFICIALS MISSING CONTESTS RESOLUTION**

1. School complaints resulting from officials missing contests must first come before the local officials board to determine the validity of the complaint.
2. Only cases which result in the cancellation of contests will be acted upon. If contests are not cancelled, but rather played through alternate arrangements, the matter will not be forwarded to the respective officials' organization for resolution.
3. Only cases which result from CIAC-sponsored activities at any high school level will be heard.
4. When a complaint is heard by the state officials' association and the official in question is found to be at fault and caused the cancellation of a contest, the maximum financial penalty will not be greater than the fee that would have been paid to the guilty party(s).
5. All cases that cannot be resolved by the state officials' association will be referred to the CIAC officials committee, whose responsibility it will be to meet with the school and official(s) in question along with the state officials' board, and negotiate an agreement.

## **7.0 FEES AND FINANCE**

### **7.5 COMMUNICATION PROTOCOL BETWEEN MEMBER SCHOOLS AND OFFICIALS' GROUPS**

The CIAC Board of Control expects principals to remind all of the coaches of their responsibilities as role models for good sportsmanship, especially in their interaction with the officials during the game and immediately after the contest. It is inappropriate for coaches to confront an official after a game and to publicly criticize the game officials in the media. It is also important that officials conduct themselves in a professional manner at all times and be a calming force when confronted with a volatile situation.

The communication protocol has been established to continue to enhance the personal and professional relationship between member schools and officials' groups and to keep the lines of communication open for mutual benefit. It is the expectation of the CIAC Board of Control that this protocol will be followed by all parties to resolve issues that may arise.

#### **7.6.A. LODGING A COMPLAINT – MEMBER SCHOOLS TO OFFICIALS' GROUPS**

To lodge a complaint or express a concern regarding game officials or other members of the officials' association, coaches and others should work through the athletic director of the school. The athletic director will contact the assigner first, or the president of the officials' board, only when necessary so the matter can be referred to the person or group designated by the board to handle issues of this nature. Depending on the nature of the complaint, the officials' board may request that the concern be expressed in writing.

The appropriate individual will look into the matter and follow-up with the athletic director.

#### **7.6.B. LODGING A COMPLAINT – OFFICIALS' GROUPS TO MEMBER SCHOOL**

To lodge a complaint regarding a coach or to express other school related concerns, the official or the association should work through the assigner or the person or group designated to handle issues of this nature. The appropriate individual will contact the athletic director first or the principal, only when necessary. Depending on the nature of the complaint, the school may request that the concern be expressed in writing. The athletic director will look into the matter and follow-up with the appropriate person.

## **7.7 RESOLUTION**

The goal is for all parties to be satisfied that the concern was addressed appropriately and in a timely manner. Also, that the matter was handled with professionalism and through proper channels.

The expectation is that every effort will be made by all parties to resolve the issues on the local level. If an impasse results related to any of the conditions of any agreement, the matter can be referred to the CIAC Officials Committee for a resolution, only if necessary.

## 7.0 FEES AND FINANCES

## 7.8 SAMPLE OFFICIALS CONTRACT

AGREEMENT  
Between the (Officials Board)  
and  
CAS/CIAC

It is agreed by and between the CIAC and the (Name of Officials Board) that the following provisions will be in effect for a one (1) year period beginning July 1, 20\_\_ and ending June 30, 20\_\_.

### A. Game Conditions

Every effort will be made to adhere to the following:

1. Established Starting Times – Both teams will assume the responsibility to adhere to the agreed-upon starting times.
2. Postponements – If a school official is unable to reach the assigned official by phone, e-mail or text (if email or text messages are used the message must be confirmed by the official) a minimum of two (2) hours before game time, the school should contact the Commissioner assigning the official, or the individual designated to fulfill this responsibility, and notify that person of the cancellation. If this is done two hours prior to game time, the school's obligation to notify officials will be fulfilled. Failure to do so will require full payment of the game fee.

If a game begins and is discontinued for any reason, the officials shall receive the full fee.

#### **Postponements – For Soccer and Baseball Only:**

Weather or Emergency Related – If a school official is unable to reach the assigned official by phone, e-mail or text (if e-mail or text messages are used the message must be confirmed by the official) a minimum of two hours before a game time, the school should contact the Commissioner assigning the official, or the individual designated to fulfill this responsibility and notify that person of the cancellation. If this is done, the school's obligation to notify officials will be fulfilled. Failure to do so will require full payment of the game fee.

Non-Emergency Related – Games cancelled for non-emergency related reasons must be done 24 hours in advance of the scheduled game time. The school should contact the Commissioner assigning the official or the individual designated to fulfill this responsibility and notify that person of the cancellation. If this is done, the school's obligation to notify officials will be fulfilled. Failure to do so will require full payment of the game fee.

3. Game Control – Coaches and officials, by the nature of their positions, have great influence over the control of the game. They must exert this influence on the game in a positive manner by showing complete respect for each other at all times.
4. Private Dressing Facilities – The home team shall provide private dressing facilities for those officials who are working the game(s). A school official will be responsible for keeping all other individuals out of these private dressing facilities.

## 7.0 FEES AND FINANCES

5. Playing Facilities – School officials should ascertain that the field of play and appurtenances shall be according to standard regulations. No conditions shall be permitted which restrict the performance or safety of the player or official.

### B. Terms and Conditions -- Fee Schedule – All Classifications

1. Fee structure will be based on the average teacher salary increase as published by the Connecticut Association of Boards of Education (CABE) for the year prior to the effective year of the contract.
2. See Fee Schedule attached hereto and a part hereof. (Section 7.0, pages 169-173)

Schools will be charged and pay the published fees only.

### C. Assignment Commitments and Procedures

The (Name of Officials Board) will service equally all CIAC member schools by providing officials, clinics, etc., whenever possible.

### D. Commissioner's Fees

The aforementioned fees have been established to include CIAC member schools' financial responsibility for Commissioners' fees. Hence, no league or member school will be responsible for the payment of fees for Commissioners.

### E. Travel and Meals

No travel or meal allowance will be paid for regular season and tournament games.

### F. Publicity

Responsibility for publicity is to be assumed by the CIAC Officials Committee. Agreed-upon game conditions, fee schedule and tournament fee schedule are to be printed in the CIAC Handbook.

### G. Protection for Official

The host school will provide sufficient protection for game officials both on and off the field and in the parking lots.

### H. Grievance Procedures

A grievance related to any condition of this agreement shall be resolved between the official and the school and, if necessary, be referred to the CIAC Officials Committee.

### I. Reserved Parking

The host school will provide reserved parking for all officials.

### J. Recognition Standards

The aforementioned officials association will show evidence to the CIAC board of control, through its officials committee, of full compliance with CIAC recognition standards. Full compliance must be met by sports officials associations by the first practice date of their respective sports season.

**7.0 FEES AND FINANCES**

**K. Officials Background Checks**

All officials must be cleared through a CIAC background check to be included on the approved list for CIAC-sanctioned contests, and to be accepted as a member of the CIAC Officials Association. Such checks were performed on all current officials and new candidates during the initial year of the program (2011-12). Subsequently, background checks will be performed on new candidates only. Current members can be subject to a follow-up background check at any time at the discretion of CIAC.

It is the responsibility of the local officials association to obtain the date of birth of each of their members and verify for the CIAC that the individuals submitted to the CIAC Officials' Association have consented to the CIAC background check. Local boards are expected to adhere to the CIAC Policy for Connecticut High School Sports Officials that can be accessed at [www.ciacofficialsassociation.org](http://www.ciacofficialsassociation.org) under downloads, and assign only those officials from the approved list to officiate CIAC-sanctioned contests.

L. National Federation Rules will govern all play.

(Signatures)

**7.9 CIAC TICKET PRICES FOR 2012-2013 \***

- Free -- Children five (5) and under
- \$5.00 -- Senior Citizen (age 65 and older)
- \$5.00 -- Students (grades 1-12)
- \$8.00 -- Adults (all others not in the above categories) \*

\*Ticket prices for the state semi-finals and finals are subject to changed based upon the venue (\$8.00 - \$12.00) – especially when non-school or college sites are used..

On-line pre-sale tickets will be available for events which require advanced sales for proper management of the event.

**7.10 TOURNAMENT WORKERS FEES**

**7.10.A. BASKETBALL – BOYS AND GIRLS**

Site Director .....	\$100.00 Per Game
	140.00 Finals
Ticket Seller .....	38.00
Ticket Taker .....	38.00
Supervisor .....	45.00
Timer .....	40.00
Scorekeeper .....	40.00
Custodian .....	Per Contract
Police .....	Per Contract
Locker Room (Only if needed).....	35.00

**7.0 FEES AND FINANCE**

**7.10.B. BASEBALL**

Site Director .....	\$ 65.00 Per Game
	110.00 Finals
Ticket Seller .....	38.00
Ticket Taker .....	38.00
Scorer .....	40.00

**7.10.C. CROSS COUNTRY – BOYS AND GIRLS**

Meet Director .....	\$302.00 Class
	185.00 Open
Site Director .....	187.00 Class
	142.00 Open
Head Finish .....	106.00
Head Chute .....	106.00
Starter .....	106.00
Sound System .....	158.00
Registration .....	79.00
Start Coordinator .....	79.00
Referee .....	79.00
Chute .....	79.00
Finish .....	53.00
Helper .....	32.00
Results / Copier .....	32.00 Open
Marshall .....	53.00

**7.10.D. FOOTBALL**

Site Director .....	\$235.00
Ticket Seller .....	38.00
Ticket Taker .....	38.00
Doctor .....	160.00
Ambulance .....	Per Contract
Police .....	Per Contract
Custodian .....	Per Contract
Locker Room Attendant .....	35.00
P.A. Announcer .....	38.00
Supervisor .....	45.00
Ball Boy .....	10.00

**7.10.E. GOLF – BOYS AND GIRLS**

Site Director .....	\$150.00
Official Scorer .....	51.00

**7.0 FEES AND FINANCE**

**7.10.F. ICE HOCKEY (Set reimbursement – Qualifying and First Round)**

Site Director .....	\$ 90.00
	115.00 Finals
Ticket Taker .....	38.00
Ticket Seller .....	38.00
Goal Judge .....	40.00
Clock Operator .....	40.00
Scorer .....	40.00
Police .....	Per Contract
Custodian .....	Per Contract
Supervisor .....	45.00

**7.10.G. LACROSSE – BOYS AND GIRLS**

Site Director .....	\$ 65.00 Per Game
	110.00 Finals
Ticket Seller .....	38.00
Ticket Taker .....	38.00
Custodian .....	Per Contract
Police .....	Per Contract

**7.10.H. SOCCER – BOYS AND GIRLS**

Site Director .....	\$ 65.00 Per Game
	110.00 Finals
Ticket Seller .....	38.00
Ticket Taker .....	38.00
Scorer / Timer .....	40.00
Ball Boys (2) .....	10.00
Announcer .....	38.00 Finals Only

**7.10.I. SWIMMING – BOYS AND GIRLS**

Meet Director .....	\$146.00 Trials
	146.00 Class Meets
	146.00 Open Meets
Site Director .....	*
Timer Operator .....	265.00
Ticket Seller .....	38.00
Ticket Taker .....	38.00
Table Function .....	50.00
Scorer (1) .....	40.00 Divisionals
Scorer (1) .....	50.00 Open
Locker Room Supervisor .....	35.00
Police .....	Per Contract

## 7.0 FEES AND FINANCE

\*Meet directors should always attempt to use their own facility and assume the role of site director for a single fee. In the event a different facility must be used and a site director from that school is required then the single fee will be escalated 1 ½ times and split equally between the meet and site director.

### 7.10.J. BOYS TENNIS

Site Director .....	\$522.00 Class & Open
Umpire (if needed) .....	112.00 Class & Open

### 7.10.K. INDOOR TRACK – BOYS AND GIRLS

Meet Director .....	\$215.00
Site Director .....	115.00
Head Finish .....	90.00
Starter .....	90.00
Referee .....	79.00
Chief Inspector .....	79.00
Inspector .....	63.00
Bullpen Coordinator .....	79.00
Start Coordinator .....	79.00
Finish .....	79.00
Clerk of Course .....	79.00
Announcer .....	79.00
Awards .....	79.00
Records / Clerical .....	53.00
Timer / Scorer .....	79.00
Marshall .....	63.00
Shot Put Judge .....	63.00
Long Jump Judge .....	63.00
Long Jump Assistant .....	48.00
High Jump Judge .....	63.00
High Jump Assistant .....	48.00
Pole Vault Judge .....	63.00
Copier / Runner .....	63.00
Track Helper .....	37.00
Ticket Seller .....	79.00
Ticket Taker .....	79.00



**7.0 FEES AND FINANCE**

**7.10.L. OUTDOOR TRACK – BOYS AND GIRLS**

Meet Director .....	\$320.00
Site Director .....	145.00
Referee .....	106.00
Head Finish .....	106.00
Starter .....	106.00
Head Field Judge .....	106.00
Announcer .....	79.00
Clerk of Course .....	79.00
Awards .....	79.00
Ticket Seller .....	79.00
Ticket Taker .....	79.00
Timer / Scorer .....	79.00
Finish .....	79.00
Inspector .....	79.00
Marshall .....	63.00
Shot Put Judge .....	79.00
Discus Judge .....	79.00
Javelin Judge .....	79.00
Long Jump / Triple Jump Boys .....	79.00
Long Jump / Triple Jump Girls .....	79.00
High Jump Judge .....	79.00
Pole Vault Boys .....	79.00
Pole Vault Girls .....	79.00
Field Event Helper .....	42.00
Hurdle Crew .....	32.00
Runner Copier .....	53.00

**7.10.M. WRESTLING**

Meet Director .....	\$350.00 Class
	215.00 Open
Ticket Seller .....	38.00 / Session
Ticket Taker .....	38.00 / Session
Police .....	Per Contract
Doctor .....	208.00
Custodians .....	Per Contract
Announcer .....	38.00 / Session
Statistician .....	38.00 / Session
Supervision .....	45.00 / Session
Locker Room .....	40.00 / Session
Scoters, Timers .....	20.00 *
*Friday	-- \$20.00 / One session only
Saturday	-- \$20.00 / per session / Two sessions only

**7.0 FEES AND FINANCE**

**7.10.N. FIELD HOCKEY**

Site Director .....	\$ 65.00 Per Game 110.00 Finals
Ticket Seller / Taker .....	38.00
Ticket Seller – Finals .....	38.00
Ticket Taker - Finals .....	38.00

**7.10.O. SOFTBALL**

Site Director .....	\$ 65.00 Per Game 110.00 Finals
Ticket Seller .....	38.00
Ticket Taker .....	38.00
Scorer .....	40.00

**7.10.P. GYMNASTICS**

Site Director .....	\$215.00
Meet Director .....	215.00
Scorer .....	40.00
Announcer .....	38.00
Ticket Seller .....	38.00
Ticket Taker .....	38.00
Locker Room Supervisor .....	35.00
Supervisor .....	45.00
Custodian .....	Per Contract

**7.10.Q. GIRLS TENNIS**

Site Director .....	\$275.00 Class/Open
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**7.10.R. VOLLEYBALL – BOYS AND GIRLS**

Site Director .....	\$ 65.00 Per Game 110.00 Finals
Ticket Seller .....	38.00
Ticket Taker .....	38.00
Scorer .....	38.00
Supervisor (if needed) .....	45.00
Custodian .....	Per Contract
Clock Operator .....	38.00
Locker Room Supervisor (if needed).....	35.00

**7.0 FEES AND FINANCE**

**7.10.S. CHEERLEADING**

1 Site Director (3 sessions) .....	\$250.00
1 Ticket Taker (each session) .....	38.00
1 Ticket Seller (each session) .....	38.00
1 Timer (per session) .....	40.00
1 Scorer (per session) .....	40.00
1 Supervisor (per session) .....	45.00
1 Announcer (per session) .....	38.00

NOTE: EMT / Trainer fees will be set by CIAC for all events at a maximum of \$35 per hour.

## 8.0 NATIONAL FEDERATION

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## **8.0 NATIONAL FEDERATION**

### **8.1 CIAC POSITION ON FEDERATION RULES**

The CIAC Board of Control on Tuesday, December 4, 1979, voted to clarify an earlier position regarding Federation rules. This ruling specifies that National Federation playing rules which now govern most CIAC tournament sports are applicable both DURING REGULAR SEASON PLAY AND TOURNAMENT PLAY. Modifications of the rules may be made ONLY by the CIAC Board of Control.

### **8.2 CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE POLICY ON USE OF NATIONAL FEDERATION RULES (Effective September 1983)**

It is the policy of the National Federation of State High School Associations to permit modifications or deviations from National Federation rules by “state adoption.” However, such modifications or deviations shall be submitted to the National Federation executive committee. Such modifications shall be limited in scope and have a declared duration. Such modifications may not materially alter the sport in question.

#### **CIAC Policy Statement**

The CIAC Board of Control directs all CIAC sports committees to follow National Federation rules, if such rules exist for their particular sport. Requested modifications will be considered by the rules committee upon receipt of written justification for such action from a CIAC sports committee. Compliance with National Federation rules is an extremely important objective of the CIAC. Hence, modifications will be permitted only after clear evidence that the request has been well researched and sound documentation of evidence for modifications to rules is available.

#### **Procedures to be Followed in Request for Modifications and Deviations**

1. CIAC sports committees may recommend to the Board of Control modifications of Federation rules for a duration of one year only.
2. The CIAC Board of Control may:
  - a. Petition the National Federation to allow a rule modification. The National Federation will consider permitting rules changes related to: postponed games, interrupted games, protests, forfeits, etc. State association policies should not include deviations from rules of play, rules regarding playing equipment, safety rules, etc.
  - b. Approve the rule modification with National Federation authorization.
  - c. Disapprove of CIAC sports committee request.

#### **Criteria for Rules Modification / Exception**

1. Requests must be submitted by A CIAC sports committee through its chairperson.
2. Sports committees must first seek approval from the National Federation either as a rule modification or a rule experimentation.

## **8.0 NATIONAL FEDERATION**

3. Every National Federation rule must remain unaltered for a two (2) year period before a modification will be granted.
4. All National Federation rule modifications must be approved by the CIAC Board of Control on an annual basis and will remain in effect for a minimum of two (2) years.
5. All National Federation rule modifications must be approved by the Board of Control prior to June 30 of any year. This will permit modifications to be published annually in the CIAC Handbook, to be distributed to appropriate officials organizations, and member school coaches.
6. All modifications to game rules which would have a financial impact on school and/or CIAC budget(s) must be decided in sufficient time so these changes can be included in budget proposals.
7. Modifications to National Federation rules will not be permitted if they:
  - a. Significantly alter the playing rules of the sport unless such modification relates to the unique conditions of New England, i.e., climate, travel, facilities, crowd control, economic factors, etc.
  - b. Change specifications of playing equipment or facilities and by doing so alters existing safety regulations without the endorsement of the CMS Sports Medicine Committee member.
  - c. Impacts health and safety recommendations or regulations established by National Federation without first receiving the endorsement of the CMS Sports Medicine Committee member.
  - d. Substitute new events for deleted events in individual sports.
  - e. Significantly alter weigh-in procedure in wrestling.
8. Modifications to existing National Federation procedures for handling postponed games, interrupted games, protests, forfeits or playoffs will be considered by the rules committee upon requests from CIAC sports committees.

## **8.3 GUIDELINES TO BE USED BY NATIONAL FEDERATION EXECUTIVE COMMITTEE WHEN EVALUATING REQUESTS BY STATE ASSOCIATIONS FOR PERMISSION TO CHANGE OR MODIFY NATIONAL FEDERATION SPORTS RULE**

If the answer is “yes” to any question under Item #1, then the requested change or modification shall not be approved.

1. Do the proposed modifications:
  - a. Extend for more than one season? This does not apply if a modification is more restrictive and falls in an area which does not require national Federation approval.
  - b. Significantly alter the playing rules of the sport?

## **8.0 NATIONAL FEDERATION**

- c. Alter specifications of playing equipment or facilities?
  - d. Reduce existing safety requirements?
  - e. Substitute new events for deleted events in individual sports?
  - f. Significantly alter weigh-in procedures in wrestling?
2. State adoptions or procedures in the following area will not be considered as changes in National Federation rules.
    - a. Deletion of events in individual sports so long as new events are not substituted for deleted events.
    - b. Procedures for handling postponed or interrupted games, protests or forfeits.
    - c. Playoff series administrative procedures.
  3. The National Federation may grant permission for states to experiment with rule changes with the understanding such experiments can't exceed three years in duration and further, that the association agrees to supply the National Federation with desired data pertaining to approved experiments.

## **8.4 MODIFICATION TO NATIONAL FEDERATION GAME RULES**

National Federation member state associations have the option as to whether they use National Federation sports rules as published by the National Federation or make exceptions. If a state association uses the rules with no exceptions or with exceptions which have been approved by the National Federation, then that state may:

- a. Have full participation in the rules questionnaire program.
- b. Submit to the executive committee nominations for rules committee membership in that sport when a vacancy occurs in their section.

If a state makes exceptions which have not been approved, then it will not be privileged to participate fully in the questionnaire program for that sport nor be eligible for representation on that sports rules committee.

It was determined that the most equitable procedure for evaluating requests by state associations for permission to modify National Federation sports rules and remain eligible for rules committee membership and full participation in that sports rules questionnaire program would be as follows.

Using the guidelines previously approved by the executive committee for evaluating requests by state associations for permission to modify National Federation sports rules:

1. Each sport is to be evaluated separately, and should a state decide to make exceptions in one sport, there would be no carry-over effect to other sports.

## **8.0 NATIONAL FEDERATION**

2. State associations will be given an opportunity annually to declare in each sport their degree of use of the National Federation sports rules. If a state makes exceptions and submits those exceptions to the National Federation, they will be individually evaluated by the National Federation staff member responsible for working with that sports rules committee. The state association will then be notified as to whether the exception qualifies for approval under criteria established by the National Federation executive committee. Should the state choose to pursue the appeal procedure, until the appeal is resolved, no one from the state involved will be eligible for the appointment to the sports rules committee involved. Should the state involved already have a person serving on the sports rules committee involved, that person will remain on the committee until the appeal is resolved.
3. If a state association's exception has not been approved by the National Federation staff liaison, and the association wishes to appeal, their request will then be submitted to the sports rules body by ballot. The state should submit in writing on plain white paper to the national Federation their request for modification as they wish it presented to the sports rules committee members. When the material is disseminated to the rules committee members, they will not be informed which state is making the request, but will evaluate the exception on its merits only. Should that state association making the appeal have a representative on the rules committee, then that committee member will be disqualified for that particular evaluation because of a possible conflict of interest.
4. If the rules committee denies the appeal, the state association may exercise the last option of appeal by presenting their request to the national Federation executive committee for final evaluation.

Source: National Federation Executive Committee Meeting – 7/2/81

## **8.5 RULES EXPERIMENTATION**

Experimentation by state associations shall be permitted and encouraged by National Federation under specified guidelines. Requests for experimentation shall be submitted to the National Federation in writing by the CIAC Board of Control through its executive director. The requests should meet the following criteria:

- a. Provide rationale why the experiment is desired.
- b. Agree to keep accurate statistics on forms provided by the National Federation office.
- c. Submit results of experiment to the National Federation office.
- d. Limit experimentation on the same rule to a maximum of three years.
- e. An experiment, on or before the completion of a three year period, shall either be approved by the appropriate rules committee or abandoned.

CIAC sports committees may submit requests for rules experimentation in writing to the CIAC Board of Control. It will be the decision of the Board of Control as to whether or not the request is submitted to the National Federation under the above criteria.



## **8.0 NATIONAL FEDERATION**

### **8.6 THE NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS**

The National Federation is made up of state high school associations which have united to secure the benefits of cooperative activities. The executive director of the National Federation is Robert (Bob) Gardner and the office is located at P.O. Box 690, Indianapolis, Indiana 46206.

This cooperation eliminates much unnecessary duplication of work and increases efficiency. The efforts of all who are engaged in high school athletic activities are pooled and coordinated through the close contacts which are thus made possible.

The national organization had its beginning at a meeting in Chicago on May 14, 1920. L.W. Smith, secretary of the Illinois High School Athletic Association, issued invitations to neighboring states and state association representatives came from Illinois, Indiana, Iowa, Michigan, and Wisconsin. The primary purpose of the meeting was to discuss problems which had resulted from high school contests which were organized by colleges and universities or by other clubs or promoters. In many cases little attention was paid to the eligibility rules of the high school associations or to other high school group regulations, and chaotic conditions had developed. At this first meeting it was decided that the welfare of the high schools required that a more active part in the control of such athletic activities be exercised by the high schools through the state associations and that this control necessitated the formulation of a national organization. A constitution and by-laws were adopted and the group decided on the name "Midwest Federation of State High School Athletic Associations." Principal George Edward Marshall, Davenport, Iowa, was elected President and Principal L.W. Smith of Joliet, Illinois, was elected Secretary-Treasurer.

In 1921, four states, Illinois, Iowa, Michigan and Wisconsin, continued their interest and became charter members through formal ratification of the constitution. Largely due to their efforts, the national organization grew during the early years.

In 1922, the Chicago annual meeting was attended by representatives from 11 states, and the present name of the National Federation was adopted. A number of college and university representatives who attended the meeting expressed sympathy for an interest in the efforts to introduce a high degree of order in the regulation of interscholastic contests.

Since that time the National Federation has had a healthy growth to its present nationwide membership. By 1940, a national office with a full-time executive staff became necessary and such office was established in September of that year.

### **8.7 NATIONAL FEDERATION ATHLETIC SANCTIONING**

Note: The interscholastic community urges event sponsors to plan and schedule interstate competition in a manner that minimizes the amount of time student participants will be absent from the regular school day.

## 8.0 NATIONAL FEDERATION

### 8.7.A. NFHS SANCTIONING

Sanctioning interstate and international events has grown exponentially over the last several years. In fact, we are sanctioning more events now than in the 90 year history of the National Federation of State High School Associations, Inc. (NFHS).

Interested individuals who want to host an event will go online at the NFHS web site, register as an event manager, create an event and fill out the online application (identical to the paper version) then an e-mail is sent to the host school's principal and host state association. The state association reviews the application online and determines if they will approve or deny the application, once approved the event sponsor is notified by the NFHS that payment is required. Credit card payment and electronic check are the only forms of payment accepted. Once the payment is received by the NFHS, the invited states/schools are notified that they have been invited and it is listed on the NFHS web site. As the invited states respond to the sanction it is automatically updated on the NFHS web site. Once every invited state has responded, the application is approved for sanctioning.

There is a processing fee for interstate and international sanctioning applications. The price per sanction application is \$200 per application, with a penalty fee of \$100 for not forwarding the final list of actual entries twenty (20) calendar days prior to the event.

The timeline / fee structure is as follows: the application for sanction should be sent to the NFHS sixty (60) calendar days or more prior to the event. The late fee for any application that arrives 15-59 calendar days prior to the event will be an additional \$100 for a total of \$300. If the application is submitted less than 15 calendar days prior to the event, the late fee will be \$200 plus a \$100 penalty for not forwarding the final list of actual entries for a total application fee of \$600. If the NFHS does not receive the forwarded sanction application within five (5) calendar days prior to the event, the event will not be sanctioned.

As always, we appreciate the effort you put forth in giving our students an opportunity to grow through athletics. If you have any questions, please feel free to contact the NFHS Sanctioning Department at (317) 972-6900.

**8.0 NATIONAL FEDERATION**

**8.7.B. BORDERING STATES ATHLETIC SANCTIONING**

CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE  
30 Realty Drive, Cheshire, Connecticut 06410  
Telephone (203) 250-1111 / Fax (203) 250-1345

**APPLICATION FOR SANCTION OF BORDERING STATES ATHLETIC EVENT**

Note: Applications are to be initiated by the host school not later than 30 days prior to the date of the meet or tournament.

On behalf of \_\_\_\_\_  
(School or Organization Sponsoring the Meet) Street City/State  
I hereby apply for sanction of the following event: \_\_\_\_\_  
(Name of Meet)  
in (Sport) \_\_\_\_\_ to be held on \_\_\_\_\_  
to be held at (Facility) \_\_\_\_\_  
The meet will be managed by \_\_\_\_\_  
(Name of School conducting Meet) City/State  
Manager \_\_\_\_\_ Position \_\_\_\_\_ Email \_\_\_\_\_

We desire to invite schools from the following states only: (Also, please attach a list of schools to be invited)

\_\_\_\_\_  
The maximum number of schools which will compete is: \_\_\_\_\_  
Maximum value of awards, if any: \_\_\_\_\_ Entry fees, if any: \_\_\_\_\_

Note: It is recommended that invitations to schools not be issued until event is approved for the participation of such schools.

Contest conditions include the following:

1. Each school guarantees its membership and good standing in its own state high school association and also guarantees that participation in this event shall not violate any rule of that association or of the National Federation. The sanction is void if such membership has been terminated or if participation is found to be contrary to the state or national rules.
2. Each participant shall be eligible under rules of his/her home state association.
3. Awards shall be limited to such as are permitted by the most restrictive state high school association from which competitors enter.
4. If a school fails to fulfill its contract obligation, that school shall make amends in accordance with terms fixed by the National Federation Executive Committee after consultation with the high school association executive officers of the states involved.
5. No entry shall be accepted for any competitor from any state or section of a state not included in the list of states for which sanction is granted.

Signed (Principal or Designee) \_\_\_\_\_ Official Position \_\_\_\_\_  
After completing the above form, send it to the CIAC, 30 Realty Drive, Cheshire, CT 06410 or Fax (203) 250-1345.

**APPROVAL OF HOST STATE ASSOCIATION**

I recommend that this meet be (SANCTIONED) (NOT SANCTIONED) Date \_\_\_\_\_  
Signature of State Executive \_\_\_\_\_ State \_\_\_\_\_  
Comments: \_\_\_\_\_

(If you sanction the event, send copies of this form to the executive officer of the high school association in each state named in the application. If the event is not sanctioned, return the form to the applicant.)

**ENDORSEMENT OF INVITED STATES**

We (SANCTION) (DO NOT SANCTION) Date \_\_\_\_\_  
If not sanctioned, reason \_\_\_\_\_  
Limitations / Comments \_\_\_\_\_  
Signed \_\_\_\_\_ State \_\_\_\_\_

**Please Fax Back to CIAC Office (203) 250-1345**

**Note: This application is online in the sanctioning section of the CIAC web site.**

**8.0 NATIONAL FEDERATION**

**8.7.B. INTERSTATE ATHLETIC SANCTIONING**

**APPLICATION TO NFHS FOR SANCTION OF INTERSTATE ATHLETIC EVENT  
(For use when NFHS sanction is required)**

**Section 1 (To be completed by host school) – Description of Event** Application Date \_\_\_\_\_

\*Sport \_\_\_\_\_  Girls  Boys \* Date of Event \_\_\_\_\_ \*Time of Event \_\_\_\_\_

\*Name of Event \_\_\_\_\_

\*Host high school (required) \_\_\_\_\_

Member high school Street City State Zip

\*Sponsor \_\_\_\_\_

Street City State Zip

\*Schools invited from the following states \_\_\_\_\_

(List all schools & Addresses)

\*Number of participating schools \_\_\_\_\_ Will any junior varsity teams be participating?  Yes  No

\*Entry Fee:  Yes - Amount \_\_\_\_\_  No \*Admission Fee Charged:  Yes - Amount \_\_\_\_\_  No

\*Event will be managed by: \_\_\_\_\_

State association approved school or other sponsor City State Zip

\*Name of Manager/title: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address \_\_\_\_\_

**Description of Awards and Other Compensations and Maximum Retail Value**

Ind. Student Athlete Participant Awards: Team Awards: Coach Awards:

Max. retail value for each item: Max. retail value: Max. retail value:

**Principal's responsibility:** Execution of this form constitutes an agreement by the principal of the host school, upon request, to submit a financial report about the event to the NFHS on the NFHS Financial Report Form found at [www.nfhs.org](http://www.nfhs.org). Execution also constitutes an agreement by the principal to assume oversight responsibility for the event, and to be present on site during the event, either in person or by a designee.

Executed by: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Principal of host high school – Signature/Printed Name \*

E-mail address: \_\_\_\_\_

**Section 2 -- Action by State Association of Host School**

School membership:  State Association Member School  School Approved by State Association  Non-Member School

Action:  Sanction Event  Do Not Sanction Event  No Jurisdiction

If "No Jurisdiction," explain why: \_\_\_\_\_

Limitations/Other Comments: \_\_\_\_\_

Signature of State Executive \_\_\_\_\_ Date \_\_\_\_\_ State \_\_\_\_\_

**If event is sanctioned, send copies to the NFHS. If application not sanctioned, return to applicant.**

**Section 3 -- Action by State Association of Invited School(s)**

School membership:  State Association Member School  School Approved by State Association  Non-Member School

(If more than one school invited, please indicate member status of each school next to the listing on next page)

Action:  Sanction Event  Do Not Sanction Event  No Jurisdiction

If "No Jurisdiction," explain why: \_\_\_\_\_

Limitations/Other Comments: \_\_\_\_\_

Signature of State Executive \_\_\_\_\_ Date \_\_\_\_\_ State \_\_\_\_\_

**Section 4 -- Action by NFHS**

Event SANCTIONED by the following state(s) \_\_\_\_\_

Event NOT SANCTIONED by the following state(s) \_\_\_\_\_

The following state(s) declared NO JURISDICTION \_\_\_\_\_

Invite only schools from states indicating approved schools may attend.

NFHS Sanctioning Officer \_\_\_\_\_ Date \_\_\_\_\_

\*If a state association, rather than a school, sponsors or co-sponsors the event, its executive director should sign

## 8.0 NATIONAL FEDERATION

Please list all invited schools, including addresses, contact persons and telephone numbers:

Note: If school is not a full member of its NFHS member association, please indicate accordingly.  
(Attach additional sheets if necessary)

<u>Name of School/Address</u>	<u>Contact Person</u>	<u>Telephone Number</u>
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**Will club teams be participating in this event?** (The following states do NOT allow their member schools to participate against club teams: AL, AK, AZ, AR, CA, CO, DE, DC, FL, GA, HI, ID, IL, IA, KS, KY, MD, MA, MO, NE, NM, NV, NJ, NY, OR, PA, RI, TN, UT, VT, VA, WA, WV and WY)  
 Yes  No

**Officials for the competition are assigned from an agency that regularly assigns high school officials:**

Yes  No

**The officials are registered to officiate high school events:**

Yes  No

---

In ALL INTERSTATE CONTESTS, each participating school shall follow the contest rules of the state association of which it is a member or rules which have been approved by the state association for interstate competition. The rules referred to are contest rules only and not rules applying to age, number of semesters of attendance, residency or academic accomplishments. No school may violate its own state association rules.

Any approval or sanction granted to the applicant does not constitute a representation by either the NFHS or any named state association that it has investigated the accuracy of the information provided by the applicant, or that the NFHS or any named state association will oversee the organization, performance or financial integrity of the event.

Any approval or sanction granted to the applicant may not be used in the marketing or promotion of the event without prior written approval of the NFHS and/or any named state association, as the case may be.

8.0 NATIONAL FEDERATION

8.8 ALL SPORTS NATIONAL HIGH SCHOOL RECOGNITION APPLICATION

National Federation of State High School Associations
P.O. Box 690, Indianapolis, Indiana 46206
Telephone (317) 972-6900 / Fax (317) 882-5700

Please complete all information below. Please type or print. Application must be completed in full for consideration by the National High School Records Committee. One application per mark or performance. If more than one mark or performance, please include comprehensive list and attach to application. Applications are invited for all performances which might be considered for inclusion in the National High School Sports Record Book, whether as a new national record or for listing among the top performances in a particular category. Track and field and swimming and diving performances require special applications available only from the National Federation.

This application must be forwarded to the home state high school association for its endorsement. Required along with the application are newspaper accounts of the performance and any other material (i.e., score books, etc.) that can help certify and document the performance. Photographs of the performance and of the individuals or teams involved are requested.

This application should be forwarded to the state high school association as soon after the performance (single game) or completion of season (season or career marks) as possible. Applications received more than 28 days after the performance or completion of season may be too late for inclusion in the next edition of the record book.

The state high school association, after its recommendation, will forward the application and other required material to the National Federation office marked – Attn: National Records Committee.

Performances must be established in competition conducted in compliance with the eligibility rules of the state high school association(s) involved and all National Federation playing rules for the sport involved if the National Federation publishes a rules book for that sport, unless in the judgment of the records committee the different rules of play do not significantly give advantage to the establishment of the record performance.

This application is for: [ ] National Record [ ] New Performance Listing [ ] Listing Update

Record Application (List full name of individual and school)

Present Home Address (Street) (City/State) (Zip Code)

School Address (Street) (City/State) (Zip Code)

Home Telephone ( ) School Telephone ( )

Age (When performance was attained) Grade in school (when performance was attained)

Sport Date of Performance

Site of Performance (Facility) (City/State) (Zip Code)

Performance (Give full details and please be specific)

Final Score or Standings (if applicable)

Opponent (Give full name of individual (as in wrestling) or school (as in baseball))

Opponent' School Address

## 8.0 NATIONAL FEDERATION

### APPLICANT'S ENDORSEMENT

I submit this application for recognition in the National Federation Sports Record Book. All facts contained herein are duly certified. I realize any inaccuracies could disqualify the mark or performance from recognition. It is also understood that, although the National Records Committee may approve this performance for inclusion in the National High School Sports Record Book, the passing of time and the continuing improvement in high school athletics might cause the performance to be deleted from the next edition of the record book.

I grant to the National Federation the right to publicize this performance in any and all ways it wishes, including through the print, broadcast and television media.

The signature appearing below should be the: (1) individual involved if an individual mark is involved; or (2) the relay team captain or coach if a relay mark is involved, or (3) the coach if a coaching or team mark is involved.

Signature \_\_\_\_\_

Date \_\_\_\_\_

---

### PRINCIPAL'S ENDORSEMENT

I hereby certify that applicant was, at the time of performance, eligible to represent \_\_\_\_\_ High School and that the performance was conducted as prescribed by the rules of the National Federation.

Full name (print) \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

---

### STATE HIGH SCHOOL ASSOCIATION'S ENDORSEMENT

I hereby certify that the facts contained on this application are, to the best of my knowledge true, that the signatures are authentic and valid, and that the competitor(s) and the school involved in this performance were eligible to and did compete under the bylaws and rules of the \_\_\_\_\_ (please indicate complete state high school association name) and the National Federation.

---

### RECORD COMMITTEE ACTION

The National Records Committee hereby accepts / does not accept the performance listed here for inclusion in the National High School Sports Record Book.

Chairman \_\_\_\_\_

Date \_\_\_\_\_

---

**SPORTSMANSHIP STATEMENT:** The National High School Records Committee is pleased to recognize outstanding achievements by teams and individuals. Although it is impossible to determine intent when marks are established, the committee strongly encourages recognition of performances in the true spirit of interscholastic competition. Running up scores or embarrassing an opponent for the primary purpose of inclusion in the record book is not consistent with the ideals of good sportsmanship.

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## **9.0 PERSONNEL**

### **9.1 AN ATHLETIC CODE FOR SUPERINTENDENTS AND PRINCIPALS**

The superintendent and principal are the final authorities responsible for the athletic activities of the school. In realization of this responsibility these guiding principles should prevail:

#### **9.1.A. FOR THE SUPERINTENDENT**

1. I will use all means possible to bring to my community a full realization of the value of athletics as an educational tool in training citizens.
2. I will have a definite understanding with principals and athletic directors concerning the school athletic policy and expect and give support in carrying out that policy.
3. I will judge the success of those in charge of the athletic programs by the conduct and attitude of contestants and spectators rather than on the number of games won or lost.

#### **9.1.B. FOR THE PRINCIPAL**

1. I will have a complete understanding of the athletic policy of this school system and of the individual responsibility of all concerned as well as all CIAC rules and regulations.
2. I will be honest in my certification of contestants and base that certification on complete information concerning the student's athletic and scholastic status. Questionable cases will be referred to the Executive Director of the Connecticut Interscholastic Athletic Conference before the privilege of competition is given.
3. I will give my loyal support to the coaches and athletic director in their efforts to carry out national, state and local athletic policies.
4. I will make every effort to instruct the student body in its responsibilities in making the athletic program a valuable one and point out desirable types of conduct at "home" and "away" games.
5. I will endeavor to foresee possible differences and misunderstandings with other schools and, as far as possible, settle them or provide means of settlement before they materialize.
6. I will insist that any misunderstandings that may arise be settled privately between official representatives of the schools concerned.
7. I will have a definite understanding with the athletic director about officials, schedules, finances, care of fields and gymnasiums, handling of spectators, etc., and give that person every assistance in carrying out such duties.
8. I will consider it unprofessional to withhold from another school any seemingly authentic information which calls to question the eligibility of any of its players.
9. I or a member of my administration will attend athletic contests in which my school participates.
10. I will commend opposing schools for outstanding examples of fine citizenship.

## **9.0 PERSONNEL**

### **9.2 AN ATHLETIC CODE FOR ATHLETIC DIRECTORS AND COACHES**

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

#### **9.2.A. BY THE ATHLETIC DIRECTOR**

##### **The Athletic Policy and the Mission Statement of the School Should:**

1. Be definitely understood with director's responsibility clearly defined.
2. Include only those schedules which are educationally and physically sound for the athlete.
3. Cooperate with the community in making a character building athletic program.
4. Refuse admission to athletic contests to persons who have shown chronic lack of sportsmanship.
5. Should be based upon an athletic mission statement that is linked to the academic mission of the school.
6. Be thoroughly explained to athletes and parents at a pre-season meeting as well as postings of the policy at appropriate locations.

##### **The Securing of Officials Should include:**

1. Mutual confidence and agreement by both teams.
2. Complete support of officials in cases of adverse rulings.
3. Definite contractual agreements naming fee, expenses and time and place of game.

##### **Game Preparation Involves:**

1. Provision of programs giving rules changes, names of players and of officials, and emphasizing good sportsmanship.
2. Proper handling of crowds so there is no encroachment on playing space.
3. Maintaining sidelines for exclusive use of players, coaches and officials.

#### **9.2.B. BY THE COACH**

##### **The School May Expect**

1. Work of the coach to be an integral part of the school system with its educational contribution.
2. Mastery of the principles of good teaching and consequent improvement in teaching as well as coaching.
3. Loyalty to superiors in making athletics fit into the general school program.
4. Insistence upon high scholarship and enforcement of all rules of eligibility.

##### **The Athletes May Expect**

1. A genuine and up-to-date knowledge of that which the coach proposes to teach.
2. Fair, unprejudiced relationship with all squad members.
3. Careful attention to the physical condition of players at the time of each contest.
4. Competent and trustworthy officials whose decisions will always be supported.

## **9.0 PERSONNEL**

### **Sportsmanship Includes:**

1. Teaching athletes to win by use of legitimate means only.
2. Counteracting unfounded rumors of questionable practices by opponents.

### **The Influence of the Coach Necessitates:**

1. Being the sort of person he/she wants boys and girls to become.
2. Discouragement of gambling, profanity, smoking, obscene language, use of alcohol and drugs at all times.

## **9.3 AN ATHLETIC CODE FOR OFFICIALS AND ATHLETES**

Competent, impartial officials and clean, hard-playing athletes have made a place for interscholastic athletics in the educational program. Sportsmanship and fair play demand these practices.

### **9.3.A. BY THE OFFICIAL**

#### **The Contest Demands:**

1. A professional relationship calling for the highest type of service.
2. Thorough preparation.
3. A rested body and an alert mind.
4. Reporting for duty at least thirty (30) minutes before time of the game.
5. A neat, distinct uniform.

#### **The Rules Demand:**

1. Rectifying mistakes in judgment without “evening up.”
2. Adherence to right decisions despite disapproval of spectators.
3. Control of tempter at all times in warning crowds or inflicting penalties for unsportsmanlike conduct.
4. Respect for judgment of companion officials in making decisions.
5. That interpretations and announcements be made clear to both teams.
6. That players or players of other teams not be discussed in the presence of prospective opponents.

### **9.3.B. BY THE ATHLETE**

#### **The Contest Demands**

1. Fair play at all times.
2. A “square deal” to opponents by players and spectators.
3. Playing for the joy of playing and for the success of the team.
4. Playing hard to the end.
5. Keeping one’s head and PLAYING the game, not TALKING it.
6. Respect for officials and expectation that they will enforce the rules.
7. That an athlete should not quit, cheat, bet, or “grandstand.”

## 9.0 PERSONNEL

### The School Demands:

1. Out-of-school and out-of-town conduct on the highest type.
2. Faithful completion of school work as practical evidence of loyalty to school and team.
3. Complete observance of training rules as a duty to school, team and self.

### Sportsmanship Demands:

1. Treatment of visiting team and officials as guests and the extension of every courtesy to them.
2. Giving opponent full credit when they win and learning to correct one's own faults through failures.
3. Modesty and consideration when one's team wins.
4. An athlete will not "crow" when the team wins or blame the officials when it loses.

## 9.4. COACHING REQUIREMENTS

### 9.4.A. Sec. 10-145d-790 – Coaching Permits

- a. A coach (regardless of coaching assignment)\* of intramural or interscholastic athletics in elementary, middle or high schools, shall meet the requirements of subsections (b) through (e), inclusive, of this section:
  - 1) A coaching permit; or
  - 2) A temporary coaching permit; or
- b. A person serving as a director of athletics at the elementary or secondary school level, not responsible for supervision, shall be required to hold a coaching permit;
- c. A person serving as a director of athletics at the elementary or secondary school level, responsible for the supervision of coaches, shall be required to hold a coaching permit and a valid Connecticut educators certificate;
- d. A person serving as a director of athletics, with district-wide responsibilities for the athletic program or evaluation of certified staff, shall be required to hold a coaching permit and a Connecticut educators certificate endorsed for intermediate administration or supervision.
- e. An individual who serves as a coach (paid or unpaid) must hold a coaching permit or a temporary coaching permit. An individual, not serving as any type of coach, may assist a coach, if working under the direct and continual supervision of a coach.

\*Note: Includes volunteer coaches who work with or instruct student-athletes.

## **9.0 PERSONNEL**

### **Sec. 10-145d-791 – Validity of Coaching Permit** (Implementation date: July 1, 1999)

A coaching permit shall be valid from the effective date and will 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, as approved by the Department. Upon written request of an employing agent, the Department, for good cause shown, may defer the 15 clock hour requirement for 12 months.

### **Sec. 10-145d-792 – Requirements of Coaching Permit**

To receive a coaching permit, an applicant must meet the requirements in subsection (a), (b), (c ) and either (d) or (e) of this section:

- a. Attain the age of 18 years;
- b. Hold a high school diploma or its equivalent;
- c. Successfully complete a standard first aid course no earlier than three years prior to the date of application and every three years from the date of the course thereafter, and CPR certification annually;
- d. Complete a minimum of three semester hours of credit from a regionally accredited institution or 45 clock hours of instruction in a program offered by a board of education or the Connecticut Interscholastic Athletic Conference and approved by the Department, which must include each of the following topics:
  - 1) Legal and safety aspects of coaching children and adolescents;
  - 2) Medical aspects of coaching children and adolescents; and
  - 3) Principles and practices of coaching children and adolescents and child and adolescent sports psychology;
  - 4) Concussion Management
- e. Hold a valid Connecticut educator certificate, Standard or Permanent Certificate.

### **Sec. 10-145d-793 – Validity of Temporary Coaching Permit**

A temporary coaching permit shall be valid for one year from the date of issuance.

### **Sec. 10-145d-794 – Requirements for Temporary Coaching Permit**

To receive a temporary coaching permit, a board of education shall submit an application on forms provided by the Department giving evidence that the applicant for a temporary emergency coaching permit has met the following requirements.

- 1) Attain the age of 18 years;
- 2) Holds a high school diploma or its equivalent; and
- 3) Completed successfully, no earlier than one year prior to the date of application, a standard first aid course and CPR certification.
- 4) Concussion Management.

## 9.0 PERSONNEL

### Sec. 10-145d-795 – Reissuance of Temporary Coaching Permit

- a. A temporary coaching permit may be renewed for one additional year, provided that the applicant:
  - 1) Completed a standard first aid and CPR course which must be valid for one year from the date of application;
  - 2) Complete or is enrolled in at least two semester hours of credit from a regionally accredited institution or 30 clock hours of instruction in a program offered by a board of education, or the Connecticut Interscholastic Athletic Conference approved by the Department, covering at least two of the following topics.
    - Legal and safety aspects of coaching children and adolescents;
    - Medical aspects of coaching children and adolescents; and
    - Principles and practices of coaching children and adolescents and children and adolescent sports psychology;
    - Concussion Management.
- b. At the expiration of the renewal, the applicant must either obtain a coaching permit or discontinue coaching.

### **VOLUNTEER COACHES – COACHING PERMITS**

#### Sec. 10-145d-423 – When Required

Either a coaching permit or a temporary emergency coaching permit, is required for a coach of intramural or interscholastic athletics in kindergarten through grade 12, inclusive, including volunteer coaches who work with or instruct student-athletes.

For the purposes of these regulations, a coach shall mean an individual responsible for instructing students in grades K-12, inclusive, in intramural or interscholastic athletics but shall not mean any person working directly with a coach. A person assisting a coach but not instructing or working with the athletes shall not be required to hold a coaching permit or temporary emergency coaching permit.

1. **Does a non-certified individual, designated as an assistant coach, need some type of coaching permit?**

Yes. The determinative question is the job function not the job title. If a school district designates an individual as an assistant coach and makes the individual responsible for instructing students and performing the duties of a coach, then he or she would need a coaching permit. For example, the coach of a freshman or sub-varsity team needs a coaching permit even if he or she has the title of assistant coach.

2. **Does a volunteer need some type of coaching permit?**

Yes. If a volunteer is working with and/or instructing student-athletes, then the volunteer must have a coaching permit.

## 9.0 PERSONNEL

### COACHING PERMIT – CHEERLEADING / DANCE TEAM

Effective July 1, 1995, the State Department of Education has mandated that all cheerleading advisors, chaperones, coaches to be properly certified as a coach. However, CIAC does NOT regulate cheerleading /dance team activities.

Cheerleading/dance team is regulated by the CAS Student Activities Board of Control.

#### 9.4.B. TERMINATION OF COACHES STATUTE (PA 04-243) (Adopted 6/8/04 by CT State Legislature)

Local and regional boards of education that employ athletic coaches shall require the coaches' immediate supervisor to evaluate such coaches on an annual basis and to provide such coaches with copies of such evaluations.

Any local or regional board of education acting directly, or through its duly authorized agent, that terminates or declines to renew the coaching contract of an athletic coach who has served in the same coaching position for three or more consecutive school years shall inform such coach of such decision no later than ninety (90) days after the completion of the sport season covered by the contract. Such coach shall have an opportunity to appeal such decision to the local or regional board of education in a manner prescribed by such local or regional board of education. Nothing in this subsection shall prohibit a local or regional board of education from terminating the coaching contract of an athletic coach at any time (1) for reasons of moral misconduct, insubordination or a violation of the rules of the board of education, or (2) because a sport has been canceled by the board of education.

For the purposes of this section, "athletic coach" means any person holding a coaching permit who is hired by a local or regional board of education to coach for a sport season.

#### 9.4.C. INSTRUCTIONAL PROGRAMS

Connecticut institutions have provided instructional programs aimed at meeting the instructional portion of the coaching permit requirements. These institutions have been state universities and community colleges.

As more and more lay people enter the coaching ranks, it is necessary for local communities to offer curriculum and instruction for the purpose of certifying coaches. Most lay people have strong reservations about returning to state universities or even community college due to unfamiliarity, time, travel and expense.

Therefore, a curriculum has been developed by the "American Coach Effectiveness Program" and "Program for Athletic Coaches Education" which has been endorsed by the CIAC and the Connecticut Association of Athletic Directors and may be used toward meeting the instructional requirement in certifying coaches. Copies may be obtained by contacting the CIAC, 30 Realty Drive, Cheshire, CT 06410.

The course may be offered by a local or regional board of education or a regional educational service center. The course must have a written attendance requirement. To complete the course 45 clock hours

## 9.0 PERSONNEL

of instruction are required. A system for keeping, maintaining and making records available of individuals who have completed successfully part or all of the program must be in place. Instruction must be delivered by individuals qualified and certified by the local educational agency and the State Department of Education.

Note: Several school districts and in some cases leagues have joined forces to offer coaching instruction in a geographic area. In addition, the CIAC offers the course three times per year at a cost substantially less than from the university or college system.

## 9.5 CODE OF ETHICS FOR COACHES

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Coaches Association.

**The coach** shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

**The coach** shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, 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 take an active role in the prevention of drug, alcohol and tobacco abuse.

**The coach** shall avoid the use of alcohol and tobacco products when in contact with players.

**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 master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

**The coach** shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

**The coach** shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

**Before and after contests**, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

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

**A coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.



## **9.0 PERSONNEL**

### **9.6 CIAC POSITION STATEMENT – FEMALE OFFICIALS**

The CIAC will promote the use of female officials at all CIAC games.

### **9.7 POSITION STATEMENT: CIAC – CHSCA – CAAD – ALL-STATE SELECTION PROCESS**

The Connecticut Interscholastic Athletic Conference and the Connecticut Association of Athletic Directors strongly objects to any mandate for membership by any coaching organization as a criteria for student-athletes to be eligible for all-state or any other post season honors.

The Connecticut Coaches Association “strongly concurs with the CAAD Executive Board in objecting to any group which would remove a student-athlete from all-state consideration on the basis of his/her coaches organization or affiliation.”

### **9.8 CODES FOR THE ADMINISTRATION OF ATHLETICS**

#### **Statement of Relationship**

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

The principal is the official representative of the member school and is directly responsible for the general attitude of the student body and the conduct of the athletic affairs by the athletic director and the coach.

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

### **9.9 DIRECTOR OF ATHLETIC POSITION – ENDORSEMENT**

The CIAC and the National Federation of State High School Associations endorse the position of Director of Athletics as an integral part of the administrative team of a high school, essential to the coordination and implementation of a wholesome athletic program. The litigation climate, staffing problems, budgetary concerns, sports medicine implications and many other aspects of today’s high school sports programs require sound leadership which can be provided by a competent athletic administrator.

Furthermore, the magnitude and scope of the duties and responsibilities of an athletic director dictate that qualified individuals should be assigned this task and adequate released time must be provided to fulfill the expectations of the position.

## **9.0 PERSONNEL**

### **9.10 SAMPLE JOB DESCRIPTION – ASSISTANT COACH**

**Title:** Assistant Coach

**Qualifications:**

1. Possess proper Connecticut certification
2. Should have a background in the sport.
3. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

**Primary Function:**

To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship and an increased level of self-esteem.

**Reports to:** Head Coach

**Supervises:** Students

**Major Duties and Responsibilities:**

1. Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
2. Plans and schedules with the head coach a regular program of practice in season (including holiday or vacation periods).
3. Works closely with the head coach in scheduling interscholastic contests.
4. Assists the head coach in recommending purchase of equipment, supplies and uniforms, as appropriate.
5. Assists the head coach in maintaining necessary attendance forms, insurance records, accident reports and similar paperwork.
6. Assists in overseeing the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
7. Enforces rules and regulations which have been established by the head coach and distributes copies of same to all squad members prior to the start of the season.
8. Provides for the orderly distribution and collection of all athletic equipment.
9. Will evaluate their programs and submit written reports to the head coach at the conclusion of their season.
10. Conforms to rules and regulations as stated in the coaches manual and/or teachers manual.
11. Performs such other duties as are consistent with the nature of the position and as may be requested by the head coach.

**Terms of Employment:**

Salary and work period to be established by the board of education in compliance with rules and regulations.

**Evaluation:**

Will be conducted by the head coach in conjunction with the athletic director and reviewed by the principal in accordance with performance responsibilities.

## 9.0 PERSONNEL

### 9.11 SAMPLE JOB DESCRIPTION – HEAD COACH

**Title:** Head Coach

**Qualifications:**

1. Possess proper Connecticut certification.
2. Should have background in the sport.
3. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

**Primary Function:**

To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship and an increased level of self-esteem.

**Reports to:** Athletic Director and/or Principal

**Supervises:** Students

**Major Duties and Responsibilities:**

1. Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
2. Plans and schedules with the Athletic Director and regular program of practice in season (including holiday or vacation periods).
3. Works closely with the Athletic Director in scheduling interscholastic contests.
4. Recommends purchase of equipment, supplies and uniforms as appropriate.
5. Maintains and completes necessary attendance forms, insurance records, accident reports and similar paperwork.
6. Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
7. Establishes written rules and regulations in consultation with the athletic director and/or principal, for distribution to all squad members prior to the start of the season. Enforces discipline and sportsmanlike behavior at all times and imposes penalties for breach of such standards by individual students.
8. Provides for the orderly distribution and collection of all athletic equipment.
9. Will evaluate their assistant coaches and program and submit written reports to the athletic director at the conclusion of their season.
10. Conforms to the rules and regulations as stated in the coaches manual and/or teachers manual.
11. Performs such other duties as are consistent with the nature of the position and as may be requested by the athletic director and/or principal.

**Terms of Employment:**

Salary and work period to be established by the board of education.

**Evaluation:**

Will be conducted by athletic director and reviewed by the principal in accordance with the performance responsibilities.

## 9.0 PERSONNEL

### 9.12 SAMPLE JOB DESCRIPTION – DIRECTOR OF ATHLETICS – ADMINISTRATIVE POSITION

**Title:** Director of Athletics

**Qualifications:**

1. Valid Connecticut certification in intermediate administration
2. Valid Connecticut coaching permit
3. Evidence of successful coaching and/or athletic administrative experience.

**Primary Goal:**

To provide each student with an opportunity to participate in an extracurricular athletic activity that will foster physical skills, personal growth, a sense of worth and confidence, and a knowledge and understanding of the pleasures of sport and the principles of fair play.

**Reports to:** Building Principal / Superintendent

**Supervises:** All personnel assigned to and associated with the athletic program.

**Major Duties and Responsibilities:**

1. Organize and administer the overall program of interscholastic athletics.
2. Keep the superintendent and building principal informed of current trends in athletics.
3. The administering of policies and procedures and coordinate the recruiting, interviewing, selection, and assignment of coaches.
4. Evaluate all head coaches annually.
5. Require head coaches to assess assistant coaches annually.
6. Maintain the necessary certification for all coaches, as required by the State Department of Education.
7. Interpret and communicate to staff, students and parents, all school, conference and CIAC regulations governing interscholastic athletics.
8. Assume responsibilities for planning, organizing and conducting staff meetings and in-service programs.
9. Represent school at league meetings.
10. Arrange for transportation requirements for all athletic teams.
11. Schedules all interscholastic athletic events.
12. Hire officials, police, and other supervision as required and assume general responsibility for the proper supervision of all home contests.
13. Develop and implement appropriate rules and regulations governing the conduct of athletic activities.
14. Arrange all details of visiting teams and official's needs as appropriate.
15. Arrange practice schedules for use of athletic fields and facilities.
16. Review, revise and distribute student-athlete handbook.
17. Review, revise and distribute coaches' handbook.
18. Maintain eligibility rules and submit certified lists to the CIAC.
19. Provide and arrange for proper notification to student-athletes on local, league, and state athletic eligibility requirements.
20. Submit to the CIAC all other appropriate forms and information as required regarding the athletic program.

## **9.0 PERSONNEL**

21. Keep records of results of all school athletic contests, and maintain a record file of all award winners.
22. Provide athletes with information on eligibility, transfer rules, and other athletic regulations.
23. Provide medical coverage as needed for athletic contests and ensure that physical exam requirements are met by all student-athletes.
24. Supervise the athletic trainer and athletic department secretary, if applicable.
25. Assist personnel in the improvements of knowledge and instructional skills by encouraging participation in clinics, workshops, and state meetings.
26. Foster support for the athletic program and school spirit among non-participants.
27. Maintain proper levels of sportsmanship at all athletic contests.
28. Serve as a vehicle through which all matters pertaining to athletics are brought to the attention of the principal

### **Financial Duties:**

1. Prepare and administer the athletic program budget in cooperation with the principal.
2. Requisition program supplies and equipment.
3. Review and sign all invoices submitted for payment.
4. Conduct scheduled reviews of athletic accounts.
5. Supervise all ticket sales and assume responsibility for proper handling and accounting of funds.

### **Property, Equipment and Supplies:**

1. Establish procedures for use and care of all athletic facilities, equipment and supplies.
2. Direct coaches to prepare and submit inventories.
3. Supervise the maintenance of both indoor and outdoor athletic facilities.
4. Order, receive and distribute all newly purchased equipment and supplies.
5. Arrange for reconditioning and storage of out-of-season equipment and supplies.
6. Oversee preparation of all sites for home contests.

### **Public Relations:**

1. Plan and supervise a recognition program for school athletes.
2. Create good will and public relations among respective league members, parents, coaches and school administration.
3. Serve as liaison to booster groups.

### **Other:**

Perform such other duties that are consistent with the nature of the position and that may be requested by the principal and/or superintendent.

### **Evaluation:**

Evaluation will be conducted by the principal and reviewed by the superintendent in accordance with the performance responsibilities.

## 9.0 PERSONNEL

### 9.12.A. NEW CERTIFICATION REQUIREMENTS FOR ATHLETIC DIRECTORS – Effective October 1, 2013

The Connecticut State Legislature has passed a law that gives statutory recognition to the position of athletic director. This law will define the position of athletic director and establish qualifications for hiring anyone after October 1, 2013. Athletic directors employed prior to October 1, 2013 are grandfathered as long as they possess the proper credentials according to current State Department of Education certification regulations.

**The athletic director position is now defined in the new law** – The new law spells out general duties and responsibilities of an athletic director stating – “An athletic director administering the athletic program of a school or school district shall have the following responsibilities: (1) Ensuring that each athletic coach in the athletic program holds a coaching permit issued by the state board, (2) supervising and evaluating athletic coaches, pursuant to section 10-222e of the general statutes, as amended by this act, (3) supervising students participating in interscholastic athletics, (4) possessing knowledge and understanding of all rules and regulations of the governing authority for interscholastic athletics, (5) administering and arranging the scheduling of an transportation to athletic activities and events, (6) administering and arranging the hiring of officials, (7) ensuring a safe and healthy environment for all athletic activities and events, and (8) any other duties relevant to the organization and administration of the athletic program for the school or school district.” Of course school districts can create additional responsibilities as many do but the law now outlines the basic covenants of the position.

**How this new law affects current athletic directors** – The law grandfathers all current athletic directors in their current positions provided that they are currently holding the proper credentials according to the current certification regulations that went into effect July 1998. Anyone hired after July 1998 is currently required to hold a coaching permit AND either a Connecticut teaching certificate if they are a school athletic director, or just the coaching permit if they are considered an athletic program facilitator with no supervisory responsibilities. Those hired prior to July 1998 are grandfathered in their current positions in their current district only. Anyone grandfathered who moves into a new district or to a new position must comply with the new law effective October 1, 2013

**The law spells out new hiring standards** – Effective October 1, 2013, any school district hiring an individual as “school” athletic director must make certain the applicant has a coaching permit and either a state of Connecticut approved teaching certificate or the appropriate certification from the National Interscholastic Athletic Administrators Association. For school districts hiring an individual as a “district-wide” or “multi-school” athletic director must make certain the applicant have a coaching permit and either a state of Connecticut approved certificate in administration and supervision (092) or the appropriate master certification from the National Interscholastic Athletic Administrators Association. For more information about the new hiring standards call Fred Balsamo, Executive Director, Connecticut Association of Athletic Directors, (203) 651-3921. For more information about the National Interscholastic Athletic Administrators Association (NIAAA) certification program go to [www.caadinc.org](http://www.caadinc.org).

### **9.13 SAMPLE JOB DESCRIPTION – DIRECTOR OF ATHLETICS – NON-ADMINISTRATIVE POSITION**

**Title:** Director of Athletics

**Qualifications:**

1. Valid Connecticut teaching certification
2. Valid Connecticut coaching permit
3. Evidence of successful coaching and/or athletic administrative experience.

**Primary Goal:**

To provide each student with an opportunity to participate in an extracurricular athletic activity that will foster physical skills, personal growth, a sense of worth and confidence, and a knowledge and understanding of the pleasures of sport and the principles of fair play.

**Reports to:** Building principal

**Supervises:**

With the assistance of the building principal, supervises all personnel assigned to and associated with the athletic program.

**Administrative and Supervisory Responsibilities:**

1. Assists the principal with organizing the overall program of interscholastic athletics.
2. Keep the superintendent and building principal informed of current trends in athletics.
3. Assists the principal with the administering of policies and procedures and coordinates the recruiting, interviewing, selection, and assignment of coaches.
4. Assures all head coaches are evaluated annually.
5. Assures all head coaches assess assistant coaches annually.
6. Assists the principal in maintaining the necessary certification for all coaches, as required by the State Department of Education.
7. Interpret and communicate to staff, students and parents, all school, conference, and CIAC regulations governing interscholastic athletics.
8. Arranges for planning, organizing and conducting staff meetings and in-service programs.
9. Represent school at league meetings.
10. Arrange for transportation requirements for all athletic teams.
11. Schedules all interscholastic athletic events.
12. Hire officials, police, and other supervision as required and assume general responsibility for the proper supervision of all home contests.
13. Assists the principal with the development and implementation of appropriate rules and regulations governing the conduct of athletic activities.
14. Arrange all details of visiting teams and official's needs as appropriate.
15. Arrange practice schedules for use of athletic fields and facilities.
16. Review, revise and distribute student-athlete handbooks.
17. Review, revise and distribute coaches' handbook.
18. Assists the principal with eligibility rules and submits certified lists to the CIAC.
19. Assists the principal to provide and arrange for proper notification to student-athletes on local, league, and state athletic eligibility requirements.

## 9.0 PERSONNEL

20. Assists the principal with submitting to the CIAC all other appropriate forms and information as required regarding the athletic program.
21. Keep records of results of all school athletic contests, and maintain a record file of all award winners.
22. Assists the principal with providing athletes with information on eligibility, transfer rules, and other athletic regulations.
23. Assists the principal in providing medical coverage as needed for athletic contests and ensure that physical exam requirements are met by all student-athletes.
24. Assists the principal in the supervision of the athletic trainer and athletic department secretary, if applicable.
25. Assist personnel in the improvements of knowledge and instructional skills by encouraging participation in clinics, workshops and state meetings.
26. Foster support for the athletic program and school spirit among non-participants.
27. Assists the principal with maintaining proper levels of sportsmanship at all athletic contests.
28. Serve as a vehicle through which all matters pertaining to athletics are brought to the attention of the principal.

### **Financial Duties:**

1. Prepare and administer the athletic program budget in cooperation with the principal.
2. Requisition program supplies and equipment.
3. Assists the principal with all invoices submitted for payment.
4. Assists the principal with scheduled reviews of athletic accounts.
5. Assists the principal with supervising all ticket sales and for proper handling and accounting of funds.

### **Property, Equipment and Supplies:**

1. Establish procedures for use and care of all athletic facilities, equipment and supplies.
2. Direct coaches to prepare and submit inventories.
3. Supervise the maintenance of both indoor and outdoor athletic facilities.
4. Order, receive and distribute all newly purchased equipment and supplies.
5. Arrange for reconditioning and storage of out-of-season equipment and supplies.
6. Assists the principal with the preparation of all sites for home contests.

### **Public Relations:**

1. Assists the principal with planning a recognition program for school athletes.
2. Create good will and public relations among respective league members, parents, coaches and school administration.
3. Serve as liaison to booster groups.

### **Other:**

Perform such other duties that are consistent with the nature of the position and that may be requested by the principal and/or superintendent.

### **Evaluation:**

Evaluation will be conducted by the principal and reviewed by the superintendent in accordance with the performance responsibilities.



## 10.0 SEASON LIMITATIONS

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## **10.0 SEASON LIMITATIONS**

### **10.1 COMPLIANCE WITH CIAC WEEKLY LIMITATIONS ON “OUTSIDE” COMPETITION**

With increased frequency athletes are competing in approved “outside” competition over a two or three-day period. In most cases where this happens a participant would qualify on the first day and then compete again on the second and/or third day.

A competitor competing in a one, two or three day outside meet/tournament shall have that meet / tournament count as one of the allowable weekly competitions.

When a two or three day meet is conducted on both a Saturday and Sunday, a choice may be made as to which week it will count as one of the allowable weekly CIAC competitions.

If a one, two or three day outside meet / tournament is conducted within one week, the one charged weekly competition must be counted within that week.

### **10.2 FIRST DAY OF THE WEEK**

Sunday is to be considered the first day of a calendar week under CIAC regulations and policies governing number of games per week for all sports or number of “outside-of-CIAC” practice hours per week for gymnastics, tennis and swimming.\*

\*Exception: In sub-varsity football only, the scheduling week begins on Saturday and ends on Friday.

### **10.3 GAME LIMITATIONS / SEASON AND WEEK**

The limit in the number of games per season is to exclude games played with alumni and games in CIAC-sponsored tournaments, and league sponsored and administered playoff games. The limit of games per week is to exclude postponed games, one league playoff game and games played in CIAC-sponsored tournaments.

### **10.4 GAME LIMITATION / LEAGUE PLAYOFFS**

A. Weekly limitations may be extended by one (1) contest during one week only for the purpose of running a league tournament. At no time may weekly limitations exceed three (3) or four (4) \* total regularly scheduled games and tournament games combined in any one week. League playoff games are excluded from the season limitation.

\*Depending on the weekly limitations per sport.

B. League tournament games will count for CIAC tournament qualification under the following conditions:

- Game(s) must be included in the maximum regular season game limitations for the sport.

## 10.0 SEASON LIMITATIONS

- Game(s) must be listed on the regular season schedule submitted to the CIAC in accordance with the time lines established by CIAC sports committee. Those contests should be identified by the title of the tournament in which the team may qualify.
  - Game(s) must be played prior to the last day established by the CIAC for tournament qualifications.
  - Game(s) played as a third contest with another team during the regular season will not count for tournament purposes.
- C. League tournament games will not count for tournament qualifications under all other conditions.
- D. No regular season game added after the first allowable play day for that sport will count for CIAC tournament qualification.

## 10.5 RELIGIOUS HOLIDAYS AND SCHOOL ACTIVITIES

The Board of Directors has been asked on many occasions to provide direction to its membership regarding the scheduling of school activities so as not to conflict with religious holidays. The Board of Directors advises that it is not within its province to oversee the school calendars of the individual school districts throughout the state. In planning CAS-CIAC state activities the Board attempts to avoid conflicts with major religious holidays, major testing dates, or other major activities of statewide importance but it is not always possible. The Board, therefore, urges that the individual schools be sensitive to the social and religious mores of their individual communities and that they plan their school and student activities calendar so as not to conflict with the extra-school needs of large numbers of students, or to place them in the extreme position of having to choose between their religion and a major school activity. Please note that CIAC publishes dates three years in advance and schools should plan accordingly when scheduling school events such as proms to avoid conflict. Athletes should also be apprised of testing dates that do not conflict with their sport.

## 10.6 SEASON LIMITATIONS AND PRACTICE DATE POLICY

### A. Introduction

The CIAC Board of Control on November 20, 1980, voted to implement a policy on standardizing season calendars for all CIAC sports effective with the 1981-82 school year. The policy was developed by an ad hoc committee whose members represented the Connecticut Association of Athletic Directors, Connecticut High School Coaches Association and the CIAC, and was under the leadership of Chairman Art Kohs, Athletic Director, Xavier High School, Middletown. Prior to receiving CIAC Board of Control approval it was overwhelmingly endorsed by CAAD, CHSCA and individual CIAC sports committees.

The policy resolves the vast majority of CIAC's concerns relative to the establishment of calendar dates for the operation of all sports programs. The establishment of a standing committee whose responsibility it will be to regulate all dates for all sports will provide the type of impartial comprehensive coordination the CIAC has recognized as a need as its programs and tournaments continue to increase in number and capacity.

## 10.0 SEASON LIMITATIONS

### B. Establishment of a Committee

The CIAC Board of Control has established a committee composed of people who have expertise and experience in the operation and administration of athletic programs, to be known as the CIAC Committee on Seasons Limitations whose function it will be to:

1. Establish all starting and closing dates for all sports in as equitable a manner as possible. This shall be scheduled a minimum of three years in advance.
2. Deal with any concerns which are related to these dates.
3. Establish the specific seasons sports are to be played after seeking the advice of the relevant CIAC sports committee.

### C. Criteria to be Used by CIAC Committee on Seasons Limitations in the Establishment of Dates

1. Closing dates for all regular season contests and state competition in one season will be completed before practice begins for the following sports season, except for football. Consistency in establishing starting and closing dates in all sports is important.
2. All sports **teams will have a minimum of 14 practice days** before the date of the first scheduled competition. Sundays do not count as a day of practice. Saturdays and holidays may be used as practice days unless prohibited by local board policy or the CIAC committee on seasons limitations. An **individual athlete must participate in a minimum of 10 practices** prior to competition unless the athlete has been participating in a sport – for example, a football player in the CIAC championship series that overlaps with a winter sport would not be required to complete 10 practices prior to competition.
3. The starting dates for practice will be:
  - a. Fall Season -- Two Saturdays before Labor Day, except football (note below)
  - b. Winter Season -- Monday following Thanksgiving Day, except girls basketball (note below)
  - c. Spring Season -- Monday following the final weekend of CIAC boys basketball tournament

Note: All seasonal sports will begin at the same time with the exception that girls basketball will begin the Monday before Thanksgiving. (Tournaments for this sport will start one week earlier than boys basketball.) Football conditioning practice will be scheduled five days before the first fall practice date except for those schools which opt not to conduct spring football practice who may begin conditioning four days earlier.

Calendars will show, on a seasonal basis, the starting dates for practice and interschool competition, the closing dates for the regular season and the final dates for post season competition. It will be the responsibility of the seasons limitations committee to set the limits regarding maximum games per season, games per week, and date when tournament forms are due.

## **10.0 SEASON LIMITATIONS**

### **D. Rationale for CIAC Policy**

1. Eliminates much of the unnecessary overlapping of sports seasons.
2. Demonstrates consistency in starting and ending dates for all sports seasons while maintaining the present regulations with regard to the number of practice days, length of season and length of tournaments. Exception: football and girls basketball.
3. Affords schools the opportunity to utilize coaches in consecutive sports seasons.
4. Establishes a CIAC committee to deal exclusively with seasons limitations.
5. Eliminates hours of discussion and debate by the CIAC Board of Control and sports committees concerning the setting of dates, and in many instances, the subsequent changing of them.
6. Facilitates securing tournament sites on a long-range basis and will facilitate multi-year agreements.
7. Affords student-athletes the opportunity to pursue a variety of activities without being placed at a disadvantage.

## **10.7 SPECIALIZATION OF SPORTS AT AN EARLY AGE**

Specialization in one sport during the middle level and high school years, to the exclusion of most others, and too often at the expense of other equally valuable and wholesome activities, is at variance with the basic philosophical premise of American education, which seeks to produce well-rounded individuals with interests and abilities in many areas. Students should be discouraged from devoting all their energies and time to a single sport, but rather should be encouraged to allow themselves the experience of more than one sport. Boards of education should advocate and enact policies which encourage students to seek broadly based athletic experiences as well as broadly based academic programs. The school athletics program as well as community based athletic programs must be kept in perspective as providing experiences of many kinds for our youth.

The objective of the greatest possible personal growth of the student is best served by a varied program of activities, academic and athletic, which keeps proper perspective on the total development of the youngster from adolescence to adulthood, and which allows the student to do and be other things as well. School boards, school administrators, athletic directors, coaches, community recreation personnel and the parents of the student-athlete all have the responsibility of insuring that the student is afforded opportunities in several areas.

The formative years should be a time of growing in mind and body, a time of expanding horizons and outlook, not of specialization and narrowing of interests.

## **10.8 GAME LIMITATIONS AND PRACTICE DATES**

2013-2014 Boys – See page 227

2014-2015 Boys – See page 229

2015-2016 Boys – See page 231

2013-2014 Girls – See page 228

2014-2015 Girls – See page 230

2015-2016 Girls – See page 232

**BOYS 2013-2014 CIAC GAME LIMITATIONS AND PRACTICE DATES**

<u>Sport</u>	<u>First Practice Date</u>	<u>Date of First Contest</u>	<u>Maximum Games Season</u>	<u>Minimum Games CIAC Tournament</u>	<u>Maximum Games Per Week</u>	<u>Last Date to Count Tournament</u>	<u>Tentative Tournament Dates</u>
Cross Country	Aug. 24	Sept. 10	14	4	2	Oct. 24	Class Oct. 26; Open Nov. 1; NE Nov. 9
Football	<b>See below (Conditioning – See below)</b>	Sept. 10	11	8	1	Nov. 28	Playoff Dec. 3, 7, Finals Dec. 13, 14
Soccer	Aug. 24	Sept. 10	16	10	2 *	Oct. 31	Begin Nov. 4; Finals Nov. 15, 16
Basketball	Dec. 2	Dec. 18	20	12	2 *	Mar. 4	Begin Mar. 10; Finals Mar. 21, 22, 23
Ice Hockey	Dec. 2	Dec. 18	20	12	2 *	Mar. 6	Begin Mar. 10 ; Finals Mar. 21, 22
Indoor Track	Dec. 2	Dec. 18	14	1	2	Feb. 3	Class Feb. 6, 7, 8; Open Feb. 15; NE Mar. 1
Swimming	Dec. 2	Dec. 18	18	4	2 *	Mar. 8	Qual. Mar. 15; Class Mar. 18, 19, Open Mar. 22
Wrestling	Dec. 2	Dec. 18	18 **	8	2	Feb. 12	Class Feb. 21, 22; Open Feb. 28, Mar 1 NE Mar. 8, 9 (* * 8 of 18 may be multi-meets)
Baseball	Mar. 24 (Conditioning Mar. 17)	Apr. 9	20	12	3	May 29	Begin June 2; Finals June 13, 14
Golf	Mar. 24	Apr. 9	16	10	3	June 4	All classes June 9, 10 or 11
Lacrosse	Mar. 24	Apr. 9	16	10	2 *	May 28	Begin June 2; Finals June 14
Tennis	Mar. 24	Apr. 9	20	10	3	May 29	Classes May 31, June 2, 3, 4; Open June 6, 7, 9
Track	Mar. 24	Apr. 9	16	1	2	May 28	Class June 2, 3, 4; Open June 9; NE June 14, Decathlon June 17, 18
Volleyball	Mar. 24	Apr. 9	20**	12	3	May 29	Begin June 2; Finals June 13 (* * 2 of 20 may be non-counting Multi-team tournaments)

Important Holidays

Labor Day – September 2, 2013 / Thanksgiving Day -- November 28, 2013 / Memorial Day – May 26, 2014

WHEN PLAY DOWN GAMES ARE NECESSARY, THESE GAMES WILL BE SCHEDULED PRIOR TO THE FIRST TOURNAMENT DATE LISTED ABOVE.

\* Exception: May schedule three (3) contests in a week three (3) times during the regular season.

Required practice days – **Team** – 14 days / **Individual** – 10 days

**Spring Football Practice** -- To start no earlier than the Friday before Memorial Day to extend for a maximum of ten (10) days.

**FOOTBALL CONDITIONING / FIRST PRACTICE DATE / SPRING FOOTBALL** (Refer to Section 4.29.D. in the CIAC handbook for the rules and regulations governing spring football, conditioning week, and the practice options.)

**GIRLS 2013-2014 CIAC GAME LIMITATIONS AND PRACTICE DATES**

<u>Sport</u>	<u>First Practice Date</u>	<u>Date of First Contest</u>	<u>Maximum Games Season</u>	<u>Minimum Games CIAC Tournament</u>	<u>Maximum Games Per Week</u>	<u>Last Date to Count Tournament</u>	<u>Tentative Tournament Dates</u>
Cross Country	Aug. 24	Sept. 10	14	4	2	Oct. 24	Class Oct. 26; Open Nov. 1; NE Nov. 9
Field Hockey	Aug. 24	Sept. 10	16	10	2 *	Oct. 31	Begin Nov. 4; Finals Nov. 16
Soccer	Aug. 24	Sept. 10	16	10	2 *	Oct. 31	Begin Nov. 4; Finals Nov. 15, 16
Swimming	Aug. 24	Sept. 10	16	4	2 *	Nov. 2	Qual Nov. 9; Class Nov. 12, 13; Open Nov. 16
Volleyball	Aug. 24	Sept. 10	20 ** (**2 of 20 may be non-counting Multi-team tournaments)	12	3	Oct. 31	Begin Nov. 4; Finals Nov. 15, 16
Basketball	Nov. 25	Dec. 11	20	12	2 *	Feb. 25	Begin Mar. 1; Finals Mar 21, 22, 23
Gymnastics	Dec. 2	Dec. 18	14	6	2	Feb. 24	Team/Ind. Mar. 1; Open Mar 8; NE Mar 15
Indoor Track	Dec. 2	Dec. 18	14	1	2	Feb. 3	Class Feb. 6, 7, 8; Open Feb. 15; NE Mar 1
Golf	Mar. 24	Apr. 9	16	10	3	June 4	June 9, 10 or 11
Lacrosse	Mar. 24	Apr. 9	16	10	2 *	May 28	Begin June 2; Finals June 14
Softball	Mar. 24	Apr. 9	20	12	3	May 29	Begin June 2; Finals June 13, 14
Tennis	Mar. 24	Apr. 9	20	10	3	May 29	Class May 31, June 2, 3, 4; Ind June 6, 7, 9, 10
Track	Mar. 24	Apr. 9	16	1	2	May 28	Class June 2, 3, 4; Open June 9; NE June 14, Heptathlon June 17, 18

Important Holidays

Labor Day – September 2, 2013 / Thanksgiving Day -- November 28, 2013  
 Memorial Day – May 26, 2014

WHEN PLAY DOWN GAMES ARE NECESSARY, THESE GAMES WILL BE SCHEDULED PRIOR TO THE FIRST TOURNAMENT DATE LISTED ABOVE.

\* Exception: May schedule three (3) contests in a week three (3) times during the regular season.

Required Practice Days – **Team** – 14 days / **Individuals** – 10 days

**BOYS 2014-2015 CIAC GAME LIMITATIONS AND PRACTICE DATES**

<u>Sport</u>	<u>First Practice Date</u>	<u>Date of First Contest</u>	<u>Maximum Games Season</u>	<u>Minimum Games CIAC Tournament</u>	<u>Maximum Games Per Week</u>	<u>Last Date to Count Tournament</u>	<u>Tentative Tournament Dates</u>
Cross Country	Aug. 23	Sept. 9	14	4	2	Oct. 23	Class Oct. 25; Open Oct. 31; NE Nov. 8
Football	<b>See below (Conditioning – See below)</b>	Sept. 9	11	8	1	Nov. 27	Playoff Dec. 2, 6, Finals Dec. 12, 13
Soccer	Aug. 23	Sept. 9	16	10	2 *	Oct. 30	Begin Nov. 3; Finals Nov. 14, 15
Basketball	Dec. 1	Dec. 17	20	12	2 *	Mar. 3	Begin Mar. 9; Finals Mar. 20, 21, 22
Ice Hockey	Dec. 1	Dec. 17	20	12	2 *	Mar. 5	Begin Mar. 9; Finals Mar. 20, 21
Indoor Track	Dec. 1	Dec. 17	14	1	2	Feb. 9	Class Feb. 12, 13, 14; Open Feb. 21; NE Mar. 6 or 7
Swimming	Dec. 1	Dec. 17	18	4	2 *	Mar. 7	Qual. Mar. 14; Class Mar. 18, 19, Open Mar. 21
Wrestling	Dec. 1	Dec. 17	18 ** (* * 8 of 18 may be multi-meets)	8	2	Feb. 11	Class Feb. 20, 21; Open Feb. 27, 28 NE Mar. 7, 8
Baseball	Mar. 23 (Conditioning Mar. 16)	Apr. 8	20	12	3	May 28	Begin June 1; Finals June 12, 13
Golf	Mar. 23	Apr. 8	16	10	3	June 3	All classes June 8, 9 or 10
Lacrosse	Mar. 23	Apr. 8	16	10	2 *	May 27	Begin June 1; Finals June 13
Tennis	Mar. 23	Apr. 8	20	10	3	May 28	Classes May 30, June 1, 2, 3; Open June 5, 6, 8
Track	Mar. 23	Apr. 8	16	1	2	May 27	Class June 1, 2, 3; Open June 8; NE June 13, Decathlon June 16, 17
Volleyball	Mar. 23	Apr. 8	20** (* * 2 of 20 may be non-counting Multi-team tournaments)	12	3	May 28	Begin June 1; Finals June 12

Important Holidays

Labor Day – September 1, 2014 / Thanksgiving Day -- November 27, 2014 / Memorial Day – May 25, 2015

WHEN PLAY DOWN GAMES ARE NECESSARY, THESE GAMES WILL BE SCHEDULED PRIOR TO THE FIRST TOURNAMENT DATE LISTED ABOVE.

\* Exception: May schedule three (3) contests in a week three (3) times during the regular season.

Required practice days – **Team** – 14 days / **Individual** – 10 days

**Spring Football Practice** -- To start no earlier than the Friday before Memorial Day to extend for a maximum of ten (10) days.

**FOOTBALL CONDITIONING / FIRST PRACTICE DATE / SPRING FOOTBALL** (Refer to Section 4.29.D. in the CIAC handbook for the rules and regulations governing spring football, conditioning week, and the practice options.)



**GIRLS 2014-2015 CIAC GAME LIMITATIONS AND PRACTICE DATES**

<u>Sport</u>	<u>First Practice Date</u>	<u>Date of First Contest</u>	<u>Maximum Games Season</u>	<u>Minimum Games CIAC Tournament</u>	<u>Maximum Games Per Week</u>	<u>Last Date to Count Tournament</u>	<u>Tentative Tournament Dates</u>
Cross Country	Aug. 23	Sept. 9	14	4	2	Oct. 23	Class Oct. 25; Open Oct. 31; NE Nov. 8
Field Hockey	Aug. 23	Sept. 9	16	10	2 *	Oct. 30	Begin Nov. 3; Finals Nov. 15
Soccer	Aug. 23	Sept. 9	16	10	2 *	Oct. 30	Begin Nov. 3; Finals Nov. 14, 15
Swimming	Aug. 23	Sept. 9	16	4	2 *	Nov. 1	Qual Nov. 8; Class Nov. 11, 12; Open Nov. 15
Volleyball	Aug. 23	Sept. 9	20 ** (**2 of 20 may be non-counting Multi-team tournaments)	12	3	Oct. 30	Begin Nov. 3; Finals Nov. 14, 15
Basketball	Nov. 24	Dec. 10	20	12	2 *	Feb. 24	Begin Feb. 28; Finals Mar 20, 21, 22
Gymnastics	Dec. 1	Dec. 17	14	6	2	Feb. 23	Team/Ind. Feb. 28; Open Mar 7; NE Mar 14
Indoor Track	Dec. 1	Dec. 17	14	1	2	Feb. 9	Class Feb. 12, 13, 14; Open Feb. 21; NE Mar 6 or 7
Golf	Mar. 23	Apr. 8	16	10	3	June 3	June 8, 9 or 10
Lacrosse	Mar. 23	Apr. 8	16	10	2 *	May 27	Begin June 2; Finals June 14
Softball	Mar. 23	Apr. 8	20	12	3	May 28	Begin June 2; Finals June 13, 14
Tennis	Mar. 23	Apr. 8	20	10	3	May 28	Class May 30, June 1, 2, 3; Ind June 5, 6, 8, 9
Track	Mar. 23	Apr. 8	16	1	2	May 27	Class June 1, 2, 3; Open June 8; NE June 13, Heptathlon June 16, 17

Important Holidays

Labor Day – September 1, 2014 / Thanksgiving Day -- November 27, 2014  
 Memorial Day – May 25, 2015

WHEN PLAY DOWN GAMES ARE NECESSARY, THESE GAMES WILL BE SCHEDULED PRIOR TO THE FIRST TOURNAMENT DATE LISTED ABOVE.

\* Exception: May schedule three (3) contests in a week three (3) times during the regular season.

Required Practice Days – **Team** – 14 days / **Individuals** – 10 days

**BOYS 2015-2016 CIAC GAME LIMITATIONS AND PRACTICE DATES**

<u>Sport</u>	<u>First Practice Date</u>	<u>Date of First Contest</u>	<u>Maximum Games Season</u>	<u>Minimum Games CIAC Tournament</u>	<u>Maximum Games Per Week</u>	<u>Last Date to Count Tournament</u>	<u>Tentative Tournament Dates</u>
Cross Country	Aug. 29	Sept. 15	14	4	2	Oct. 29	Class Oct. 31; Open Nov. 7; NE Nov. 14
Football	<b>See below (Conditioning – See below)</b>	Sept. 15	10	8	1	Nov. 26	Playoff Dec. 1, 5, Finals Dec. 11, 12
Soccer	Aug. 29	Sept. 15	16	10	2 *	Nov. 5	Begin Nov. 9; Finals Nov. 20, 21
Basketball	Nov. 30	Dec. 16	20	12	2 *	Mar. 1	Begin Mar. 7; Finals Mar. 18, 19, 20
Ice Hockey	Nov. 30	Dec. 16	20	12	2 *	Mar. 3	Begin Mar. 7; Finals Mar. 18, 19
Indoor Track	Nov. 30	Dec. 16	14	1	2	Feb. 8	Class Feb. 11, 12, 13; Open Feb. 20; NE Mar. 4 or 5
Swimming	Nov. 30	Dec. 16	18	4	2 *	Mar. 5	Qual. Mar. 12; Class Mar. 15, 16, Open Mar. 19
Wrestling	Nov. 30	Dec. 16	18 **	8	2	Feb. 10	Class Feb. 19, 20; Open Feb. 26, 27; NE Mar. 4, 5
			(** 8 of 18 may be multi-meets)				
Baseball	Mar. 21 (Conditioning Mar. 14)	Apr. 6	20	12	3	May 26	Begin May 31; Finals June 10, 11
Golf	Mar. 21	Apr. 6	16	10	3	June 1	All classes June 6, 7 or 8
Lacrosse	Mar. 21	Apr. 6	16	10	2 *	May 25	Begin May 31; Finals June 11
Tennis	Mar. 21	Apr. 6	20	10	3	May 26	Classes May 28, 31, June 1, 2; Open June 4, 6, 7
Track	Mar. 21	Apr. 6	16	1	2	May 25	Class May 31, June 1, 2; Open June 6; NE June 11, Decathlon June 14, 15
Volleyball	Mar. 21	Apr. 6	20**	12	3	May 26	Begin May 31; Finals June 10
			(**2 of 20 may be non-counting Multi-team tournaments)				

Important Holidays

Labor Day – September 7, 2015 / Thanksgiving Day -- November 26, 2015 / Memorial Day – May 30, 2016

WHEN PLAY DOWN GAMES ARE NECESSARY, THESE GAMES WILL BE SCHEDULED PRIOR TO THE FIRST TOURNAMENT DATE LISTED ABOVE.

\* Exception: May schedule three (3) contests in a week three (3) times during the regular season.

Required practice days – **Team** – 14 days / **Individual** – 10 days

**Spring Football Practice** -- To start no earlier than the Friday before Memorial Day to extend for a maximum of ten (10) days.

**FOOTBALL CONDITIONING / FIRST PRACTICE DATE / SPRING FOOTBALL** (Refer to Section 4.29.D. in the CIAC handbook for the rules and regulations governing spring football, conditioning week, and the practice options.)

**GIRLS 2015-2016 CIAC GAME LIMITATIONS AND PRACTICE DATES**

<u>Sport</u>	<u>First Practice Date</u>	<u>Date of First Contest</u>	<u>Maximum Games Season</u>	<u>Minimum Games CIAC Tournament</u>	<u>Maximum Games Per Week</u>	<u>Last Date to Count Tournament</u>	<u>Tentative Tournament Dates</u>
Cross Country	Aug. 29	Sept. 15	14	4	2	Oct. 29	Class Oct. 31; Open Nov. 7; NE Nov. 14
Field Hockey	Aug. 29	Sept. 15	16	10	2 *	Nov. 5	Begin Nov. 9; Finals Nov. 21
Soccer	Aug. 29	Sept. 15	16	10	2 *	Nov. 5	Begin Nov. 9; Finals Nov. 20, 21
Swimming	Aug. 29	Sept. 15	16	4	2 *	Nov. 7	Qual Nov. 14; Class Nov. 17, 18; Open Nov. 21
Volleyball	Aug. 29	Sept. 15	20 ** (*2 of 20 may be non-counting Multi-team tournaments)	12	3	Nov. 5 6	Begin Nov. 9; Finals Nov. 20, 21
Basketball	Nov. 23	Dec. 9	20	12	2 *	Feb. 23	Begin Feb. 29; Finals Mar 18, 19, 20
Gymnastics	Nov. 30	Dec. 16	14	6	2	Feb. 22	Team/Ind. Feb. 27; Open Mar 5; NE Mar 12
Indoor Track	Nov. 30	Dec. 16	14	1	2	Feb. 8	Class Feb. 11, 12, 13; Open Feb. 20; NE Mar 4 or 5
Golf	Mar. 21	Apr. 6	16	10	3	June 1	June 6, 7 or 8
Lacrosse	Mar. 21	Apr. 6	16	10	2 *	May 25	Begin May 31; Finals June 11
Softball	Mar. 21	Apr. 6	20	12	3	May 26	Begin May 31; Finals June 10, 11
Tennis	Mar. 21	Apr. 6	20	10	3	May 26	Class May 28, 31, June 1, 2; Ind June 4, 6, 7
Track	Mar. 21	Apr. 6	16	1	2	May 25	Class May 31, June 1, 2; Open June 6; NE June 11, Heptathlon June 14, 15

Important Holidays

Labor Day – September 7, 2015 / Thanksgiving Day -- November 26, 2015  
 Memorial Day – May 30, 2016

WHEN PLAY DOWN GAMES ARE NECESSARY, THESE GAMES WILL BE SCHEDULED PRIOR TO THE FIRST TOURNAMENT DATE LISTED ABOVE.

\* Exception: May schedule three (3) contests in a week three (3) times during the regular season.

Required Practice Days – **Team** – 14 days / **Individuals** – 10 days

## CIAC 2012-13 Sports Participation

	Male	Female	Total
<b>Total:</b>	61514	46999	108513
<b>Grade 12</b>	13157	8725	21882
<b>Grade 11</b>	14859	11061	25920
<b>Grade 10</b>	16061	13107	29168
<b>Grade 9</b>	17437	14106	31543

Sport	Boys Teams				Girls Teams				Overall			
	Total Boys Teams	Total Boys	Total Girls	Total	Total Girls Teams	Total Girls	Total Boys	Total	Total Teams	Total Boys	Total Girls	Total
<b>Baseball</b>	178	6109	6	6115	Not Sponsored				178	6109	6	6115
<b>Basketball</b>	182	5392	8	5400	183	3972	0	3972	365	5392	3980	9372
<b>Cross Country</b>	174	3930	11	3941	174	2688	0	2688	348	3930	2699	6629
<b>Field Hockey</b>	Not Sponsored				81	3187	0	3187	81	0	3187	3187
<b>Football</b>	150	10263	21	10284	Not Sponsored				150	10263	21	10284
<b>Golf</b>	168	1854	95	1949	71	525	0	525	239	1854	620	2474
<b>Gymnastics</b>	Not Sponsored				78	440	0	440	78	0	440	440
<b>Ice Hockey</b>	69	1527	6	1533	Not Sponsored				69	1527	6	1533
<b>Lacrosse</b>	95	4646	13	4659	89	3649	0	3649	184	4646	3649	8308
<b>Soccer</b>	176	6869	50	6919	161	5827	0	5827	337	6869	5877	12746
<b>Softball</b>	Not Sponsored				177	4312	0	4312	177	0	4312	4312
<b>Swimming</b>	122	2184	368	2552	108	2479	0	2479	230	2552	2847	5031
<b>Tennis</b>	147	2507	34	2541	147	3288	0	3288	294	2541	3322	5829
<b>Track (Indoor)</b>	162	5049	5	5054	159	4678	0	4678	321	5049	9356	9732
<b>Track (Outdoor)</b>	173	7386	6	7392	171	6659	0	6659	344	7386	13318	14051
<b>Volleyball</b>	46	858	8	866	162	4582	0	4582	208	858	4582	5448
<b>Wrestling</b>	141	2940	82	3022	Not Sponsored				141	2940	82	3022
<b>Totals</b>	1983	61514	713	62227	1761	46286	0	46286	3744	61514	46999	108513

**APPENDIX B**  
**RULES OF ELIGIBILITY AND CONTROL FOR BOYS AND GIRLS HIGH SCHOOL ATHLETICS**  
**IN CONNECTICUT (Article IX – CIAC By-laws)**

*As adopted by*  
**THE CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE, INC.**  
**Effective July 1, 2013**

These rules apply in every athletic contest in all CIAC-controlled sports listed in Section VIII of this code in which a member school participates, regardless of opponent. These are minimal regulations of the CIAC. All levels of play of CIAC-controlled athletic contests including varsity, junior varsity, freshman or sports clubs representing any member school in interscholastic competition shall conform to the eligibility rules of the CIAC. Athletic teams are made up entirely of boys or entirely of girls; or are as otherwise provided in Section IV, paragraph F.

**I. SCHOLARSHIP**

For purpose of this rule the term “unit” refers to the traditional Carnegie Unit. A Carnegie Unit is herein defined as “200 minutes of recitation during a period of five consecutive school days for an entire school year.” Principals may equate any course offering with the Carnegie Unit, no matter what the scheduling pattern, by referring to the following: if a course is scheduled a minimum of 200 minutes during a period of five consecutive school days for a traditional nine-week marking period and awards at least ¼ credit for that period, including independent study, that course should be considered one-quarter of a Carnegie Unit of work; mini-courses, tri-semester courses, alternative school programs, shared time programs, D.E., D.W.E., and other cooperative community programs must meet the minimum time and credit requirements above to be considered a quarter of a Carnegie Unit of work.

**A.** To be eligible for fall sports a student must have received credit toward graduation at the close of the school year preceding the contest in at least four (4) Carnegie Units of work or its equivalent for which he or she has not previously received credit. “Equivalent” is any number of courses which are equal to one Carnegie Unit. Credit must be earned during the same academic year.

Through the PPT process or Section 504 meeting, the principal will make a determination on what constitutes an identified student’s equivalent of four (4) Carnegie Units of credit for athletic purposes. To this end, the principal shall rely on the student’s most recent IEP or Section 504 Plan to make the determination. A student enrolling in ninth grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grades 9-12 must meet the requirements found in Rule I.B.

**B.** A student cannot at any time represent a school unless taking at least four quarter Carnegie Units of work or its equivalent. During the school year a student must have received a passing mark in at least four (4) quarter Carnegie Units of work or its equivalent at the end of the regular marking period preceding the contest.

Student eligibility will be determined for all students on the date that report cards are distributed or on the fourteenth calendar day following the end of the marking period, whichever comes first. No Carnegie Unit or equivalent for which the student has already received credit shall be included in those required by this rule.

**C.** If computer, arena, or hand scheduling assigns an athlete less than four quarter Carnegie Units or equivalent of work in a marking period, that student is ineligible unless additional courses needed are added to the schedule.

**D.** Scholastic failures cannot be made up for eligibility purposes in any manner until the next report, except that credits earned during the summer by any regularly approved board of education procedure will be accepted for the purpose of determining the eligibility of students desiring to participate in the athletic program of the school in September. Scholastic incompletes must be made up within ten (10) school days following the date that student eligibility was determined for the respective marking period as defined above. Incomplete grades are not to be considered as passing grades.

It should be understood that the above regulations are minimal and do not prohibit a school from establishing more rigid eligibility standards.

Marking period grades (not semester grades) are to be used in determining scholastic eligibility to participate in interscholastic athletics during any given marking period.

To be eligible for fall sports, a student must have received credit toward graduation of four (4) Carnegie Units of work for which he has not previously received credit. The final academic grade average determines fall eligibility. Semester courses or mini courses completed earlier in the school year may be counted toward the four (4) units used in determining eligibility for fall season. Year-end failures may be made up through successful completion of LEA approved summer school work in courses failed.

## II. STUDENT ELIGIBILITY

A. The student shall be a member of that school in grade 9, 10, 11 or 12. A graduate from any secondary school is ineligible. In local public school districts where grade 10-12 high school exist, 9<sup>th</sup> grade students in a public JH/MS school, with local public school district approval, may participate at the local public school, where grades 10-12 exist. No student below grade 9 is allowed to practice or participate in any CIAC controlled sport. All situations which are not covered by this rule are to be referred in writing to the CIAC Board of Control prior to participation. **HOME SCHOOLED STUDENTS:** Eligibility to participate in interscholastic athletics is not to be extended to any student whose program is not under the direct supervision of a CIAC member school. This prohibition includes any recognition by member schools of home schooling as school district sponsored "alternative programs." Alternative programs, for the purposes of interscholastic athletics, are only to be recognized if they are developed by and function under the direct control of the local school system to serve the educational needs of a targeted group of students. Such programming generally relates to modifications in existing courses or placement in an alternative school which a district may sponsor and is available to all eligible students. Student-athlete participate at any state authorized public school of choice or any state authorized CHARTER, MAGNET, REGIONAL COOPERATIVE, INTER-DISTRICT SATELLITE SCHOOL STUDENTS: Eligibility to participate in interscholastic athletics at the sending school or school from which he/she would normally matriculate is extended to any student when the school does not offer any interscholastic athletic program. (1) The above listed alternative schools must be state authorized. (2) The above listed alternative schools need not be members of CIAC in order for their athletes to be allowed to play for the sending (home) school. (3) The principal of the CIAC member school at which the athlete would normally matriculate has the right to make the decision on the acceptance of these students in his/her athletic programs. The CIAC will allow such participation. However, the CIAC member school must approve of such participation before an alternative school athlete can participate. (4) The CIAC member school which accepts students from state approved alternative schools will be fully responsible for determining their eligibility status. An ineligible player from an alternative school will have the same impact on the status of the team from which he/she plays as all other athletes. (5) The CIAC will evaluate the eligibility of an alternative school athlete in the same manner that it now handles all other athletes. Student-athletes from the alternative school shall comply with all eligibility requirements of the sending school. Eligibility to participate in interscholastic athletics at the sending school or school from which he/she would normally matriculate is NOT extended to any student

when the receiving school does provide an interscholastic athletic program regardless of its offerings. However, choice programs housed in a member high school where academic programs and services are shared between the choice program and the member school, and the students who attend said programs receive their diploma from the host member high school, may participate in athletics in the high school in which their choice program is located.

The student must have been in membership at a secondary school for at least twelve (12) school weeks immediately preceding the time of participation, or regularly admitted from an elementary, middle, or junior high school within ten (10) school days from the opening of the succeeding school term. The time of summer vacation spent in summer school or private tutoring shall not be counted in the required twelve (12) weeks of school membership.

B. The student shall not have reached his or her 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.

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. **No student-athlete shall participate in the same branch of athletics more than four (4) seasons in grades 9-12 at any school.** Date of entry is defined as the first date of enrollment as a grade 9 student taking four (4) or more high school subjects. (1) Students who are not eligible or elect to not participate do not preserve additional semesters for use at a later time. That is, there is no fifth year of eligibility per se. (2) Once a student has attended 15 days or more, may apply through the member school for consideration of a hardship waiver. Hardship waiver requests will be considered for unforeseen, unavoidable or unusual circumstances that were beyond the control of the student and resulted in the student being unable to complete their academic requirements in four (4) years or eight (8) consecutive semesters. All such requests must be well documented. Waivers for serious medical situations that are well documented will also be considered when it is demonstrated the student was unable to complete any significant school work due to their medical condition and it is verified the school made every effort to provide an appropriate alternative program to the student. Injuries sustained in playing a CIAC-sponsored sport will not constitute grounds for a medical waiver for an additional semester/year of play in the sport in which the injury occurred. A waiver will be granted for a student who has been absent one or more semesters because of required military service. If a waiver is granted in any situation,

the semester granted must be the same as the semester waived – fall for fall, spring for spring. A waiver of the eight consecutive semester/four consecutive year rule will be granted only once to any athlete.

**(3)** The fact that a student has not participated for four seasons will not justify allowing such student to participate in interscholastic sports beyond the eighth semester after his or her entrance into the ninth grade.

**(4)** This is an eight semester attendance rule, i.e., eight semesters of time not eight semesters of participation or competition rule. **(5)** Exception: A student who interrupts his/her school career in order to participate in a CSIET approved foreign study program may have his/her eligibility extended for up to two semesters, provided the student does not participate out of country in sports he/she wishes to play upon his/her return, subject to approval by the CIAC.

The implementation date was July 2006, affecting all students entering 9<sup>th</sup> grade in September 2006 and after.

**C.** A student who transfers from a school to a CIAC member school during grade 10-11, or 12 without at the same time changing legal residence to another school district or school service area, or satisfying at least one of the following requirements must complete at least one year (365 days) of approved membership before being eligible for interscholastic competition in the same sport in which he or she was a participant in the present or preceding season during grades 10, 11 or 12 on the junior varsity or varsity team. (Legal residence is defined as location of legal guardian.) **(1)** A student who transfers after not less than a 90 calendar day membership from a non-state association member school to a member school and resides with a parent or legal guardian and satisfies Rule II.A. **(2)** A student who is a ward of the court or state and is placed in another school district or school service area by court order. Guardianship other than court administered does not fulfill this requirement. **(3)** A foreign exchange student who is placed in a member school by an exchange program approved by CSIET. Also, a student not in an approved CSIET exchange program who has NOT participated in an organized sports program, equivalent to or on a higher level than CIAC high school programs. **(4)** A student who marries and establishes a new residence in another school district or school service area. **(5)** A student who transfers to another school because his or her school ceases to operate. **(6)** A student who transfers to another school as the result of a reorganization, consolidation or annexation of his/her school in the district where he/she resides. In school districts without a high school that tuitions out their students, when a new option becomes available to all students in the district, in the first year only of the new option a student can transfer without loss of eligibility providing the transfer occurs at the start of the school year. Transfers during the school year will be subject to

the transfer rule. **(7)** A student ordered transferred within a school system, for other than athletic purposes, by a board of education or the governing body of a private or parochial school system. Transfer must take place within the same school system. **(8)** A student who, because of the divorce or separation of his/her parents or because of the death of a parent or legal guardian, moves into another school district or school service area or retains the same residence with one of the aforementioned parents and a parent(s) certifies the reason for the move as it relates to the divorce/separated parents or because of the death. For purposes of eligibility, transfer is permitted once per twelve month period which commences on the date of said transfer and must be approved by the CIAC Eligibility Committee before the student competes in interscholastic athletic competition. **(9)** A student eight (18) years or older who moves from one school district or school service area to another without being with a parent or parents and resides within the school district or school service area and complies with local board of education residency requirements will be eligible for participation. The transfer will be permitted once per twelve month period which commences on the date of said transfer and must be approved by the CIAC Eligibility Committee. **(10)** A student who completes the last grade available in the school system previously attended. **(11)** A student entering into a board of education approved exchange program between CIAC member schools for less than a full academic school year will retain interscholastic athletic eligibility with the sending school. **(12)** A student who transfers because the sending school discontinues a sport maintains athletic eligibility in any sport discontinued by the sending school, but is subject to the transfer rule in all sports not discontinued by the sending school. Such transfer will be permitted once per twelve month period commencing on the date of transfer and must be approved by the CIAC Eligibility Committee. **(13)** A special needs student, as identified by an IEP or 504 Plan, may transfer without loss of eligibility if the principal of the sending school attests in writing that the school is unable to provide the support services necessary for the student's academic success. Such transfer will be permitted once per high school career and must be approved by the CIAC Eligibility Committee. **(14)** Athletes will be permitted to transfer upon entering grade ten to participate in any public school open choice plan enacted by the State Legislature or any state authorized charter, regional cooperative, vo-tech, inter-district satellite, magnet or other public school choice option. Transfers in or out of a school of choice may only take place once during grades 10, 11 or 12. Student-athletes who transfer in or out of a school of choice at the start of the school year will retain their eligibility providing they

are otherwise eligible. Student-athletes who transfer out of a school of choice at the end of a school year must return to the school to which they would have been normally assigned by the board of education or be subject to the transfer rule. Student-athletes who transfer during the school year will be subject to all the provisions of the transfer rule unless they have a legal change of address to a new school district or meet one of the exceptions to the transfer rule. If a new charter, regional cooperative inter-district satellite magnet or other public school choice option receives state approval subsequent to the year of a transfer, the athlete may transfer at the start of the school year to that school without loss of eligibility. Transfers during the school year will be subject to the transfer rules.

**(15)** When for educational reasons and awaiting occupancy of a new residence a student enrolls at a new school at the beginning of a new year or semester, eligibility will begin on the date the family actually transfers residence. Approval must be granted by the CIAC Eligibility Committee and can occur not more than once during each school year. **(16)** When for educational reasons a parent or legal guardian moves to a new school district, the student, to gain eligibility at the new school without establishing a 365 day period of attendance, must transfer his/her enrollment simultaneously with the transfer of residence of parent or legal guardian, or no later than the beginning of the next school year. **(17)** A member school student returning from any foreign exchange program may resume interscholastic competition at the point of re-entry without receiving credits towards graduation provided the student meets all other requirements relative to age, years of eligibility, etc. **(18) Hardship** – Eligibility may be granted to a transfer student who does not meet the CIAC transfer standard when sufficient evidence, as determined by the CIAC Eligibility Committee, is provided to show that it was necessary for the student to transfer because of unforeseen, unavoidable, or unusual circumstances including, but not limited to, broken home conditions, terminal or serious illness of parent or sibling, death of a parent or guardian, abandonment, loss of school accreditation, bankruptcy and/or loss of principal income of legal guardian(s), and provided the transfer was not for athletic reasons and there was no undue influence.

Hardship is defined as an unforeseeable act, condition or event which may not reasonably and/or practically be avoided or corrected and which causes the imposition of a severe burden upon the student or his/her family. A hardship may be a situation which is unique to the student or his/her family which could not have been predicted, which does not apply to others in a similar setting, and over which the family has no control. **(19)** A student in grades 10, 11, or 12 who does not qualify for the transfer rule requirements 1 through 18 will be granted eligibility by application to the CIAC Eligibility Committee if the following are satisfactorily completed. After a period of

time equal to at least 50% of the school's varsity schedule following date of enrollment (first day of attending classes) in the receiving school for the affected sport, or from the date of the first school contest after the date of enrollment, if entry is after the first allowable play date, eligibility will be granted to a student who has participated (i.e., actually played in a CIAC-approved contest) at the JV or varsity level of play at any time during the present or preceding year at the sending school, who does not otherwise qualify for any of the above exceptions and when both the sending and receiving school principals sign a CIAC transfer waiver form certifying to the best of their knowledge that the student has not transferred for athletic reasons.\* If the season ends\*\* before the athlete sits a period of time equal to at least 50% of the varsity schedule has been completed, any remaining days of ineligibility shall be satisfied from the first allowable play date of the present school's regular season in that sport during the next school year unless he/she is a multi-sport athlete. In these cases, the remaining portion of the games will be served successively.

To qualify for the provisions of this section, a student must be a member of the team during the season in which the 50% wait period is applied.

\*A transfer for athletic reasons is defined as but not limited to:

- a. Seeking a change to a new school due to inducement or recruitment to play a sport.
- b. Seeking a superior athletic team.
- c. Seeking relief due to a conflict with the philosophy or action of an administrator, teacher or coach relating to sports.
- d. Seeking a team consistent with the student's athletic abilities.
- e. Seeking a means to nullify punitive action by the sending school for athletic reasons.
- f. Seeking to escape academic or other ineligibility at the sending school due to the school's academic standards.

\*\*Season ends on the last date to count for tournament play. Tournament play does not count toward the completion of 50% of the schedule.

**(20)** A student whose parents move out of the district any time after he or she becomes a grade 10 student may continue to be eligible in the same school provided enrollment is continuous (unbroken) in the same school.

**RESIDENCY** – The fact the guardianship papers have been issued, placing a student under the control of a person or persons other than his/her parent(s), does not



establish eligibility in the district of the guardian unless such papers are issued through a probate court judge. Residence with and support by any individual or individuals for a period of one calendar year does establish the residence of that individual or individuals as the residence of the student for athletic purposes.

**D.** A student shall not participate in or represent his or her school in more than one sport after the date of the school's first contest in that sport season, nor may that student represent more than one school during a season unless the student satisfies the conditions of Eligibility Rule II.C.

**E.** The CIAC season is defined as the period between the date officially designated by the CIAC as the beginning of the season for that sport and the close of the post season CIAC tournaments, except for those teams and/or athletes qualifying for the New England Tournaments. The conclusion of the New England tournaments will be the end of the season for these teams and/or athletes. In the case of a sport in which the CIAC does not sponsor a tournament, the three (3) sports seasons shall be defined as follows: Fall – the Monday of the week immediately preceding Labor Day to December 2, inclusive; Winter – November 1 to April 1; Spring – March 15 to the end of the school year.

**F.** A student who is a member of a school team after the first scheduled tournament, meet or game in any season shall not practice or compete with an outside team, or participate as an individual in non-CIAC tournaments, meets, tryouts\*, skills assessment\* or games in the same branch of athletics. (\*Please see exceptions-3.0 -Article XII. 1.1 in Handbook.) After the first tournament, meet or game of the CIAC seasons a student competing or practicing with a non-CIAC team or as an individual in non-team sports is not eligible to become a member of the CIAC team or squad in the same branch of athletics. Exceptions to Rule II.F. are: **(1)** Participation in parent/child tournaments and caddy tournaments. **(2)** Swimming, tennis, gymnastics, golf, indoor and outdoor track – a student 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.

**G.** A student shall not participate as a member of a team or as an individual in competition from which he or she receives personal economic gains because of his or her athletic skill.

A student shall always participate under his or her OWN NAME.

**H.** A student shall not participate in a post-season contest as a representative of his or her school except as provided in Article VII, Section A, of the CIAC by-laws.

**I.** Requests for exceptions to the eligibility rules (including the transfer rule) and related appeals to the Eligibility Review Board may be considered only after the actual transfer to the new school has taken place.

### III. PENALTIES

Violations of any sections of Rule II (Student Eligibility) shall mean that the student is suspended from all interscholastic athletics until he or she shall have been reinstated by the Board of Control of the CIAC.

A student of any member school of the CIAC may be barred from participation in athletic contests for violation of the CIAC by-laws. A student against whom a charge or protest has been filed shall have the privilege of having his or her case presented by his or her principal at the next scheduled meeting of the Board of Control.

### IV. GENERAL PROCEDURES

**A.** If a team uses an ineligible player, the game, whether won or lost, shall be counted, at the discretion of the CIAC Board of Control, as a defeat for the team on which the ineligible player played. For the opposing team such a game shall be counted as a victory. All such games shall be counted on the schedule of both teams as games played.

**B.** No member of the administration or teaching staff of a member school shall engage in, or cooperate in negotiations to induce a potentially eligible student to engage in professional sports, or to sign a contract before graduation or before leaving school. In case of violation the school will be issued a warning in writing for the first offense and be subject to suspension for the second offense.

**C.1.** A member school or any affiliated person or organization of that school may not recruit a student for athletic purposes. **C.2.** Recruiting is the use of undue influence and/or special inducement by anyone associated with a school in an attempt to encourage a prospective student to attend or remain at that school for the purpose of participating in interscholastic athletics. Refer to CIAC bylaw Art. X, Recruitment.

**D.** Within two (2) school days after the first game of each sport, an eligibility list must be submitted via the CIAC web site in each sport. An alphabetical list of pupils by name, date of birth, grade, school last attended (if a transfer student as defined under II.C.) certifying that these pupils are eligible for that season. As changes occur in eligibility (additions/deletions) they must be submitted, via the web site within two (2) school days to the CIAC. Failure to comply with this rule may be cause for probation. ALL questions of eligibility verification must be referred to the Executive Director.

**E.** The headmaster or principal of each member school agrees that the interpretation of these eligibility rules made by the Committee on Eligibility Rules of the Connecticut Interscholastic Athletic Conference shall be final, subject only to review by the Board of Control of the Conference.

**F.** Girls may participate on boys' teams. Girls may participate on either a girls team or a boys team in the same sport, but not both, within a time period of one school year. However, a member school has discretion to exclude girls from boys teams when it can demonstrate that its overall sports program does not limit athletic opportunities for girls.

Girls who participate on boys' teams, because the school does not offer a girls program in that sport, may enter either the boys or the girls tournament, but not both. Girls who choose to participate on a boy's teams when the school offers a girls' team in that sport, may only enter the boys' tournament. Boys may not participate on girls teams.

**G.** On the eve of or during a tournament event, when there is not sufficient time to follow normal administrative procedures regarding student or team ineligibility, or when any other issue arises that will interrupt normal tournament procedures, the executive director of CIAC (or his/her designee) in consultation with the CIAC chairperson, eligibility committee chairperson, and the chairperson of the tournament committee in question will make an appropriate ad hoc decision in consideration of the best interests of the tournament as a whole.

**V. SANCTIONS**

For these rules of eligibility and control the following definitions shall be used by the CIAC Board of Control:

**PROBATION** – A period of trial during which the school is monitored to determine compliance with the requirements of CIAC regulations.

**PROHIBITION** – The school cannot participate in any CIAC-sponsored meets or tournaments.

**SUSPENSION** – A school is removed from the CIAC and has the status of a non-member in all activities.

**FINE** – Punitive monetary fines not to exceed \$10,000 may be imposed.

**VI. EXCEPTIONS**

Requests for exceptions to the eligibility rules must be made according to Article VIII, Section B, 4, of the CIAC bylaws.

**VII. APPEALS**

Any appeals from the decisions of the Eligibility Committee must be made according to Article VIII, Section B, 6, of the CIAC bylaws.

**VIII. LIST OF CIAC-CONTROLLED ATHLETIC ACTIVITIES**

**GIRLS ACTIVITIES**

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross Country	Basketball	Golf
Field Hockey	Gymnastics	Lacrosse
Soccer	Indoor Track	Outdoor Track
Swimming		Softball
Volleyball		Tennis

**BOYS ACTIVITIES**

Cross Country	Basketball	Baseball
Football	Ice Hockey	Golf
Soccer	Indoor Track	Lacrosse
	Swimming	Outdoor Track
	Wrestling	Tennis
		Volleyball

**IX. EFFECTIVE DATE**

These rules shall be in effect on, and after July 1, 2013.

**X.** For the rule interpretations, Sunday is considered the first day of a calendar week.

**APPENDIX B**  
CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE  
30 Realty Drive, Cheshire, Connecticut 06410  
Telephone (203) 250-1111 / Fax (203) 250-1345

To CIAC Student Athletes:

The CIAC has provided this document so that you, the student-athlete, might have the means to be informed both of the CIAC bylaws and your rights under those bylaws. This is also your personal copy of the Rules of Eligibility and Control with which all member schools and their athletes are required to comply. You and your parents or legal guardian are strongly urged both to read this document carefully to acquaint yourselves with the important information it contains, and to save it for future reference. This document does not purport to list all CIAC athletic policies or regulations. Those can be found in the CIAC Handbook, a copy of which has been distributed to all member high schools.

**ATHLETES' RIGHTS OF DUE PROCESS**

There may come a time when, because of special circumstances, an athlete either commits an act, or fails to perform a duty, which results in his/her being declared ineligible to compete in a high school sport. In some cases, exceptions to the eligibility rules can be granted. All athletes have the right to the due process procedures listed below in seeking to have their eligibility restored.

**Step 1** – The athlete should first discuss the matter with the appropriate coach or athletic director. If it is felt that the circumstances of the case warrant a request for the exception to the rule, the high school principal should be informed.

**Step 2** – The high school principal then requests in writing to the CIAC Eligibility Committee that the matter be examined and an exception granted. Address of the committee: 30 Realty Drive, Cheshire, CT 06410.

**Step 3** – The CIAC Eligibility Committee will examine the facts of the case at its next regular meeting. The committee has the right to require that medical reports and/or other relevant documentation be provided.

**Step 4** – If the appeal is denied, the student's ineligibility remains in force for the period required in the regulations. The school has the right to request a hearing on the denial before the Eligibility Review Board within fourteen (14) days after said decision. If the Eligibility Committee decides that the circumstances of the case merit an exception, the matter will be forwarded to the Eligibility Review Board. In both cases the Eligibility Review Board will conduct a full hearing on the matter at its next scheduled meeting. Meeting time lines will be followed. At that time, the athlete, parents of the athlete, school representatives, and any other persons that may help to represent the athlete's case may appear and present evidence before the Eligibility Review Board. The Board has the right to require presentation of medical reports, financial data or other relevant documentation.

**Step 5** – The Eligibility Review Board will only consider the evidence presented in support of the athlete's case which has previously been disclosed to the school(s) or person(s) involved or who will be involved in the hearing or proceeding in sufficient time for such school(s) or person(s) to have reviewed the evidence, to have conducted an investigation of the matter, if appropriate, and to be prepared to present to the Board information deemed relevant to the athlete's case.

**Step 6** – The Eligibility Review Board will, following a full hearing and proper consideration of the facts of the case, render its decision, either to grant or deny the requested exception or to uphold the decision of the Eligibility Committee. If the exception is granted, the athlete's eligibility is restored immediately and retroactively. If it is denied, the student's eligibility remains in force for the period required in the regulations.

A member principal on behalf of the student-athlete has the right to request the Board of Control to review the Eligibility Review Board's decision within fourteen (14) days after said decision. Appeals of decisions of the CIAC Eligibility Review Board are final except the CIAC Board of Control reserves the right to review and act upon only those cases which it believes involve issues of critical and conflicting opinion among the Eligibility Committee and the Eligibility Review Board or which, as a result of other compelling reasons, deserves the attention of the CIAC Board of Control.

**APPENDIX B**  
CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE

**Policy Regarding Confidentiality of Information Relating to  
Student-Athletes, Member Schools, Sports Officials and Other Adults**

CIAC respects and seeks to protect the legitimate privacy interests of student-athletes. The following policy outlines what student-athlete information one should expect to provide to CIAC and how CIAC handles the use and disclosure of such information. The policy further sets forth how information relating to member schools, CIAC-registered officials and other adults will be handled by CIAC.

**STUDENT-ATHLETE INFORMATION**

CIAC regularly requires production of certain factual information needed to determine athletic eligibility of students and/or to enforce the CIAC constitution, bylaws, policies and procedures, and rules and regulations. The information includes both public and personal private student information. Such information routinely includes the student's (1) name; (2) home address; (3) age and date of birth; (4) academic records; (5) attendance records; and (6) information relating to a student's participation in interscholastic athletic competition. In some instances, CIAC may require certain health, and/or other records of students and/or financial records of parents/guardians.

- A. **General Policy** – It is CIAC policy that personal private information concerning student-athletes, provided by students or schools for the purpose of determining the eligibility of a student and to enforce the CIAC constitution, bylaws, policies and procedures, and rules and regulations, shall unless a waiver of disclosure is provided by the student or the student's parent(s) if the student is under the age of 18, be limited to such purposes and shall not be disclosed to persons not properly involved in the handling of the matter.

The name of the student, the name of the student's school, the eligibility rule at issue, and the mere finding of eligibility or ineligibility are not considered confidential.

B. **Confidentiality Prior to and During, Eligibility and Disciplinary Proceedings**

1. **Initial Consideration of Eligibility Matters** – On agendas of meetings and notices of special meetings to consider eligibility matters, the CIAC shall identify the name of students whose eligibility is in question, the name of the students' schools, and the eligibility rule(s) at issue.

Documents submitted to the CIAC in support of or opposing the eligibility of a student, and which contain personal private information about a student, should not be disclosed to third parties without approval of the student or, if the student is under the age of eighteen (18), the student's parent(s).

Where there is no dispute concerning the eligibility of a student or group of students, the CIAC shall, in open session, approve requests for determination of eligibility without discussion of particular circumstances. Where, however, there is any question of eligibility and consideration of the particular circumstances requires discussion of personal private information, such discussion should occur in executive session. Action taken merely to schedule an eligibility hearing should be taken in public session.

2. **Conduct of Eligibility Hearings** – During eligibility and disciplinary hearings, when a student, the student's family, and/or the student's school, anticipates that personal private information relating to the student-athlete and/or the student's family or others may be

disclosed, the student, the student's family, and/or the student's school may request that all or parts of the matter be closed to persons not involved in the hearing or affiliated with CIAC. Absent objection, and under normal circumstances, the presiding officer should honor such request.

If any person objects to closure of the hearing, the presiding officer shall consider the merits of the respecting positions and determine whether complete or partial closure of the matter is appropriate. In reaching such decision, the presiding officer shall carefully consider the privacy interests of students as the primary factor to be weighed, but shall take into account a general goal of openness of proceedings. Where closure is deemed appropriate, and it is feasible to do so, the presiding officer should limit closure to those parts of the hearing where personal private information of the student or the student's family is likely to be disclosed.

3. Disclosure of Eligibility, Disciplinary, and Other Decisions – Copies of correspondence, minutes of CIAC meetings, and other documents merely stating the determination of eligibility or ineligibility shall be freely disclosed to others. Copies of correspondence and other documents setting forth rationales for decisions may be disclosed unless such documents include discussion of personal private information of students and/or their families or others, in which case such documents shall be sent only to (1) the student-athlete; (2) appropriate representatives of the school(s) involved in the proceeding; (3) the student's and school's legal counsel, if identified; (4) members of the board of control; (5) appropriate members and employees of the relevant district committee(s); (6) the CIAC administrative staff; and (7) legal counsel for CIAC. Other persons may receive copies of such correspondence upon approval of the CIAC Executive Board (officers of CIAC).

CIAC may publish, on its web site, minutes and newsletters, the following: (1) the name of the student whose eligibility was in question; (2) the name of the student's school; (3) the eligibility rule at issue; and (4) the finding of eligibility or ineligibility. Where such information is provided, no discussion of the circumstances of the student's situation or the reasons or rationale for the decision shall be provided. For the benefit of the CIAC membership, summaries of the recommendations and rationales may be posted on its web site, minutes and newsletters, provided that no personal private information of the student, the student's family, or others, is disclosed.

Except as stated above, absent approval of the CIAC Executive Board, the CIAC administrative staff, board of control, and CIAC legal counsel shall treat personal private information of students, their families and others, including individual student records and letters setting forth rationales of decisions as confidential. All inquiries should be directed to the affected school(s). Upon request, the CIAC Executive Board may, in its discretion, authorize the disclosure of the rationales of the board of control or board(s) of appeal provided that such disclosure does not include personal private information of a student.

Any of the restrictions on disclosure set forth above may be waived upon consent of the student, if the student is under age of eighteen (18), the parents of the student whose eligibility is at issue.

- C. Information Relating to Athletic Performance of Students – CIAC regularly obtains or develops information related to the athletic performance of student-athletes who participate in CIAC-sponsored interscholastic athletic competition. As such performances occur in a public setting and cannot be considered confidential, such information will not be treated as confidential.

## INFORMATION CONCERNING MEMBER SCHOOLS AND ADULTS

- A. **General Policy** – It is CIAC policy that, as a general matter, information concerning (1) member schools; (2) personnel and representatives of member schools; (3) CIAC-registered officials; and (4) other adults, may be freely used and discussed by CIAC with no restrictions. Exceptions to this general approach are set forth below.
- B. **Confidentiality During Hearings** – Where actions may be taken against a school or its personnel, or CIAC-registered officials, pursuant to the provisions of the CIAC bylaws, the school or adults involved may request that all or parts of the matter be closed to persons not involved in the hearing or affiliated with CIAC. Under normal circumstances, and if no objection is made, such request may be honored by the presiding officer when potentially criminal conduct or the employment of member school coaches or other employees may be at issue. In other instances, the presiding officer should be reluctant to close the hearing.

If any person objects to closure of any part of the hearing, the presiding officer shall consider the merits of the respecting positions and determine whether complete or partial closure of the matter is appropriate. In reaching such decision, the presiding officer shall weigh the privacy interests of member school personnel and the legitimate interest of CIAC members and the public in knowledge of enforcement of the CIAC constitution, bylaws, policies and procedures, and rules and regulations. Where closure is deemed appropriate, and it is feasible to do so, the presiding officer should attempt to limit closure.

- C. **Disclosure of Disciplinary and Other Decisions** – Copies of correspondence, minutes of CIAC and other documents merely stating the determination of eligibility or ineligibility shall be freely disclosed to others. Copies of correspondence and other documents which include discussion of personal private information of individuals or information which relates to possible criminal matters and/or employment disciplinary matters shall be sent only to (1) appropriate representatives of the school(s) involved in the proceeding; (2) the school's legal counsel, if identified; (3) members of the board of control; (4) appropriate members of the relevant CIAC committee(s); (5) the CIAC administrative staff; and (6) legal counsel for CIAC. Other persons may receive copies of such correspondence upon approval of the CIAC Executive Board.

For the benefit of the CIAC membership, CIAC may publish, on their respective web site, minutes and newsletters, summaries of the decisions and rationales, provided that personal private information of individuals and information which relates to possible criminal matters and/or employment disciplinary matter is not published.

## APPENDIX C

### CIAC RULES OF ELIGIBILITY TRANSFER RULE II.C. REQUIREMENT #19

A student who does not qualify for the transfer rule requirements 1 through 18 will be granted eligibility by application to the CIAC Eligibility Committee if the following are satisfactorily completed:

After a period of time equal to at least 50% of the school's varsity schedule following date of enrollment (first day of attending classes) in the receiving school for the affected sport, or from the date of the first school contest after the date of enrollment, if entry is after the first allowable play date, eligibility will be granted to a student who has participated (i.e. actually played in a CIAC-approved contest) at the JV or varsity level of play at any time during the present or preceding year at the sending school, who does not otherwise qualify for any of the above exceptions and when both the sending and receiving school principals sign a CIAC transfer notification form certifying to the best of their knowledge that the student has not transferred for athletic reasons. \*If the season ends \*\*before the athlete sits a period of time equal to at least 50% of the varsity schedule has been completed, any remaining days of ineligibility shall be satisfied from the first allowable play date of the present school's regular season in that sport during the next school year unless he/she is a multi-sport athlete. In these cases, the remaining portion of the games will be served successively. To qualify for the provisions of this section, a student must be a member of the team during the season in which the 50% wait period is applied.

To qualify for the provisions of this section, a student must be a member of the team during the season in which the wait period is applied.

All questions, concerns or interpretations of the application of Requirement #19 should be immediately referred to CIAC staff. Appeals of actions related to Requirement #19 will be made before the Eligibility Review Board.

\*Definition of athletic reasons:

A transfer for athletic reasons is defined as, but not limited to:

- a. Seeking a change to a new school due to inducement or recruitment to play a sport.
- b. Seeking a superior athletic team.
- c. Seeking relief due to a conflict with the philosophy or action of an administrator, teacher or coach relating to sports.
- d. Seeking a team consistent with the student's athletic abilities.
- e. Seeking a means to nullify punitive action by the sending school for athletic reasons.
- f. Seeking to escape academic or other ineligibility at the sending school due to the school's academic standards.

\*\*Season ends on the last date to count for tournament play. Tournament play does not count toward the completion of 50% of the schedule.

#### **Points of Emphasis**

1. The transfer rule does not apply to grade nine (9) students. They may transfer at any time during or at the end of the ninth grade and remain eligible.
2. The transfer rule applies only when a student enters grade 10 and plays for the school in an interscholastic athletic contest. Athletic eligibility is then declared in that sport only. It is at that point that the CIAC transfer rule takes effect.



3. The addition to the transfer rule assures students who transfer after entering grade 10 and having had played in a sport during grade 10, 11, or 12 during the present or preceding year, the opportunity to become eligible following a wait period from the time of the first allowable play date for the sport, **IF** the principal of the sending school and receiving schools sign a CIAC waiver form certifying that to the best of their knowledge the student has not transferred for athletic reasons.

### **TRANSFER NOTIFICATION FORM**

**To be completed and submitted ONLY via online eligibility center**

**APPENDIX D**

CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE  
30 Realty Drive, Cheshire, Connecticut 06410  
Telephone (203) 250-1111 / Fax (203) 250-1345

**PROTEST FORM**

CIAC Eligibility Protest Form  
(See CIAC Bylaws, Article VIII, Section B.3.)

To: Executive Director  
CAS-CIAC, 30 Realty Drive, Cheshire, CT 06410

\_\_\_\_\_ High School hereby enters a protest against

\_\_\_\_\_ High School for violation of Eligibility Rule

\_\_\_\_\_  
(specify rule, section and paragraph)

Specific Details Below: (Names – dates – place – etc.)

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

\_\_\_\_\_  
Name of Principal

\_\_\_\_\_  
Name of Coach

\_\_\_\_\_  
Name of Athletic Director

\_\_\_\_\_  
Name of School Filing Protest

\_\_\_\_\_  
Date Protest Filed

## APPENDIX E

### CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE

30 Realty Drive, Cheshire, Connecticut 06410  
Telephone (203) 250-1111 / Fax (203) 250-1345

#### FORFEITURE FORM

(Section 4.0, Article 4.9, CIAC Handbook)

Forfeitures will be honored by CIAC sports committees when there is mutual agreement between the principals of the two schools involved in a game not played or terminated and the reasons for the forfeit have been approved by CIAC. If there is not mutual agreement and not playing the game impacts the tournament in any way, the CIAC sports committee Chair, in conjunction with CIAC staff and the tournament director will make the determination if the game should be forfeited. In the sport of football there must be an outcome to all games scheduled due to the tournament qualification point system.

When a game is being forfeited both schools involved must: (a) submit the forfeit form, which is found under the options for the sport in question in the CIAC Online Eligibility Center, within 72 hours of the scheduled time of the contest; and, (b) record the result of the game on their schedule as a win or loss (depending on if the school is giving or receiving the forfeit) with the word "Forfeit" entered in the field for the score of the game.

On the eve of a tournament when there is not sufficient time for normal administrative procedures (72 hours) if a question of team forfeiture arises the Executive Director or his/her designees, in consultation with the Chairman of the sports committee affected and the principals of the two schools will make an appropriate ad hoc decision in consideration of the best interests of the tournament as a whole.

Member schools must make every effort to complete their season as scheduled, including make-up games. Any effort to gain an advantage by not playing a game is unacceptable and subject to action by the CIAC board of control. Cancellation of any regular season contest/make-up to play in a league tournament will not be allowed.

Member schools will be required to submit regular season schedules for all sports controlled by CIAC in which member schools participate. (Determination of forfeitures will be based on this schedule.)

(CIAC interpretation of terms – postponed contest means the contest will be played at a later date – cancelled contest means the contest will not be played.)

**Varsity level contests ONLY. Do not report any contest other than a varsity contest.**

**FORFEITURE FORM MUST BE SUBMITTED VIA THE ONLINE ELIGIBILITY CENTER**

**APPENDIX F**  
**CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE**  
**2013-14 Certification of Compliance with CIAC**  
**Policy on Recruiting**

This form must be completed in full, bear the signatures of all appropriate personnel and be returned to the CIAC office not later than September 15 as required by the CIAC Policy on Recruiting.

1. This certificate of compliance with the CIAC recruiting policy must be submitted to the CIAC office not later than September 15, 2013.
2. Make a photocopy of the completed and signed form for school files.
3. It is essential that the form bear the signature of the principal, athletic director and the head coach in each varsity sport offered by the school. If the head coach in a particular sport(s) has not been determined, list TBA in the appropriate blank(s) and submit a photocopy of this form with that individual(s) signature after he/she has been determined and has reviewed the CIAC policy on recruiting.

Name of School \_\_\_\_\_ Type of School \_\_\_ Public \_\_\_ Private

**CERTIFICATION OF COMPLIANCE (Read Carefully)**

With my signature, I certify that I have read the CIAC policy on recruiting which has been adopted by the CIAC Board of Control and agree to comply with the provisions of this policy in full. I also certify that I will inform all necessary school personnel, as well as all other individuals associated with this school as defined in item A-3, of the provisions of this policy and of this school's intention to abide by those provisions. I understand that should I, for any reason, not sign this certification of compliance, it will be presumed by the CIAC office that I have read this policy and have agreed to comply with the provisions of this policy in full.

<u>Position</u>	<u>Name (Must be Legible)</u>	<u>Signature</u>
Principal	_____	_____
Athletic Director	_____	_____
Boys Basketball	_____	_____
Girls Basketball	_____	_____
Baseball	_____	_____
Boys Cross Country	_____	_____
Girls Cross Country	_____	_____
Field Hockey	_____	_____
Football	_____	_____
Boys Golf	_____	_____
Girls Golf	_____	_____
Girls Gymnastics	_____	_____
Boys Ice Hockey	_____	_____
Boys Lacrosse	_____	_____
Girls Lacrosse	_____	_____
Boys Indoor Track	_____	_____
Girls Indoor Track	_____	_____
Boys Outdoor Track	_____	_____
Girls Outdoor Track	_____	_____
Boys Soccer	_____	_____
Girls Soccer	_____	_____
Girls Softball	_____	_____
Boys Swimming/Diving	_____	_____
Girls Swimming/Diving	_____	_____
Boys Tennis	_____	_____
Girls Tennis	_____	_____
Boys Volleyball	_____	_____
Girls Volleyball	_____	_____
Wrestling	_____	_____

Recruiting policy is found in the CIAC bylaws, Section 3.0 of this Handbook



## **APPENDIX H**

### **CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE**

30 Realty Drive, Cheshire, Connecticut 06410  
Telephone (203) 250-1111 / Fax (203) 250-1345

#### **CIAC FORM FOR REPORTING OUT-OF-STATE GAMES**

It is required by all tournament committees that member schools report their out-of-state games to the CIAC office in order to obtain from these out-of-state schools their boy/girl enrollment for classification under the CIAC classification plan, or basketball tournament division, and to ascertain their standing as a member of their state association; also that they are an accredited school with their State Department of Education.

**Out-of-state form must be submitted via the online eligibility center  
Prior to the date of the first contest of the season.**

## APPENDIX I

### CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE

#### CONCUSSION MANAGEMENT AND RETURN TO PLAY REQUIREMENTS

##### “WHEN IN DOUBT – SIT IT OUT”

*A concussion is a type of traumatic brain injury or (TBI), “that changes how the cells in the brain normally work. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. Concussions can also result from a fall or from players colliding with each other or with obstacles, such as a goalpost” (Centers for Disease Control and Prevention, 2009).*

#### **PART I – SIGNS AND SYMPTOMS OF A CONCUSSION**

**A concussion should be suspected if any one or more of the following signs or symptoms are present, or if the coach/evaluator is unsure.**

1. **Signs of a concussion may include (what the athlete looks like):**
  - \* Confusion / disorientation / irritability
  - \* Trouble resting / getting comfortable
  - \* Lack of concentration
  - \* Slow response / drowsiness
  - \* Incoherent / slurred speech
  - \* Slow / clumsy movements
  - \* Loss of consciousness
  - \* Amnesia / memory problems
  - \* Act silly / combative / aggressive
  - \* Repeatedly ask same questions
  - \* Dazed appearance
  - \* Restless / irritable
  - \* Constant attempts to return to play
  - \* Constant motion
  - \* Disproportionate / inappropriate reactions
  - \* Balance problems
2. **Symptoms of a concussion may include (what the athlete reports):**
  - \* Headache or dizziness
  - \* Nausea or vomiting
  - \* Blurred or double vision
  - \* Over sensitivity to sound / light / touch
  - \* Ringing in ears
  - \* Feeling foggy or groggy

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

#### **PART II – RETURN TO PARTICIPATION (RTP)**

**Currently, it is impossible to accurately predict how long concussions will last. There must be full recovery before someone is allowed to return to participation. Connecticut law now requires that no athlete may resume participation until they have received written medical clearance from a licensed health care professional (physician, physician assistant, advanced practice registered nurse, athletic trainer) trained in the evaluation and management of concussions.**

#### **Concussion Management Requirements:**

1. No athlete SHALL return to participation (RTP) on the same day of concussion.
2. Any loss of consciousness, vomiting or seizures the athlete MUST be immediately transported to the hospital.
3. Close observation of an athlete MUST continue following a concussion. This should be monitored for an appropriate amount of time following the injury to ensure that there is no escalation of symptoms.

4. Any athlete with signs or symptoms related to a concussion MUST be evaluated from a licensed health care professional (physician, physician assistant, advanced practice registered nurse, athletic trainer) trained in the evaluation and management of concussions.
5. The athlete MUST obtain written clearance from one of the licensed health care professionals mentioned above directing them into a well-defined RTP stepped protocol similar to one outlined below. If at any time signs or symptoms should return during the RTP progression the athlete should cease activity\*.
6. After the RTP protocol has been successfully administered (no longer exhibits any signs or symptoms or behaviors consistent with concussions), final written medical clearance is required by one of the licensed health care professionals mentioned above for them to fully return to unrestricted participation in practices and competitions.

### **Medical Clearance RTP Protocol (Recommended one full day between steps)**

<u>Rehabilitation Stage</u>	<u>Functional exercise at each stage or rehabilitation</u>	<u>Objective of each stage</u>
1. No activity	Complete physical and cognitive rest until asymptomatic. School may need to be modified.	Recovery
2. Light aerobic activity	Walking, swimming or stationary cycling keeping intensity, <70% of maximal exertion; no resistance training.	Increase Heart Rate
3. Sport specific exercise	Skating drills in ice hockey, running drills in soccer; no head impact activities.	Add Movement
4. Non-contact training drills	Progression to more complex training drills, i.e., passing drills in football and ice hockey; may start progressive resistance training.	Exercise, coordination and cognitive load
5. Full contact practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff

\*If at any time symptoms should return during the RTP progression the athlete should stop activity that day. If the athlete's symptoms are gone the next day, she/he may resume the RTP progression at the last step completed in which no symptoms were present. If symptoms return and don't resolve, the athlete should be referred back to their medical provider.

#### References:

1. NFHS. Concussions. 2008 NFHS Sports Medicine Handbook (Third Edition). 2008: 77-82.  
<http://www.nfhs.org>
2. McCrory, Paul MBBS, PhD; Meeuwisse, Willem MD, PhD; Johnston, Karen MD, PhD; Dvorak, Jiri MD; Aubry, Mark MD; Molloy, Mick MB; Cantu, Robert MA, MD. Consensus Statement on Concussion in Sport 3<sup>rd</sup> International Conference on Concussion in Sport held in Zurich, November 2008. *Clinical Journal of Sport Medicine*: May 2009 – Volume 19 – issue 3 – pp 185-200.  
[http://journals.www.com/cjsportsmed/Fulltext/2009/05000/Consensus\\_Statement\\_on\\_Concussion\\_in\\_Sport\\_3rd.1.aspx](http://journals.www.com/cjsportsmed/Fulltext/2009/05000/Consensus_Statement_on_Concussion_in_Sport_3rd.1.aspx)
3. Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports*.  
[http://www.cdc.gov/NCIPC/tbi/Coaches\\_Tool\\_Kit.htm](http://www.cdc.gov/NCIPC/tbi/Coaches_Tool_Kit.htm).
4. U.S. Department of Health and Human Services Centers for Disease Control and Prevention. *A Fact Sheet for Coaches*. (2009). Retrieved on June 16, 2010. [http://www.cdc.gov/concusson/pdf/coaches\\_Engl.pdf](http://www.cdc.gov/concusson/pdf/coaches_Engl.pdf).

#### Resources:

- Centers for Disease Control and Prevention. *Injury Prevention & Control: Traumatic Brain Injury*. Retrieved on June 16, 2010. <http://www.cdc.gov/TraumaticBrainInjury/index.html>
- Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports Guide for Coaches*. Retrieved on June 16, 2010.



## APPENDIX I

### CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE

#### CONCUSSION EDUCATION AND AWARENESS FOR STUDENT-ATHLETES AND PARENTS

In 2010 the Connecticut Legislature passed a law requiring concussion management education for all coaches. Since the law our Coaching Education Program has provided over 13,000 coaches with the proper course developed in consultation with the State Department of Education, the Connecticut Concussion Task Force and the Connecticut Athletic Trainers Association. Many states have followed with their own concussion legislation and they require education be extended to student-athletes and parents. Therefore, the Connecticut Interscholastic Athletic Conference strongly urges all CIAC member schools require education about the signs and symptoms of concussions to all student-athletes and their parents prior to the student engaging in interscholastic activities. We recommend that you spend time in each pre-season meeting to present pertinent information regarding the recognition of a concussion signs and symptoms, the means of obtaining proper medical treatment for a person suspected of sustaining a concussion, the nature and risks of concussion, including the danger of continuing to play after sustaining a concussion and the proper method of allowing a student-athlete who has sustained a concussion to return to play. Supportive material which can aide in the dissemination of the information may include the following written material and videos.

- A Parent's Guide To Concussions:  
[http://www.casciac.org/pdfs/AParent'sGuidetoConcussion-April2013\(a\)\(2\).pdf](http://www.casciac.org/pdfs/AParent'sGuidetoConcussion-April2013(a)(2).pdf)
- NFHS Position Statement on Soft Headgear:  
<http://www.casciac.org/pdfs/2013NFHSSMACPositionStatementonSoftHeadgear.pdf>
- NFHS Position Statement on Invasive Medical Procedures:  
<http://www.casciac.org/pdfs/InvasiveMedicalProceduresPositionStatement-April 2013.pdf>

In addition, we are providing you with a sample consent form that should be issued and collected as a part of your permission form process. This consent form emphasizes the signs and symptoms of a concussion and the return to play protocol and requires both the student-athlete and the parent signature.

- Sample Concussion Consent Form:  
<http://www.casciac.org/pdfs/SampleConcussionConsentForm.pdf>

NOTE: The files listed above may be downloaded from the CIACsports.com website (by choosing the "Sports Medicine & Concussion Info" option under the "CIAC for Students and Parents" menu, or via the "Downloads" tab in the Online Eligibility Center.

# CONCUSSION AND HEAD INJURY STUDENT/PARENT AWARENESS AND CONSENT FORM

\_\_\_\_\_ High School

NOTE: Very often a student-athlete may receive a serious head injury and it may have delayed symptoms. Also, the injured student-athlete will most likely not be able to articulate the seriousness of their injury so it is imperative that parents and other student-athletes understand and recognize the hazards associated with a concussion so they can assist in getting the injured athlete immediate medical care. This document was developed to provide student-athletes and their parents with a review of current and relevant information regarding concussions and head injuries.

*A concussion is a type of traumatic brain injury or (TBI), "that changes how the cells in the brain normally work. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. Concussions can also result from a fall or from players colliding with each other or with obstacles, such as a goalpost" (Centers for Disease Control and Prevention, 2009).*

## **PART I – SIGNS AND SYMPTOMS OF A CONCUSSION**

**A concussion should be suspected if any one or more of the following signs or symptoms are present, or if the coach/evaluator is unsure.**

- Signs of a concussion may include (what the athlete looks like):**
  - \* Confusion / disorientation / irritability
  - \* Trouble resting / getting comfortable
  - \* Lack of concentration
  - \* Slow response / drowsiness
  - \* Incoherent / slurred speech
  - \* Slow / clumsy movements
  - \* Loss of consciousness
  - \* Amnesia / memory problems
  - \* Act silly / combative / aggressive
  - \* Repeatedly ask same questions
  - \* Dazed appearance
  - \* Restless / irritable
  - \* Constant attempts to return to play
  - \* Constant motion
  - \* Disproportionate / inappropriate reactions
  - \* Balance problems
- Symptoms of a concussion may include (what the athlete reports):**
  - \* Headache or dizziness
  - \* Nausea or vomiting
  - \* Blurred or double vision
  - \* Over sensitivity to sound / light / touch
  - \* Ringing in ears
  - \* Feeling foggy or groggy

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

## **PART II – RETURN TO PARTICIPATION (RTP)**

**Currently, it is impossible to accurately predict how long concussions will last. There must be full recovery before someone is allowed to return to participation. Connecticut law now requires that no athlete may resume participation until they have received written medical clearance from a licensed health care professional (physician, physician assistant, advanced practice registered nurse, athletic trainer) trained in the evaluation and management of concussions.**

### **Concussion Management Requirements:**

1. No athlete SHALL return to participation (RTP) on the same day of concussion.
2. Any loss of consciousness, vomiting or seizures the athlete MUST be immediately transported to the hospital.

3. Close observation of an athlete MUST continue following a concussion. This should be monitored for an appropriate amount of time following the injury to ensure that there is no escalation of symptoms.
4. Any athlete with signs or symptoms related to a concussion MUST be evaluated from a licensed health care professional (physician, physician assistant, advanced practice registered nurse, athletic trainer) trained in the evaluation and management of concussions.
5. The athlete MUST obtain written clearance from one of the licensed health care professionals mentioned above directing them into a well-defined RTP stepped protocol similar to one outlined below. If at any time signs or symptoms should return during the RTP progression the athlete should cease activity\*.
6. After the RTP protocol has been successfully administered (no longer exhibits any signs or symptoms or behaviors consistent with concussions), final written medical clearance is required by one of the licensed health care professionals mentioned above for them to fully return to unrestricted participation in practices and competitions.

**Medical Clearance RTP Protocol (Recommended one full day between steps)**

<u>Rehabilitation Stage</u>	<u>Functional exercise at each stage or rehabilitation</u>	<u>Objective of each stage</u>
1. No activity	Complete physical and cognitive rest until asymptomatic. School may need to be modified.	Recovery
2. Light aerobic activity	Walking, swimming or stationary cycling keeping intensity, <70% of maximal exertion; no resistance training.	Increase Heart Rate
3. Sport specific exercise	Skating drills in ice hockey, running drills in soccer; no head impact activities.	Add Movement
4. Non-contact training drills	Progression to more complex training drills, i.e., passing drills in football and ice hockey; may start progressive resistance training.	Exercise, coordination and cognitive load
5. Full contact practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff

If at any time symptoms should return during the RTP progression the athlete should stop activity that day. If the athlete’s symptoms are gone the next day, she/he may resume the RTP progression at the last step completed in which no symptoms were present. If symptoms return and don’t resolve, the athlete should be referred back to their medical provider.

**PART III – HEAD INJURIES**

Injuries to the head includes:

- **Concussions:** (See above information). There are several head injuries associated with concussions which can be severe in nature including:
  - a) **Second Impact Syndrome** – Athletes who sustain a concussion, and return to play prior to being recovered from the concussion, are also at risk for Second Impact Syndrome (SIS), a rare but life-altering condition that can result in rapid brain swelling, permanent brain damage or death; and
  - b) **Post Concussion Syndrome** – A group of physical, cognitive, and emotional problems that can persist for weeks, months, or indefinitely after a concussion.
- **Scalp Injury:** Most head injuries only damage the scalp (a cut, scrape, bruise or swelling) ... big lumps (bruises) can occur with minor injuries because there is a large blood supply to the scalp.

For the same reason, small cuts on the head may bleed a lot. Bruises on the forehead sometimes cause black eyes 1 to 3 days later because the blood spreads downward by gravity;

- **Skull Fracture:** Only 1% or 2% of children with head injuries will get a skull fracture. Usually there are no other symptoms except for a headache at the site where the head was hit. Most skull fractures occur without any injury to the brain and they heal easily;
- Brain injuries are rare but are recognized by the presence of the following symptoms:  
(1) Difficult to awaken, or keep awake or (2) confused thinking and talking, or (3) slurred speech, or (4) weakness of arms or legs or (5) unsteady walking (American Academy of Pediatrics – Healthychildren, 2010).

I have read and understand this document the “Student/Parent Awareness and Consent Form” and understand the severities associated with concussions and the need for immediate treatment of such injuries.

Student name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_  
(Print name)

Parent name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_  
(Print name)

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<http://www.healthychildren.org/english/tips-tools/symptom-checker/pages/Head-Injury.aspx>

Resources:

- Centers for Disease Control and Prevention. *Injury Prevention & Control: Traumatic Brain Injury*. Retrieved on June 16, 2010. <http://www.cdc.gov/TraumaticBrainInjury/index.html>
- Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports Guide for Coaches*. Retrieved on June 16, 2010.

## APPENDIX J

### GRIEVANCE PROCEDURES FOR SECTION 504 OF THE REHABILITATION ACT OF 1973

#### CONNECTICUT ASSOCIATION OF SCHOOLS

##### Section 504 Grievance / Complaint Procedures

Section 504 prohibits discrimination on the basis of disability. For the purposes of Section 504, the term “disability” with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment.

#### I. DEFINITIONS

**Major Life Activities** – Include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

**Physical or Mental Impairment** – (a) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin and endocrine or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

#### II. PROCEDURES FOR GRIEVANCES/COMPLAINTS ALLEGING DISCRIMINATION ON THE BASIS OF DISABILITY

- A. Any eligible person who feels that he/she has been discriminated against on the basis of disability may submit a written complaint to the Section 504 Coordinator within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints facilitates the prompt investigation and resolution of such complaints. If the complaint is made verbally, the individual taking the complaint will reduce it to writing.
- B. Retaliation against any individual who complains pursuant to the organization’s policy and regulations listed herein is strictly prohibited. The organization will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting or complaint of disability-based discrimination, or as a result of an individual’s participation or cooperating in the investigation of a complaint. The organization will take necessary actions to prevent retaliation as a result of filing a complaint or the participation in an investigation of a complaint.
- C. If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted directly to the Executive Director who may conduct the investigation or appoint a designee to conduct the investigation.

D. Complaints will be investigated promptly within timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.

E. The complaint should contain the following information:

- 1) The name of the complainant;
- 2) The date of the complaint;
- 3) The date(s) of the alleged discrimination;
- 4) The names of any witness(es) or individuals relevant the complaint; and
- 5) A detailed statement describing the circumstances in which the alleged discrimination occurred.

However, all complaints will be investigated to the extent possible, even if such information is not included in the complaint. In such circumstances, additional information may be requested by the investigator as part of the investigation process.

F. Upon receipt of the complaint, the individual investigating the complaint shall:

- 1) Provide a copy of the written complaint to the Executive Director;
- 2) Meet with the complainant within ten (10) business days to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
- 3) Provide the complainant with a copy of the organization's Section 504 policy and applicable procedures;
- 4) Investigate the factual basis for the complaint, including interviews with individuals with information and review of documents relevant to the complaint;
- 5) Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
- 6) Communicate the outcome of the investigation in writing to the complainant, and to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements) within fifteen (15) business days from the date the complaint was received by the Section 504 Coordinator or Executive Director. The investigator may extend this deadline for no more than fifteen additional business days if needed to complete the investigation. The complainant shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify how the organization will remedy any identified violations of Section 504;
- 7) After an investigation, the parties may attempt to resolve any potential violation of Section 504 and/or the complainant's concerns, if possible;
- 8) Ensure that appropriate corrective action is taken whenever allegations are verified.

9) If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint.

G. If the complainant is not satisfied with the findings and conclusions of the investigation, the complainant may present the complaint and written outcome to the Executive Director for review and reconsideration within thirty (30) calendar days of receiving the findings. This process provides an opportunity for complainants to bring information to the Executive Director's attention that would change the outcome of the investigation. In submitting the complaint and written outcome for review, the complainant must explain why he/she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the investigator's determination in the case. Failure to do so may result in the denial of the review.

Upon review of a written request from the complainant, the Executive Director shall review the investigative results of the Section 504 Coordinator and determine if further action and/or investigation is warranted. Such action may include consultation with the investigator and complainant, a meeting with appropriate individuals to attempt to resolve the complaint or a decision affirming or overruling the investigator's conclusions or findings. The Executive Director shall provide written notice to the complainant of the proposed actions within ten (10) business days following the receipt of the written request for review.

III. **The Section 504 Coordinator for this organization is:**

Susan Kennedy, Assistant Executive Director, CAS-CIAC

Telephone: (203) 250-1111 x 3926

CONNECTICUT ASSOCIATION OF SCHOOLS  
**SECTION 504 DISCRIMINATION COMPLAINT FORM**

1. Name of Complainant \_\_\_\_\_

Date \_\_\_\_\_

2. Contact Information for Complainant

Address \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Cell and/or Work Telephone Number \_\_\_\_\_

3. Name of the Covered Individual \_\_\_\_\_

4. Address of Covered Individual (if different from above)

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

5. Please describe the nature of your complaint

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



CONNECTICUT ASSOCIATION OF SCHOOLS  
SECTION 504 / ADA  
EMPLOYEE REQUEST FOR ACCOMMODATION

1. Name of Employee \_\_\_\_\_ Title/Position \_\_\_\_\_

2. Eligibility Determination

**Individuals considered eligible for protection from discrimination under Section 504/ADA are those who have a physical or mental impairment that substantially limits a major life activity.**

A. Please describe your mental or physical disability: \_\_\_\_\_  
\_\_\_\_\_

B. Please describe the major life activity substantially limited by your disability: \_\_\_\_\_  
\_\_\_\_\_

C. Please describe how your disability affects your ability to perform essential job functions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Please describe the specific accommodation(s) being requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Have you attached medical documentation to support your request?     \_\_\_ Yes     \_\_\_ No

F. If "no", please provide the name and contact information for your treating physician:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

3. Authorization to Communicate with Medical Provider

I hereby authorize my employer, the Connecticut Association of Schools, to obtain, and for the medical provider listed above, to release, confidential protected health information to the Dr. Karissa Niehoff, Executive Director for the limited purpose of determining any work related restrictions and/or accommodations which may be necessary in order to fulfill the essential function of my employment responsibilities. Any information received by my employer pursuant to this authorization shall be subject to all applicable state and federal confidentiality laws governing further use and disclosure of such information. In addition, pursuant to the Genetic Information Nondiscrimination Act of 2008 (GINA), this authorization does **not** include permission for my medical provider to provide any genetic information relating to me or a family member, except as otherwise specifically allowed by GINA, to my employer. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**ONCE COMPLETED, THIS FORM, ALONG WITH SUPPORTING DOCUMENTATION SHOULD BE FORWARDED TO DR. KARISSA NIEHOFF, EXECUTIVE DIRECTOR.**

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