

ROCKY HILL  
HIGH SCHOOL  
  
ATHLETIC  
HANDBOOK



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## STAFF DIRECTORY

ROCKY HILL HIGH SCHOOL  
50 Chapin Ave.  
Rocky Hill, CT 06067

Phone: (860) 258-7721  
Fax: (860) 258-7735

Principal: Mr. Mario Almeida  
Assistant Principal: Mr. Edward Malizia  
  
Athletic Director: Mr. Thomas McCabe

### ATHLETIC MEDICINE

Athletic Trainer Solutions  
466 South Elm Street  
Wallingford, CT 06492  
(860) 805-7259 Fax 203-265-1505  
e-mail: [edk@athletictrainersolutions.com](mailto:edk@athletictrainersolutions.com)  
web address: [www.athletictrainersolutions.com](http://www.athletictrainersolutions.com)

Athletic Trainer: Ed Kravitz  
School Nurse: Maureen Schaffer

## **Athletic Trainer Services**

Athletic trainer services are contracted between Athletic Trainer Solutions and the Rocky Hill School District. Whenever possible, a certified athletic trainer will be on duty at home athletic contests. A trainer is also available periodically after school for evaluation of athletic injuries. Whenever necessary, athletes with injuries are encouraged to see the trainer for a physical evaluation. Students who can not see a trainer while at school may get an evaluation at the facility of their choice. Evaluations performed at the school are free of charge to all athletes. There will be instances where an athlete's injury will require additional medical treatment. The athletic trainer may refer an athlete to his/her family doctor, or may recommend a conditioning or rehabilitation program. Payment for such additional treatment is explained in this handbook under "Injuries/Insurance".

## **Attendance Policy – Athletics**

Students are required to be in school by 10:30am to be eligible to participate or attend extra-curricular activities that day (with the exception of approved field trips). This includes both contests and practices. For those sports that hold practice before school, students must also attend school that day. Students who fail to abide by this regulation will become ineligible to participate in the next contest or practice, depending on which was attended improperly.

All teams will have a written policy regarding attendance regulations, which will address the expectations of athletes and the action to be taken when an athlete violates the policy. Included in this policy will be the actions taken for student who misses a practice the day before a contest.

All sports have practices, and most have contests scheduled during school vacations. Team attendance expectations and rules apply the same for these periods, and family vacations are not exempt from the policies of any team.

## **Awards**

In order to receive an Athletic Department award, a student must complete the season as an active member of the team. Eligible athletes are presented **Class Numerals** for first participation in any sport on any level. Upon recommendation of the head coach and approval by the Athletic Director, an athlete meeting the established criteria for a sport may earn a **Varsity letter**. The first time this letter is earned the athlete receives a Chenille letter and a **Gold Team Pin**. An athlete who earns an additional letter in a different sport will receive an additional team pin for that sport. Special pins are available for Managers and Team Captains. Under extenuating circumstances, a coach may recommend a student to the athletic director for a varsity letter who has not fulfilled the varsity letter criteria. Such recommendation must include a written statement describing the reasons that warrant consideration for an exception.

## **Awards Night**

Following each sports season, the school hosts a Sport's Awards Night open to all athletes (Varsity, JV and freshman), and their families. Athletes from each sport and their families meet with their teammates and coaches for presentation of certificates and a season wrap-up. Athletes, families and coaches from all sports also gather as a large group in the auditorium for presentation of special awards. These awards are presented to those athletes deserving of special recognition, such as Team MVP, Rookie of the year, etc. Athletes are expected to dress appropriately for awards night.

## **Captains**

Captains will be selected for each varsity sport. To be eligible for a team captaincy, an athlete must:

- Have varsity experience;
- Have demonstrated leadership potential, dependability, commitment to the team, and good sportsmanship;
- Have no failing grades on the most recent report card;
- Be a positive role model;
- Have no violation of a school rule that resulted in a suspension from school during the current school year.

Captains who do not hold to the above standards may be removed as team captain after an informal hearing with the coach and Athletic Director.

Each head coach is responsible for the selection of team captains, the duration of the assignment, and the number of captains for each team. No team shall have more than three captains unless approved by the Athletic Director.

Each season, the CCC hosts a Captains' Training Seminar and Luncheon. Captains from each sport and from each school meet to discuss relevant issues within the league and to promote positive sportsmanship between league schools. All team captains are required to attend.

## **Captain's Practices**

The term "Captain's Practice" usually means the team's captain organizing and conducting practice sessions for the sport without adult supervision. The CIAC and CCC do not in any way sanction, encourage or condone "Captain's Practice" in any sport. "Captain's Practice", depending on the member school's involvement, may be a clear violation of the season limitations eligibility rule or certainly a violation of the spirit of the rule.

## **CIAC**

The Connecticut Interscholastic Athletic Conference is the governing body for high school athletics in the state. Their website "casciac.org" can provide a wide variety of information including eligibility criteria for athletes, schedules for any team in the state (see "Schedules" in this handbook), directions to any athletic facility or high school in the state (see "Directions"), athletic contest results, tournament schedules, pairings and results.

## **CIAC Scholar-Athlete**

Each year, the CIAC recognizes one male and one female senior athlete from each school in the state as the Scholar-Athletes of the year. These athletes are recognized at a banquet in May.

## **Conditioning Programs**

In accordance with CIAC rules, athletes may participate in a school-run conditioning program out of season. These programs are not mandatory and can not be sport specific. Athletes who elect to participate must have a physical exam on record within one year of the dates of the conditioning program. Athletes may participate in private conditioning programs at their own expense.

## **Conference Affiliation**

Rocky Hill participates in the Central Connecticut Conference a 4 league division with 8 teams in each division comprising a 32 team league. The purpose of the Central Connecticut Conference is to allow member schools, through a formal organization, to best serve the aims of their inter-scholastic athletic programs. These aims include the development of friendly rivalries, new friendships, improved playing skills, better community relations, and the

fostering at all times, by word and action, the qualities of fair play, courtesy, and good sportsmanship on the part of the coach, the player, the student body, and the community.

### **Conflict Resolution**

1. An athlete and coach should first attempt to resolve any issues.
2. If the conflict cannot be resolved between the athlete and coach, the athlete should make an appointment to meet with the Director of Athletics.
3. If the problem is still unresolved, then the parent should contact the coach.
4. Only when the problem cannot be resolved with the coach should the parent contact the Director of Athletics.
5. These are the steps to be followed for conflict resolution:
  - a. Athlete – Captain
  - b. Athlete – Coach
  - c. Athlete – Director of Athletics
  - d. Parent – Coach
  - e. Parent – Director of Athletics
  - f. Parent – Principal

*Areas that will not be discussed include the following: Playing time, discussions about other student athletes, and game strategies.*

### **Directions**

Directions to all athletic contests can be found on line at [casciac.org](http://casciac.org). Select the “Directions” tab at the top of the page. The first choice on the screen will allow you to type in a school name and get driving directions to that school through [mapquest.com](http://mapquest.com). Below that, you may select any school from the pull-down menu and get a list of where that school holds its athletic contests, and directions to those facilities. These directions are provided by the school itself. Further down on the same page is a list of facilities (with directions) often used by the CIAC as neutral sites, banquet facilities, state tournament sites, or special events.

### **Dismissal From Team**

At any point in a season, an athlete who fails to abide by team rules or the rules of the Athletic Department may be dismissed from the team. The coach or the school administration may implement the process of dismissing a player. For a coach to dismiss a player, the coach must first conduct a meeting with the athlete and notify the athlete’s parents about the pending dismissal. The coach will then submit a written request to have the athlete removed from the team roster to the Athletic Director. If warranted, the Athletic Director will then remove the athlete from the team. The athlete and/or the athlete’s parents may request a hearing with the Athletic Director and/or the principal to contest the dismissal.

### **Dress Code**

As representatives of Rocky Hill High School, athletes and coaches are expected to dress appropriately. On the day of a contest, athletes are expected to dress in a manner deemed appropriate by the coach both in school and at the contest. This may include shirt and tie for males and skirts or pants/blouse for females. Team uniform days may also be permitted at the discretion of the coach. At practices, athletes may not wear underwear as outerwear (including sports bras).

## **Eligibility**

Student eligibility will be determined by the CIAC criteria as outlined in appendix [A]. Academic eligibility for fall sports is determined by successfully accumulating four credits toward graduation in the preceding school year (physical education excluded). Failures made up in summer school (or in an approved tutorial) are acceptable. Eligibility in fall sports is reviewed at the completion of the first quarter; continuation in a fall sport is dependent on the athlete passing four full time subjects effective the day report cards are issued.

Academic eligibility to begin competition in the winter season is also based on successful progress (60 or better) in four full time classes for first quarter. Continuation in a winter sport after the end of the first semester is dependent on successful progress during the second quarter, and is based on *second quarter grades* at the time report cards are issued, not semester or exam grades.

Academic eligibility to begin competition in the spring season is based on successful progress (60 or better) in four full time classes for second quarter. Continuation in a spring sport after the end of the third quarter is dependent on successful progress during the third quarter, and is based on those grades at the time report cards are issued.

Students who are ineligible at the start of a season may become eligible during the season. In these cases, an athlete may join a team whose season is in progress. For teams that conduct tryouts as a condition of qualifying for a roster spot, the athlete will be required to meet the same tryout conditions as other team members and may be subject to cuts. Prior to participation in any contest, previously ineligible athletes must first practice in a team setting for a minimum of 15 practices. At the discretion of the coach, and providing all other conditions for participation have been met, these 15 practices may occur before the athlete becomes eligible. In these instances, the athlete may not exceed 15 practices while ineligible.

## **Eligibility Officers**

The athletic director and the principal are appointed by the CIAC as the only individuals allowed to interpret CIAC eligibility rules. At the direction of the CIAC, coaches, parents, students, guidance counselors, and teachers are not permitted to interpret eligibility rules or answer eligibility questions. As such, the CIAC will only discuss eligibility questions with the principals and athletic directors of member schools. The CIAC has directed schools to inform all parties that no other individual should contact the CIAC regarding eligibility. All inquiries made by persons other than the principal or athletic director will be refused. Parents or students with questions regarding eligibility should contact the athletic director.

## **Athletic Requirements for Participation**

In order to participate in any sport at Rocky Hill the following requirements must be met:

1. Sports Health Assessment Form completed by Physician and Parent/Guardian submitted to the Director of Athletics.
2. Parent/Athlete Acknowledgement/Emergency Medical Form completed and submitted to the Director of Athletics.
3. All CIAC and school eligibility requirements must be satisfied.
4. Student-Athlete Sports Contract submitted to the Director of Athletics.

## **Equipment/Uniforms**

All athletic equipment and uniforms issued to athletes must be turned in to the coach promptly upon the conclusion of the athletic season. Uniforms should be cleaned. Any missing or damaged equipment is the responsibility of the athlete. Until the athlete has returned or paid for missing items, the school will withhold athletic awards, report cards, and transcripts. In addition, the athlete will get no other equipment issued to them, including uniforms for other sports.

## **Equipment Storage**

During the school day, students may lock their gym bags and athletic equipment in the locker room across from the gym. Equipment must be dropped off prior to 7:20 a.m. each day and picked up immediately at 2:10 p.m. The room is kept locked during the day. Athletes do not have access to their bags during the day. It is recommended that students do not leave items of value in their bags.

## **Exam Schedules**

It is understood that exam week is a stressful time for all students. Due to scheduling constraints, it is not always possible to eliminate contests from the schedule during exam week. Athletic events held during exam week will, as often as possible, be scheduled early in the afternoon to minimize their impact on exam preparation. Team practices will still be held, but may be shortened at the discretion of the coach. Consideration will be given students who have academic responsibilities that may require them to miss athletic activities.

## **Fundraising**

Sport Booster Clubs exist for the benefit of all athletic teams at the high school. However, there may be times when individual teams fundraise for the purpose of purchasing sport-specific items that are beyond the athletic department budget and the booster club funds. All fundraising must be approved by the administration. Athletes are encouraged to participate in team fundraisers, but participation is not required as a condition of team membership. Any funds raised by an individual team must be deposited in that team's account in the Student Activity Fund (SAF). All purchases for that team using fundraised money will then be paid for out of their account.

## **Hazing**

Hazing is any reckless or intentional act that humiliates, degrades, abuses, or endangers a person's physical or mental health for the purpose of initiation in or affiliation with an organization, regardless of that person's willingness to participate. Hazing by an individual or team is not permitted in any form and will not be tolerated. Athletes who participate in hazing will be punished by penalties including, but not limited to, dismissal from the team. This policy applies to all situations whether school is in session or not, and whether done in a team setting or not. See Board of Education policy (5114 section III) for further information.

## **Indebtedness**

Any athlete who fails to turn in team equipment or uniforms at the end of the season will be placed on the indebted list. Those students will not be able to join any other team, receive report cards or have transcripts sent to colleges until they return or pay for the delinquent item. ALL ITEMS MUST BE RETURNED TO THE COACH, WHO WILL THEN NOTIFY THE OFFICE OF THE RELEASE FROM INDEBTEDNESS. School office personnel and the athletic director CAN NOT accept uniforms or equipment. Items being paid for can be paid at the office.

## **Injuries/Insurance**

Athletic activity involves the potential for injury that is inherent in all sports. Even with the best coaching, use of the most advanced protective 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, paralysis, or even death.

Athletes who are injured during a practice or contest **must report their injury to the athletic trainer (if available) and the coach.** All coaches are required to be certified by the Red Cross in basic first aid and CPR. The coach or trainer will make a recommendation on the level of medical treatment needed for the injury. If necessary, a parent will be notified through the contact information on the athlete's emergency form. An athlete may not return to the practice or contest without the consent of the coach. **Athletes who fail to notify their coach of an injury and then seek medical treatment will jeopardize their ability to have the treatment covered by school insurance.**

Student-athletes are covered by school insurance during the time they are engaged in a sport, and the school acts as a secondary insurer in such cases. The following procedure must be followed in the case of any injury requiring medical treatment beyond the free consultation with the athletic trainer. It is important to note that the athletes are only insured during their athletic competitions and practices. Injuries received at other times (such as in gym class or while training on their own) are not covered by the school's athletic insurance policy.

1. The **Athletic Trainer** or **coach** may make an initial assessment of athletic injuries and may make recommendations to the **parent/guardian**.
2. The **parent/guardian** seeks appropriate medical care as allowed by his/her own insurance carrier. If the parent's insurance is a PPO or HMO, they should stay in-network as the benefits may be reduced by 50% for out-of-network treatment. Injury treatment must commence within 90 days of the date of injury.
3. As soon after the injury occurs as possible, the **coach** fills out a town of Rocky Hill accident report form ("Report of Incident/Accident on Town Property or at Sponsored Activity") and submits to the office. This form is kept on record.
4. The **coach** completes Part I ("*School Report*") of the secondary insurance claim form ("*Notification of Injury*") and gives this form to the **parent/guardian** of the injured athlete.
5. The **parent/guardian** completes Part II of the secondary insurance claim form. When the claim form is complete, parents should mail the form to the school insurance carrier at the address on the form. Claim forms must be submitted within 90 days of the date of injury. Parents should make copies of the completed form for their records.
6. The **parent/guardian** submits any bills for treatment to his/her own insurance carrier for payment. Parents should make copies of all bills for their records.
7. In the case where the **parent/guardian's** primary insurance does not fully cover all expenses, the **parent/guardian** should then submit to the **school insurance company** the following:
  - the "explanation of benefits" (EOB) from their own insurance company indicating that there was some amount not covered;
  - any outstanding itemized bills (statements will not be accepted).
8. The **school insurance company** will match all received bills and EOBs with the previously submitted claim form and will make payments directly to physicians and providers. The **parent/guardian** should not have to make payments out of pocket. If this is unavoidable, the **parent/guardian** should submit paid receipts to the school insurance company in addition to the items listed above.

Any injured athlete who misses more than five consecutive days of practice/contests must get medical clearance from a physician before being permitted to resume athletic activity.

### **JV/Freshman Philosophy**

Whenever appropriate and where sufficient interest exists, the athletic department offers Junior Varsity (JV) and Freshman teams. These teams are developmental in nature and are offered to improve athletes' skills and provide a team environment on a competitive level for students who may not be ready for varsity play. In some sports, tryouts are required for JV as well as varsity. However, it is the policy of the athletic department that all JV athletes get a chance to play in each contest unless there are extenuating discipline circumstances. This should not be interpreted that all playing time will be equally distributed, only that every JV athlete will get an opportunity to contribute to the team.

## **NCAA Requirements**

The NCAA has detailed requirements for participation in athletics on the collegiate level. These requirements include eligibility standards, recruiting limitations, and Clearinghouse registration. Any athlete intending on athletic participation in college (Division I or II), and parents of these athletes should become familiar with NCAA regulations. A summary of these regulations is available in the guidance office. Additional information can be found at [www.NCAAstudent.org](http://www.NCAAstudent.org). Questions can be brought to the athlete's guidance counselor.

## **CCC Scholar-Athletes**

Each sports season, the CCC recognizes eligible athletes from each school in the CCC as Scholar-Athletes. These athletes are recognized with certificates at sports night. Selection is based on the following criteria: (1) they must have earned a varsity letter for the previous athletic season; (2) they must have achieved an average of 88 or better for the preceding marking period (spring sports are based on third quarter grades).

## **Out of School Conduct**

Student-athletes at Rocky Hill High School are expected to act in a legal and responsible manner, realizing that at all times, they are representing their school and team. Conduct out of school which discredits or embarrasses Rocky Hill High school, the Athletic Department or any sport may result in athletic department disciplinary action up to and including dismissal from a team. Further disciplinary action may also be taken if deemed appropriate by the school administration. Please see "Expectations for Student Athletes" and the section of this handbook entitled "substance abuse".

## **Participation Fees**

Effective September 2004, participation fees have been discontinued by the Board of Education. However, due to the expensive nature of the sport, athletes who participate in Ice Hockey must pay a fee. This fee has ranged from \$250 to \$550 (the exact amount will vary depending on the number of players participating) and must be paid prior to the start of hockey season.

## **Physical Exam Requirements**

Students participating in athletics at Rocky Hill High School are required to have a physical examination. A sports physical is valid for 13 months, but *must include the entire season for the sport in which the student will participate*. Effective June 2004, the Board of Education discontinued the practice of offering school sports physicals during the summer. Parents must have athletes' private physicians perform the exam and must forward the completed paperwork to the school nurse prior to the athlete trying out for a team. Sports physical forms are available in the main office. Any questions regarding health assessments should be directed to the school nurse or the Director of Athletics.

## **Postponements of Athletic Events**

In the event of inclement weather the day of an athletic contest, a decision to postpone or cancel an athletic event will be made prior to 1:20 p.m. Team practices are at the discretion of the coach and may still occur. Athletes will be notified over the public address system. In the event of an early release or a school cancellation due to snow, all extra curricular activities are cancelled, including team practices. Postponements due to other reasons may occur occasionally; in these instances, coaches will inform their athletes with as much advance notice as possible. Any changes in the original published athletic schedule can be found at the CIAC website (see "Schedules" in this handbook).

### **Preseason Parent Meetings**

The CIAC requires each team to conduct a mandatory pre-season parent meeting. This meeting provides parents with important information regarding the impending season. Items of importance to be discussed at this meeting include CIAC eligibility requirements, team goals, injury and insurance procedures, team attendance policies, playing time considerations, hazing prevention, tryout procedures, substance abuse/chemical health, and anything else the coach deems necessary for athletes and their parents to know. Parents should make every effort to attend.

### **Schedules**

Schedules for all schools and teams in the state, including Rocky Hill, are available on line at [casciac.org](http://casciac.org). These schedules include locations of events not held at the home team's school and include links to directions to these facilities. Any event listed as "away" on the schedule is held at the high school of the opponent except as shown on the schedule. As postponements or changes are made to the schedule, the CIAC website is updated. Paper copies of a particular team schedule can be obtained from the coach of that team.

## Sports Offered at Rocky Hill High School:

### FALL

#### BOYS

Cross Country  
Football\*  
Soccer

#### GIRLS

Cross-Country  
Soccer  
Swimming  
Volleyball\*\*

#### COED

Cheerleading \*\*

### WINTER

#### BOYS

Basketball\*\*  
Wrestling\*  
Ice Hockey\*  
Indoor Track  
Swimming

#### GIRLS

Basketball\*\*  
Indoor Track

#### COED

Cheerleading \*\*

### SPRING

#### BOYS

Baseball \*\*  
Tennis \*\*  
Track & Field  
Golf \*\*  
Lacrosse (club team)

#### GIRLS

Softball \*\*  
Tennis \*\*  
Track & Field  
Lacrosse (club team)

\*Girls are permitted to participate on these teams; Boys may not participate on girls' teams.

\*\*These teams have limited roster spots and may require a "tryout"

Where sufficient interest exists, students may petition the administration for the addition of athletic activities to the athletic program. The decision to add a sport is made by the Board of Education.

## Substance Abuse/Chemical Health

The use of smoking materials or any other tobacco product, any type of alcoholic product, or any narcotic or drug is absolutely forbidden. This includes the use of anabolic steroids, hormones and analogues, diuretics and other performance enhancing substances. The possession of alcoholic beverages, any narcotics, or any drugs (except as noted in the student handbook as "Medication") is also forbidden. All school rules and regulations regarding substance abuse are outlined in the student handbook. These rules apply to all athletes and at all CIAC controlled activities sponsored by the school including athletic events, practices and team meetings/gatherings. Participation in these activities is a privilege, not a right. As such, the CIAC may impose sanctions beyond those applied by the school for use of these substances by athletes. A complete statement of the CIAC chemical health policy is included as appendix B of this handbook. Please make special note of the minimum penalty for use of performance enhancing substances.

In addition, athletes are not to be in the presence of and are expected to remove themselves from any situations of underage alcohol consumption or illegal use of drugs, whether occurring on or off school grounds. Failure to comply with this requirement shall result in discipline up to and including removal from the team. Any violation of school rules involving drugs or alcohol will result in dismissal from an athletic team. Any violation of a school rule involving smoking or other tobacco products will result in a two game suspension from athletic competition on the first offense, and dismissal from the team on the second offense.

Rocky Hill High School provides preventative and intervention educational programs for its student-athletes. All students receive preventative education through the Health curriculum and the "Wellness" component of the Physical Education curriculum. This education is reinforced through information provided by the coaches of each team, and the athletic trainer. If necessary, students will be referred to the Town of Rocky Hill Youth Services for appropriate intervention programs.

The use or possession of tobacco (including smoking, chewing, or use of snuff) will result in a two week suspension from the team. A second violation of this nature will result in removal from the team for the season. A smoking cessation program will be recommended for the student-athlete.

The principal, in consultation with the assistant principal, school nurse, athletic director, and athletic trainer shall be responsible for the administration, enforcement, and monitoring of the policies regarding alcohol and drug use. By signing the athletic permission slip, athletes and parents/guardians acknowledge that they have read and fully understand all the policy and procedures as they pertain to alcohol and drug use, including team, school, and CIAC imposed consequences.

### **Suspension/Saturday detention**

Students suspended from school, (outside or in-school suspension) are not permitted to participate in, or attend any athletic event during the period of their suspension. This includes team practices. Students assigned Saturday Detention may not participate in any athletic event on that Saturday including team practices. In addition to school suspension/detention, team coaches may impose team penalties if warranted, up to and including dismissal from the team.

### **Team Rosters/Tryouts**

The number of students permitted on some teams may be limited due to allowable roster sizes. For these teams, a tryout will be conducted. At the tryout, all athletes will be afforded an opportunity to showcase their talents and earn a spot on the roster. For some teams, selection may be highly competitive, and the ability level necessary to make a Varsity or JV roster will vary from year to year. Coaches are required to have in place fair and consistent evaluation criteria for the tryout period. Basis for team selection will be at the sole discretion of the coach. **Just because a student/athlete has participated on a team before does not mean that they cannot be cut the following year. All student/athletes are required to go through a fair tryout.** Athletes who become Rocky Hill students or athletes who become eligible for participation after the tryout period is conducted will be evaluated individually at the discretion of the coach. For a list of sports which typically require tryouts, see "Sports Offered" in this handbook.

### **Title IX**

Title IX is a United States Code implemented in 1972. It reads:

*No person in the United States shall, on the basis of gender, be excluded from participation, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, intercollegiate, club or intramural athletics offered by a recipient, and no recipient shall provide any athletics separately on such basis.*

Title IX concerns or complaints may be brought in writing to the Athletic Director or to the Rocky Hill School District Title IX Coordinator.

### **Travel**

Travel to all away athletic contests must be by team bus (with the exception of Hockey). No athlete will be permitted to participate in an away contest if travel was not by team bus. In the case of Ice Hockey, parents/guardians must provide transportation to practices and contests. An athlete may obtain a Travel Release Form for an exception to this rule. This form must be signed by the parent and the athletic director and then given to the coach. Any athlete that leaves an away athletic event without prior written approval of the athletic director as outlined above, will face disciplinary action including, but not limited to, suspension from the next athletic contest.

## Weight Room

Rocky Hill High School's weight room is available for the physical training of athletes. Use of the weight room is only permitted under the supervision of a coach or the Athletic Trainer. At no time should an athlete work out alone or unsupervised. It is also important that athletes using the equipment be properly trained in its use by a coach or athletic trainer.

## Policies and Procedures For All Student/Athletes

- A. Substance Abuse Policy – Use, possession, or distribution of illicit drugs, including anabolic steroids, alcohol, drug paraphernalia or the misuse of other drugs/medications will result in the possible removal from the team for the season. The student/athlete shall report any use of medication(s) prescribed by a physician to the coach. The use or possession of tobacco (including smoking, chewing, or use of snuff) will result in a two (2) week suspension from the team and a referral to a smoking cessation program. A second violation of this nature will result in the dismissal from the team for the season.
- B. Appropriate Behavior –
  - 1. Any student/athlete who initiates a fight will face possible dismissal from the team.
  - 2. Verbal and/or physical abuse of officials or coaches by student/athletes will result in possible dismissal from the team.
  - 3. The following behaviors will be considered serious violations of the athletic code and school rules and will result in disciplinary action:
    - a. Civil law and criminal infractions.
    - b. Theft or malicious destruction of individual, private or school property.
    - c. Misconduct by an athlete that is potentially detrimental to the athletic program, school or district.

### A. SELF REFERRAL POLICY (Note: Self-referral is not an attempt to turn in oneself after violating the drug policy to avoid penalty.)

When a drug dependency problem is identified with the use of the above substances by the student-athlete through self-referral or by a parent's referral and is being monitored by a physician, the student-athlete WILL NOT be dismissed from the team, however,

- 1. The student-athlete and present coach will collaborate with the appropriate certified personnel and develop a program of assistance utilizing the schools resources and outside agencies. The assistance team will then monitor and report progress.
- 2. Dismissal from the team will result if the student-athlete fails to complete the program of assistance.
- 3. The student-athlete WILL BE dismissed from the team upon the next incident of any substance abuse violation.

### B. OTHER REFERRALS

When a substance problem is identified by a team member, teacher, coach, administrator, or concerned person:

- 1. The student-athlete is referred to appropriate coach, athletic director and school administrator.
- 2. The principal or designee holds a due process hearing.
  - a. The student-athlete is informed of the charges.
  - b. The student-athlete is given an opportunity to tell his/her side of the story and parent contact is made.
  - c. The principal or designee will make a decision within a reasonable period of time.
- 3. The student-athlete and parent/guardian will be notified of the decision in writing.
- 4. If the principal or designee determines a violation exists, the student-athlete could face removal from the team for the season.
- 5. The administration will refer the student-athlete for an assessment by a qualified professional, which may include the family care physician or other persons, approved by the administration.
- 6. After assessment is completed, a planned program of assistance will be prescribed if needed. Such programs will be conducted by a qualified health care professional.

7. The student-athlete may regain athletic eligibility for the next season after completing a planned assistance program, and the athletic office is informed by administration of eligibility.
8. The student-athlete who refuses to participate in the assessment or the recommended planned program of assistance will not regain eligibility for a sport until the planned program is completed.

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, 2011**

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, freshmen 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.

### **. 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 1/4 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. Hereafter, 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 schools exist, 9th 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 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. (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. (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 nonmember school to a member school and resides with a parent or legal guardian and satisfies Rule IIA. (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 eighteen (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 reentry 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 anytime 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 that 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 on page 67 of 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 -- 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. **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 By-law 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 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 boys' team 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 nor 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 By-laws.

## VII. APPEALS

Any appeals from the decisions of the Eligibility Committee must be made according to Article VIII. Section B., 6., of the CIAC By-laws.

## VIII. LIST OF CIAC-CONTROLLED ATHLETIC

### ACTIVITIES GIRLS ACTIVITIES

Fall	Winter	Spring
Cross Country	Basketball	Golf
Field Hockey	Gymnastics	Lacrosse
Soccer	Indoor Track	Outdoor Track
Swimming		Softball
Volleyball		Tennis

### BOYS ACTIVITIES

Fall	Winter	Spring
Cross Country	Basketball	Baseball
Football	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, 2011.

**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 that 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.

#### 1. **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, By-laws, 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, By-laws, 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 sites, minutes and newsletters, the following: (a) 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 sites, 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 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.

2. **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 By-laws, 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, By-laws, 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 sites, 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.

CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE  
30 Realty Drive, Cheshire, Connecticut 06410  
Telephone (203) 250-1111 / Fax (203) 250-1345

**TRANSFER NOTIFICATION FORM**

**To be completed and submitted ONLY via online eligibility center**