

# **Enfield Public Schools Athletic Department**



**STUDENT/PARENT HANDBOOK  
2017 – 2018**



# TABLE OF CONTENTS

Preface .....	2
A Message from the Athletic Director.....	3
Philosophy .....	4
Mission Statement .....	4
Athletic Department Goals .....	4
Varsity Athletics .....	5
Junior Varsity Athletics.....	5
Freshmen Athletics .....	5
Middle School Athletics.....	5
Unified Sports .....	5
Policies and Procedures for all Student/Athletes .....	6-10
Athletic Requirements for Participation .....	10
Awards.....	10
Building Use.....	11
Captains Selection .....	11
Ejection Rule.....	11
Eligibility .....	12
Equipment.....	13
Fund Raising and Guidelines for Booster Clubs .....	13
Inclement Weather and Early Dismissal Guidelines.....	14
Injuries, Sport Related .....	14
Insurance .....	15
Lightning Policy.....	15
Medical Services.....	15
Participation Fee .....	16
Physical Examinations .....	17
Practice Cancellation .....	17
Release from Class.....	17
Schedules .....	17
Suspension/Dismissal Procedures.....	18
Team Bench.....	18
Team Pictures.....	18
Title IX.....	18
Transportation.....	18
Tryouts.....	19
Team Selection .....	19
Communication .....	19
NCAA Rules and Regulations .....	19
Sportsmanship .....	20-22
Sports Offered at Enfield High and JFK Middle .....	22
Important Information for Parents .....	23

## **PREFACE**

The purpose of this Handbook is to serve as a guide for Student/Athletes and their parents. The Handbook contains the procedures and regulations for the Town of Enfield Athletic Department. These procedures and regulations apply to Enfield High and JFK Middle School. Each student-athlete will follow the procedures and regulations set forth and provide paperwork requested as well. Printed copies of this handbook can be provided by downloading it directly from the website or by calling the Athletic Department (860-253-6524) and requesting a copy. The Handbook can be found on the Athletic Department's webpage as well as on each individual school's website (Enfield High and JFK Middle School).

## MESSAGE FROM THE ATHLETIC DIRECTOR

The Enfield Public Schools Athletic Department is pleased that you plan to try out for an athletic team and we hope it is an enjoyable experience for you.

The information provided in this handbook relates to policies, regulations, and rules of Enfield High School, John F. Kennedy Middle School, the Enfield Board of Education, Connecticut Interscholastic Athletic Conference (CIAC), and the Central Connecticut Conference (CCC).

Enfield Public School's Athletic Department is committed to the educational development of students and feels that a properly controlled, well-organized, sports program will meet the student's needs of self-expression, mental alertness, and physical development. It is our hope that all student-athletes will learn the value of goal setting, sportsmanship, citizenship, and self-reliance. Additionally, the student-athlete should come to understand the importance of self-discipline and hard work in attaining success.

Athletes are selected for varsity, junior varsity, or freshman teams based on their demonstrated abilities. Our numerous programs are designed to accommodate as many students as possible. Unfortunately, "cutting" athletes from certain programs may be necessary due to various constraints.

Students who choose to participate in athletics are making a choice that requires self-discipline. Consequently, we place a strong emphasis on good training habits. Failure to comply with training rules can affect an athlete's performance and contribution to the team. Students who do not adhere to these training rules will be jeopardizing their participation in the program. Students should be aware that involvement in athletics is a privilege, not a right.

Enfield Public Schools takes great pride in the success of its athletic program, both on and off the fields of play. We invite you to become an integral part of Enfield's athletic family. Remember, student-athletes are role models for others and consequently, should set a good example for others.

Sincerely,

*Cory O'Connell*

Cory O'Connell  
Director of Athletics

## **PHILOSOPHY**

The athletic program at Enfield High and JFK Middle School is an integral part of the educational process. The purpose of the program is to stimulate students to develop mutual interests, promote motivation and improve their physical skills. To be of maximum effectiveness, the athletic program must be closely coordinated with the general instruction of the school.

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

Athletics are for all students who are physically able to participate, who qualify under the eligibility requirements, and who adhere to the rules set forth by the state and local school officials.

## **MISSION STATEMENT**

To create opportunities for eligible students to participate in organized sport activities in a manner which supports and enhances their overall educational experience.

## **ATHLETIC DEPARTMENT GOALS**

1. Student-athletes will be encouraged to achieve success by maintaining academic eligibility rules and to keep athletics in proper perspective.
2. To develop good citizenship, honesty, emotional control, dependability, respect for rules, property and authority.
3. To provide an opportunity to exemplify and observe good sportsmanship.
4. To maintain a high standard of credible and positive performance that is conducted on and off the field.
5. To learn the fundamental skills of each specific sports as a necessary ingredient in achieving individual and team success.
6. To understand the importance of physical fitness, conditioning, health habits, and safety in athletics.
7. To be provided with opportunities to develop lasting friendships with teammates and opponents.
8. To work together as a cohesive unit in order to achieve common goals.
9. To have the experience of developing leadership skills and to exemplify the desired behavior that can develop from participation in the athletic program.
10. To have opportunities to develop a feeling of unity, belonging, team pride, teamwork and commitment.
11. To set and achieve individual goals in addition to team goals.

## **VARSITY ATHLETICS**

Varsity athletes are the athletes that exhibit the most skill of those that have tried out for the team. They will have the opportunity to compete against equally talented athletes from opposing schools. A purpose of Varsity athletics is to refine the skills of the team in an attempt to provide the high school with the best overall experience and best possible win-loss record.

## **JUNIOR VARSITY ATHLETICS**

Junior Varsity athletic programs offer those students who do not yet possess the skills required of Varsity athletes an opportunity to participate in a competitive setting. Junior Varsity athletes are in the process of gaining valuable knowledge, skill and the experience required for Varsity competition. Occasionally, Junior Varsity athletes may participate in Varsity contests based on the decision by the coaching staff that the athlete has made sufficient progress. This should not be misinterpreted as an absolute move to the Varsity level.

## **FRESHMAN ATHLETICS**

Ninth grade athletes may participate in all sport programs offered at the high schools. At this time, we are in the process of restoring Freshmen Sports at Enfield High. With or without Freshman Sports, ninth grade athletes may participate in Junior Varsity or Varsity contests based upon the decision by the coaching staff that the athlete has made sufficient progress. Frequently there is movement between the different levels as decided by the coaches. This does not mean a permanent position at any one level. In some sports where numbers are high, that could result in cuts.

## **MIDDLE SCHOOL ATHLETICS**

At JFK Middle School all students in grades, six, seven and eight are eligible to try out for any school team, program or squad. Depending upon the numbers, there may be cuts to get each team within the number of players that the coach has designated are needed to complete the team. Playing time will be determined by the coach. Making a team does not guarantee a student-athlete any particular position or actual playing time during games and contests.

## **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. There are a variety of Unified Sports can be found in the Appendix of this handbook.

## **POLICIES AND PROCEDURES FOR ALL STUDENT/ATHLETES**

### **Substance Abuse Policy**

There is the Enfield Public Schools Substance Abuse Policy (5131.6) which can be found on the Town of Enfield Website.

In addition to Board of Policy #5131.6, the Athletic Department also has some additional guidelines for student-athletes. Following is the Three-Tiered Athletic Department's Substance Abuse Policy:

**1<sup>st</sup> Offense:** Student-athlete is suspended for four weeks from participating in games or contests.

**2<sup>nd</sup> Offense:** Student-athlete is suspended for thirteen weeks from participating in games or contests (or the equivalent of one full season, this can carry over to the next season if necessary).

**3<sup>rd</sup> Offense:** Student-athlete is suspended from participating for the remainder of their high school career.

A student-athlete may request to have their suspension reduced and cut in half once during their high school career. Input from the Coach will be required; however, the final decision will be made by the School and Athletic Administration.

A student-athlete who has the approval to modify and reduce their suspension must meet the following conditions:

1. Attend and participate in any/all practices as directed by the Coach. The suspended student-athlete cannot dress for any games or contests and will not be permitted to sit on the team bench or be on the sidelines during this time. If the incident occurs at the beginning of pre-season, the actual suspension will begin on the first play date for the regular season competition. If the student-athlete chooses not to participate during the season when the incident occurred, then the suspension will start during the next season in which the student competes.
2. The student-athlete will maintain both appropriate discipline and attendance.
3. Maintain academic eligibility and submit regular progress reports from each teacher as directed by the Coach.
4. The suspended athlete will participate in an appropriate education and counseling program. Documentation of proof of participation must be submitted to the School Administration by the provider. School and district counselors are acceptable providers for this service. If an outside provider is used, it will be at no expense to the Board of Education.



5. If drugs other than alcohol are involved the student will submit to urinalysis within thirty-five days of the start of the suspension.
6. The student-athlete will also be required to perform ten hours of community service approved by the School Administration. At the conclusion of this service, documentation must be provided from the site or source of the community service.

### **Appropriate Behavior**

1. Any student-athlete who initiates a fight will be suspended immediately from the team. Upon review of the incident, the student-athlete may also be dismissed from the team.
2. Verbal and or physical abuse of officials or coaches by student-athlete will result in immediate suspension and possible dismissal from the team as well.
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 school district.

### **School Attendance**

1. Athletes will be allowed to participate in practice or contests provided they are in school for the minimum full day requirement as determined by the School Administration. Students who are absent from school may not participate in any athletic event during that afternoon or evening. The Principal or designee can make exceptions based upon extenuating circumstances.
2. Athletes must attend and participate in all classes on the day of a contest including Physical Education.
3. Athletes must attend school on the day prior to competition or will be ineligible to compete the following day. Absence on Friday will disallow participation on the following Saturday. Extenuating circumstances may be approved by the School Administration.
4. Athletes who receive suspensions from school will become ineligible for all practices and contests from the moment of verbal notification by the Administration of that suspension. The student-athlete will not be allowed to return to team activities until the suspension has been completed and he/she has returned to regularly scheduled classes. A second offense may result in dismissal from the team.

### **Absence from Scheduled Practice**

A team will only function effectively when all participants are present. Any player who skips practice is hurting themselves and the team. A player must notify the coach in person of any practice he or she will be missing. In an emergency situation, or when there are extenuating circumstances the coach may be notified the next day. The coach will determine if the excuse is acceptable.

## Locker Rooms

1. It is the student-athlete's responsibility to:
  - a. Leave all your valuables at home, whenever possible.
  - b. Keep your locker locked at all times.
  - c. Not to share their locker with anyone else unless directed to do so by the Coach if there is a shortage of secure locker space.

**Note: The school will not be responsible for personal property.**

## Athletic Equipment

1. The student-athlete is responsible for all uniforms and equipment that is assigned to him/her.
2. All equipment will be returned when the athlete completes the sport, either at the end of the season, or when leaving the team.
3. If items are lost or abused, the student-athlete will be required to pay for a replacement.
4. Uniforms are to be worn only at scheduled practices, contests or on game days.

**Note: Athletes who do not return equipment/uniforms are ineligible to participate on additional athletic teams throughout the year. In addition, spring athletes will not receive their class schedules for the following school year until all items are returned or replacement costs have been submitted. Graduating seniors will not receive their cap and gown until they too have met the above responsibilities.**

## Vacations

Team members are expected to attend practices and contests during vacations that fall within the team season. Parents should make family vacation plans with the student-athletes commitment in mind. Athletes who have family vacation plans during the season must furnish the Coach notification of vacation plans the day after the team has been selected. A parent or guardian of the athlete must sign the written notification. A team member will not be removed from a team for missing practice or games during vacation for which they have notified the Coach as previously stated. If a student does miss time while on vacation, it shall be the Coach's prerogative to decide when a player is in condition to resume play in games.

## Bus Behavior

1. Student-athletes must travel to and from contests on the team bus, accompanied by the Coach.
2. Athletes will be expected to conduct themselves appropriately at all times while riding to and from athletic contests.
3. The athlete(s) involved will pay for any damage to busses that they cause. Said athlete(s), by this behavior, will be subject to suspension and or dismissal from the squad. Inappropriate actions may also result in school discipline.

## **Hazing and Bullying**

Hazing and bullying are **prohibited** at all times. Hazing/bullying activities of any type are inconsistent with the educational goals of the Enfield Public School System.

“Hazing and bullying” refer to acts committed against a student, or coercing a student into committing an act, that creates a risk of physical or emotional harm to a person, in order for the student to be initiated into or affiliated with a student organization or any other purpose. They can also be attempts to intimidate an individual or group of individuals.

### **The terms hazing and bullying include, but are not limited to:**

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity that intimidates or threatens the student with ostracism, that subjects a student to stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
4. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

**Note: The school district will act to investigate all complaints of hazing and bullying. All necessary steps of discipline will follow, up to and including expulsion. In addition, there could possible legal proceedings as well.**

## **Captain’s Practice**

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 the Enfield Athletic Department 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 be a violation of the spirit of the rule.

## **Changing Sports**

1. Prior to the opening of each season as defined by the first date of play, athletes will be allowed to transfer from one sport to another only on mutual agreement of the two coaches involved.
2. An athlete who drops from the squad after the first contest is not permitted to join another squad during that season.
3. Any exceptions due to unusual circumstances may be reviewed by the School and Athletic Administration.

## **Gymnasium and Athletic Facilities Procedures**

1. No one is allowed in the gym or on other school athletic facilities unless it is his or her designated practice period.
2. At no time is it permissible for individuals or groups to work out in the gymnasium or other school athletic facility unless under direct supervision of a Certified Coach.
3. Athletes practicing in the gymnasium for one sport will refrain from using equipment not specifically designated for their sport.
4. Teams "in season" will have priority on gymnasium and other facilities use.

## **ATHLETIC REQUIREMENTS FOR PARTICIPATION**

In order to participate in any sport in the Enfield Public Schools the following requirements must be met:

1. Sports Health Assessment Form completed by Physician and Parent/Guardian and submitted to School Nurse.
2. Parent/Athletic Acknowledgement/Emergency Medical Form completed and submitted to Coach.
3. All eligibility requirements must be satisfied.
4. Participation Fees must be paid in full and turned in to the Athletic Office.
5. Participant and parent Substance Use/Abuse Form must be signed and turned in.
6. All student/athletes and parent must read and sign the student/parent concussion education plan and consent form. Failure to do so may result in not being able to participate until this requirement has been completed.
7. All student/athletes and at least one parent/guardian must attend the sports information night for each season they participate. Failure to do so may result in not being able to participate until this requirement has been completed.

## **AWARDS**

After each sports season, student athletes will be presented the appropriate awards. They may include letters, numerals, pins, and certificate awards according to their participation level. These and other awards will be presented at individual sport banquets.

Upon receiving a varsity letter for the first time, the letter recipient will be awarded a varsity (felt) letter. After that, each additional letter earned will be a sport specific pin.

Manager awards will parallel the regular awards system and will be made only upon the recommendation of the Coach.

At JFK, athletic awards will be determined by the School Administration, Faculty Manager and Coach of each individual sport.

## **BUILDING USE**

The Athletic Director along with the Faculty Manager, in cooperation with the coaches involved, will schedule the gymnasium and facilities usage. Careful consideration will be given to:

- a. Equality of male and female teams.
- b. Sufficient practice time and space as available for all teams.

During inclement weather, when the gym usage may be great from outside sports teams, every effort will be made not to disrupt the activities of the indoor sports that are also in season. If a scheduled game or scrimmage has been planned by an indoor sport, that activity will have first priority.

Practice on non-school days may be scheduled only after consultation with the Director of Athletics, Faculty Manager and School Administration.

## **CAPTAIN SELECTION**

To be selected as a team captain for any team at Enfield or JFK is an honor and distinction. Characteristics of a team captain should include the following: Integrity, Knowledge, Courage, Decisiveness, Dependability, Initiative and Example. Each Coach will determine how and when Captains will be chosen. The team captain is the liaison between members of the team and the coaching staff. In many instances, the team members vote to indicate their preferences and help guide the coach in his/her decision.

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

In addition to the selected team captain(s), individual game or match captains may be selected by the Coach.

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

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

## **EJECTION RULE**

The C.I.A.C. has placed into effect an ejection rule for unsportsmanlike behavior or fighting. If an athlete is ejected, they are also prevented from participating in the next game as well. Depending upon the nature of the ejection, other consequences may also be assessed.

## ELIGIBILITY

The Enfield Public Schools are a member school of the Connecticut Association of Secondary Schools. As a member school, we are governed by the uniform eligibility requirements of the CIAC. All CIAC rules and regulations, including the Handbook can be found on their website @ [www.casciac.org](http://www.casciac.org).

1. Eligibility for extracurricular activities shall be based on the date that the REPORT CARDS ARE ISSUED. It is expected that report cards will be issued to students at a date not later than ten (10) school days following the close of the marking period.

A. To participate in extracurricular activities, a student must satisfy all of the following requirements:

1) At the end of marking periods 1, 2, and 3

- Maintain a minimum average of 1.7 (C-) for that marking period.
- Earn not more than 1 failing grade (F).
- The student must be a good school citizen and a worthy representative of Enfield Secondary Schools. Accumulated school discipline, poor attendance, or other evidence of poor citizenship will, as determined by the building principal, render a student ineligible.

2) At the end of the school year (Fall Eligibility)

- Maintain a minimum average of 1.7 (C-) in all final grades (including Semester 1 courses, Semester 2 courses, and full year courses).
- Earn a minimum of 4.5 credits in the previous school year.
- The student must be a good school citizen and a worthy representative of Enfield Secondary Schools. Accumulated school discipline, poor attendance, or other evidence of poor citizenship will, as determined by the building principal, render a student ineligible.

3) Successfully pass at least four courses at the end of each marking period used to determine eligibility for an activity.

B. Students may participate, that is, practice with their team or club at the close of the making period, but will not be declared eligible to compete/perform until report cards are issued.

THE SCHOOL ADMINISTRATION MAY DECLARE A STUDENT INELIGIBLE IF IT IS FELT THAT THE STUDENT IS NOT TAKING CARE OF HIS/HER RESPONSIBILITIES BOTH AS A STUDENT AND CITIZEN OF ENFIELD HIGH AND JFK MIDDLE SCHOOL AND THE COMMUNITY.

**The date of eligibility(or ineligibility) is determined  
by the day the report card is issued.**

## **EQUIPMENT**

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

Coaches are responsible for the issuing of equipment to players. The care and maintenance of equipment issued to participants is their direct responsibility. Missing and damaged equipment must be paid for at face value. A list of players who have lost or damaged equipment issued to them must be submitted to the Director of Athletics at the end of the season and accountability sheets sent to the respective school's main office.

Student-athletes who do not return all equipment and or pay for replacement for missing or damaged equipment will not be allowed to participate in another sport until these issues are resolved.

## **FUND RAISING AND GUIDELINES FOR BOOSTER CLUBS**

Any coach who wishes to conduct a fundraiser with their respective team must request and receive prior permission in writing from the Athletic Director.

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

**All** fundraising activities need to be approved in writing by the Director of Athletics. (Head Coach's approval is also needed). Fundraiser dates must also be cleared with the respective school's Administration and calendar to check for any conflicts or problems. This helps prevent the duplication of efforts that would otherwise occur.

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

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

## **INCLEMENT WEATHER AND EARLY DISMISSAL GUIDELINES**

### No School:

- No practices and no games for the day.

### Early Dismissal:

- All practices and games are canceled for the remainder of the day.

## **INJURIES (SPORTS RELATED)**

The potential for injury is inherent in any sports related activity. All coaches are certified in Basic First Aid and CPR. There is a full time Athletic Trainer at Enfield High but not at JFK.

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

1. Whenever possible have Athletic Trainer evaluate and administer First Aid.
2. In the absence of the Athletic Trainer the coach will administer Basic First Aid as needed.
3. Arrange for medical attention when injury is serious enough to require emergency medical treatment.
  - a. In some cases, an injury may require medical attention but may not be so serious as to require the services of (911). In these cases, parents may transport the injured party to the proper medical facility for treatment.
  - b. As a rule of thumb, whenever you are in doubt as to the seriousness and extent of an injury, notify (911).
  - d. A coach, parent or adult designee must accompany any athlete being taken to the hospital or doctor's office. He/she must remain until the parent arrives.
4. Parents or guardians will be notified regarding all injuries immediately.
5. On the same day if possible or the next school day, the coach must complete and submit to the Athletic Trainer and or Nurse a Sports Injury Report Form.
6. When an athlete sustains an injury that requires medical attention, the student should not be allowed to participate again until the school (Athletic Trainer, Athletic Director) has received written approval from the attending physician. In all cases, final clearance must also be given by the Athletic Trainer at both high schools.



## **INSURANCE**

Students participating in interscholastic sports are automatically covered under the school's athletic insurance program. The athletic insurance program does not cover any medical expense that is paid or payable under any other insurance policy. Therefore, a family's regular insurance policy (e.g. Blue Cross/Blue Shield, etc.) will cover the student athlete initially. The school's athletic insurance policy will take effect when the individual's insurance is exhausted, up to the limits contained in the school's athletic insurance policy. This policy is on file in the Business Office.

## **LIGHTNING POLICY**

When the **"flash-to-bang"** (time between sighting lightning and hearing thunder) is **30 seconds or less**, it is time to immediately clear the field. Play may resume 30 minutes after the last lightning sighting.

## **MEDICAL SERVICES**

**Athletic Trainer:** Accessible at home contests and away football games.

**Athletic Trainer Facilities: Indoor** – located in the gymnasium at Enfield High. There is no trainer at JFK Middle School.

**Ambulance Service:** Available at all home football games (freshman, junior varsity & varsity). To call for an ambulance dial 911. Police can also be reached at 860-763-8911.

**Equipment and Supplies:** Available from the trainer (crutches, splints, tape, etc.) Each team is supplied a first aid kit, water jug and a small cooler for ice.

**Team Physician:** Accessible at all varsity home football games.

## **PARTICIPATION FEE**

As per direction of the Board of Education, both secondary schools (Enfield H.S. & JFK M.S.) will have a Sport Participation Fee for every student-athlete who is a member of a team or activity that is part of the Department of Athletics. These fees will help allow us to continue with our athletic program.

Each student will pay a flat fee of \$100 per sport/per season at Enfield and JFK. There is a yearly individual cap of \$200 per student-athlete and \$400 per family. These annual caps apply to all athletes and families.

There will be an additional charge for Ice Hockey of \$500 per player (\$600 total) and for Golf of \$100 per player (\$200 total). These fees do not count towards the individual or family caps.

The Participation Fee should be turned in during the first week of practice and no later than a week before the first contest. Any fee that is not paid in full prior to the first contest or game, will automatically result in the student-athlete being suspended from participating until the entire fee has been paid or other arrangements made with the Director of Athletics. No cash will be accepted. Methods of payment include: personal checks, bank checks or money orders. All payments are to be made out to "Enfield Athletics" with a memo indicating "Participation Fee". All forms and checks should be turned in at the Athletic Office.

There are no scholarships for Participation Fees. Students on free or reduced lunch will receive a reduction or waiver. These can only be approved by contacting the Athletic Director. Families and students with special family situations may also request a fee reduction. This must be done in writing to the Athletic Director at least one week prior to the start of the season. Each request will be reviewed by the Athletic Director.

Please remember that this is a participation fee and it allows an individual to become a member of a team. It does not in any way guarantee any playing time.

Any player who is cut or decides not to play prior to the date of the first contest, will receive a full refund. Once the season has started, players who quit or are dismissed from the team due to violation of rules will not receive any refund. The only other exceptions would occur when a player sustains a season ending injury while practicing or playing in a game or contest.

## **PHYSICAL EXAMINATIONS**

Participants are required to receive a physical examination before they are allowed to participate in a practice, scrimmage or game. Physical Examinations are good for thirteen months as per the CIAC and Town Policies.

Participants are to obtain the physical exam at their own expense. The **REGISTRATION/MEDICAL CONSENT/PHYSICIANS STATEMENT FORM** must be handed to the School Nurse's Office.

## **PRACTICE CANCELLATION**

In case of inclement weather coaches will be contacted by the Athletic Office **prior to 12 noon** if possible. The Athletic Department will notify the student body through announcements at each school.

## **RELEASE FROM CLASS**

If it is necessary to have a team dismissed before the end of the school day for a State Tournament or another event, the coach must secure permission from the building Principal and the Athletic Director. The coach must submit a list of all the athletes and managers to be excused from class before 12 noon on the day preceding the contest to the school's Main Office. Anytime earlier notice can be given it will be beneficial.

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

## **SCHEDULES**

All schedules are available on the school website: [www.enfieldschools.org](http://www.enfieldschools.org) or on the CIAC website: [www.casciac.org](http://www.casciac.org).

Postponed contests will be re-scheduled on the next available date. This will probably be the next day in most situations. Postponements and make-ups will be done by the Athletic Department for Enfield and Fermi and the Faculty Manager at JFK.

There **will not** be any contests scheduled on any religious holiday that is recognized by the Enfield School District's yearly calendar. No contests will be played on Sundays without special permission from the Central, School and Athletic Offices. Any practice sessions scheduled for Sundays cannot be mandatory. They can only be set up with permission from the Principal and Director of Athletics.

## **SUSPENSION/DISMISSAL PROCEDURES**

Participants suspended from school are prohibited from practicing or playing during that suspension period.

Team suspension/dismissal actions must be based on infractions of regulations set forth in the Athletic Handbook or such supplemental regulations as have been approved by the Athletic Director and distributed to the students. Coaches must contact the athlete's parents when suspensions or dismissals occur.

## **TEAM BENCH**

Other than players, coaches, medical personnel, and student managers, no other persons are permitted on or near the team benches. Coaches must enforce this rule with assistance from athletic personnel.

## **TEAM PICTURES**

The Yearbook Photographer will take pictures of all teams. Advance dates are set up by the Faculty Manager and Athletic Director along with the photography company. Coaches are responsible for adhering to the scheduled date, assisting the photographer with the balance of the squad picture, assuring that squad members are in game uniforms and presentable for the picture. The Faculty Manager at each school will notify each Coach when these pictures will be taken.

## **TITLE IX**

"No person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance..."

## **TRANSPORTATION**

Participants should not be allowed to drive a car or carry other players or personnel to a contest involving the team they are representing. The Enfield School System will provide transportation for athletic teams to and from games and scrimmages. The only exceptions are for Ice Hockey (home games), Golf (home matches), and events at Fermi High School.

All participants must return to their school on the team bus. In an emergency, athletes may travel to or from an away contest with **their parent or guardian only** when a written request comes directly from the parent and is approved in advance by the Athletic Director.

## **TRYOUTS**

Athletes are permitted to practice/try out only when they have completed all forms required by the Athletic Department and the Coach. No student may participate in any practices without the physical form from the nurse's office.

## **TEAM SELECTION**

In the process of selecting the team it may become necessary for a coach to delete or "cut" student candidates from their team. At the first meeting and again at the start of tryouts, if necessary the coach will indicate to all candidates the number of athletes that will be selected. The coach will also explain the tryout and selection process.

## **COMMUNICATION**

This is the proper protocol to resolve conflicts within the athletic program:

The athlete should discuss the issue within the team.

An athlete and coach should make every attempt to resolve any issues within the team.

If the conflict cannot be resolved between the athlete and the coach, the athlete should make an appointment to meet with the Athletic Director. This meeting could also include the coach.

If the problem is still unresolved, then the parents should contact the Athletic Director, who will then schedule a meeting with the necessary parties.

## **NCAA RULES AND REGULATIONS**

All high school students who are considering pursuing competition at a Division I or Division II institution **MUST** register with the Initial Eligibility Clearinghouse. These forms are available through the Guidance Office at each high school. Registration should occur during the junior or senior year. A one time fee will be charged. It is imperative that this is done if you wish to participate on the collegiate level at either Division I or II. It is not necessary for Division III, Community College or Junior College.

## **SPORTSMANSHIP**

The Enfield Public Schools conducts an athletic program to enhance the personal and educational growth of its participants by providing health and challenging competition. All spectators are asked to contribute to these goals by supporting vocally the efforts of our athletes. They are to refrain from any actions towards our opponents and officials which would interfere with realization of our stated objectives. Such acts as booing, holding up signs or singling out any individual by number or name will not be tolerated.

### **The Athlete's Role**

The Athlete has a very important role in Sportsmanship. The Athlete should be respected and admired by the student body, the spectators, younger children and the community in general. This role also has many responsibilities. Good Sportsmanship can be demonstrated in the following ways:

1. Living up to the standards of sportsmanship established by your Coach, your school and the CIAC.
2. Learning the rules of the game and discussing them with your parents, fans and students of all age so that all can have a better appreciation of the game or activity.
3. Remembering that you are representing yourself, your school, your team, your coach, your family and your community.
4. Respecting your opponents. Who better than yourself, understands the hard work that is put into athletics.
5. Respecting the integrity and judgment of officials with dignity.
6. Respect yourself, your team, your coach, your family and the Town of Enfield.
7. Displaying positive actions in public at all times.

### **The Head Coaches Role**

1. The Head Coaches exposure and influence makes this role most important in forming positive attitudes about Sportsmanship to student/athletes, fans and the community.
2. The Head Coach is first and foremost, a leader of young men and women, constantly setting an example of what it means to be an athlete.
3. Head Coach will be a person with high moral character, integrity and whose first concern is always the welfare of the student/athletes he/she coaches.
4. The Head Coach will be familiar with and teach the most current and recognized playing techniques for the particular sport to his/her athletes.
5. The Head Coach will make sure that his/her assistants in the program are also using proper training conditioning techniques at all times.
6. The Head Coach is responsible for the safe use of all athletic equipment and supplies in his/her program.
7. The Head Coach will monitor all behavior and make sure that it is respectful and appropriate at all times.
8. The Head Coach will be responsible for supervision of locker rooms, busses and all areas used by the team.

9. The Head Coach will make recommendations for all assistant coaches who apply for openings.
10. The Head Coach will assign all duties to his/her assistant coaches.
11. The Head Coach will prepare a report and summary of the season, along with a self-evaluation and meet with the Athletic Director at the completion of the season.
12. The Head Coach will do a written evaluation of each of their assistant coaches and submit that to the Athletic Director at that meeting.
13. The Head Coach is responsible to inform the Athletic Director of any violations, ejections, problems or injuries immediately.

### **The Assistant Coach's Role**

1. The Assistant Coach will always demonstrate outstanding sportsmanship and set an example as a role model and leader for his/her team.
2. The Assistant Coach will follow directions of the Head Coach.
3. The Assistant Coach will be familiar with and teach the most current and recognized playing techniques for their particular sport.
4. The Assistant Coach will supervise and direct practices under the direction of the Head Coach.
5. The Assistant Coach will help to maintain all equipment and supplies used in their program.
6. The Assistant Coach is responsible for helping to monitor the locker rooms, busses, and all areas used by the team.
7. The Assistant Coach will understand and follow the proper chain of command and assist the Head Coach and Athletic Director with any problems or discipline issues.
8. The Assistant Coach will attend all required athletic staff meetings.

### **All Coaches**

For Sportsmanship to become a reality all Coaches should always strive to:

1. Set a positive example for athletes, fans and the community.
2. Abide by the rules of the game in letter and spirit.
3. Treat opposing players and coaches with respect.
4. Respect the officials and understand that their contribution to high school and middle school athletics is an admirable one.
5. Display modesty in victory and graciousness in defeat in public and in the media.
6. Exemplify the highest moral character, behavior and leadership.

## The Fan's Role

Fans should always:

1. Compliment student-athletes in their attempts to improve and learn.
2. Realize that attending a game is a privilege to observe the contest and not an opportunity to verbally assault others or to be generally obnoxious and uncooperative.
3. Know and understand the rules of the game.
4. Cheer good performance from both teams.
5. Respect and accept the efforts and decisions of the officials at all times.
6. Recognize and compliment the efforts of the coaches, officials, league and school personnel for their efforts and interest in expanding the overall education.
7. Spectators should applaud during introductions of both teams and officials, and at the end of each game or contest.
8. All in attendance must understand and demonstrate that they know they are watching games, athletic contests and competition between interscholastic student/athletes.
9. Spectators must show respect and concern for any injured player on either team.
10. Tobacco, alcohol and drugs are prohibited on Enfield Public School ground and facilities.
11. No pets are allowed on the Enfield Public School grounds and facilities. This includes the fields, behind the fences or in the bleachers
12. The use of profanity, taunting or teasing anyone is strictly prohibited.
13. Those spectators who ignore any of these rules or exhibit inappropriate behavior will be asked to leave and may be prevented from attending other games or contests as well.

### **SPORTS AND ACTIVITIES OFFERED AT ENFIELD HIGH SCHOOL**

**Fall:** Football, Boys Soccer, Girls Soccer, Field Hockey, Girls Volleyball, Girls Swimming, Boys and Girls Cross Country and Cheerleading

**Winter:** Boys and Girls Basketball, Wrestling, Ice Hockey, Indoor Track and Field and Cheerleading

**Spring:** Baseball, Softball, Boys Volleyball, Boys and Girls Tennis, Golf, Boys and Girls Outdoor Track, Boys and Girls Lacrosse

### **SPORTS AND ACTIVITIES OFFERED AT JFK MIDDLE SCHOOL**

**Fall:** Boys and Girls Soccer, Field Hockey, Boys and Girls Cross Country, Coed Developmental Volleyball

**Winter:** Boys and Girls Basketball, Cheerleading

**Spring:** Baseball, Softball, Boys and Girls Outdoor Track and Field



## **IMPORTANT INFORMATION FOR PLAYERS**

The Enfield Public Schools and the Athletic Department highly values and appreciates the special role that parents have in the athletic program. We realize how important your support of your student/athletes is to their individual success and the success of the teams they participate on. Clearly you realize the special honor and privilege it is for your sons/daughters to participate and represent their schools in athletics.

We know that for the program to provide the best possible experience, all parties have to work together. There are some key points to help this be possible. Parents need to understand the following:

Parents of student/athletes need to constantly encourage, reinforce and support the efforts of their sons/daughters by letting them know that you are proud of them and appreciate them, regardless of the outcome.

Parents must convey to their sons/daughters the importance of participation as a part of a team and the benefits gained through athletics.

Parents must communicate to their student/athletes to always follow the rules and regulations set by the coaches, school, district and the governing bodies including the CIAC.

Parents must understand that the communication is always open between athletes, the coaches and the parents. However, there are no discussions regarding playing time or positions played. It is also against Board of Education policy to discuss another student.

Parents can request meetings with the coaches but they should not approach them before, during, or after the game. Call to set up a meeting if you do have questions other than playing time or positions played.

Parents are encouraged to talk with the coach about the following:

The treatment of your child, both mentally and physically.

Ways to help your child improve.

Concerns about your child's behavior.

Parents can provide their sons/daughters with support and encouragement that only they can give. Help teach them the thrill of participation.

Parents should not be coaching their student/athletes during their games and competitions. That is the coach's job. As many of you know who also coach, this is a passion and done because of the love of the sport and the desire to help develop your players.



