

# **Enfield Public Schools Athletic Department**



**STUDENT-ATHLETE  
AND  
PARENT HANDBOOK**



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## **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 programs at Enfield High and JFK Middle School are 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**

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

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

**Fall:** Football, Boys and 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  
**Winter:** Boys and Girls Basketball, Cheerleading  
**Spring:** Baseball, Softball, Boys and Girls Outdoor Track and Field

## **LEVELS AND EXPECTATIONS OF ATHLETICS OFFERED**

### **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. Playing time is determined by the coach and is not guaranteed in all contests.

### **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. Playing time is determined by dedication to the program during previous practices and displaying positive attitude towards getting better. Although not guaranteed, all athletes at this level should see playing time in each contest.

### **FRESHMAN ATHLETICS**

Ninth grade athletes may participate in all sport programs offered at the high schools. 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. Playing time is determined by dedication to the program during previous practices and displaying positive attitude towards getting better. Although not guaranteed, all athletes at this level should see playing time in each contest.

### **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 is determined by dedication to the program during previous practices and displaying positive attitude towards getting better. Although not guaranteed, all athletes at this level should see playing time in each contest.

### **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.

## LIVING THE GOLD STANDARD

The entire athletic staff will be the guides as role models for LIVING THE GOLD STANDARD and will provide education on implementing these characteristics which will act as a guide to a successful life. We will also look for our own student-athletes to provide their own experiences with other student-athletes and the athletic staff to build a truly inclusive vision of what LIVING THE GOLD STANDARD means.

LIVING THE GOLD STANDARD will focus on these main characteristics:

- Academics
  - Accept responsibilities – part of the road to achieving academic success involves being able to accept your responsibilities. No one else apart from you is responsible for your academic responsibilities. Any other interested parties can only offer their support and guide them to achieving your goals.
  - Discipline yourself – to study so that you can grasp some of the concepts. Your study should not only be targeting your grades, but to understand as well.
  - Manage your time –to fulfill your expectations in the classroom, as a friend, a family member and to be able to provide time for yourself.
  - Know your strengths and weaknesses – to prepare yourself when it comes to attempting to achieve your academic goals.
  - Being resilient – is essential to success in anything. No one can really attain any success in life, let alone academic success, if they are known for giving up easily. You need to be positive and persistent even when things do not seem to go your way.
- Behavior
  - Being a student-athlete brings with it the responsibility and privilege of serving as a representative of your team, the Department of Athletics, Enfield High School and the entire Enfield community.
  - Your behavior, both in and out of school and in and out of season, creates an image that is a direct reflection on yourself, your team, and Enfield High School. It is expected that student-athletes know, understand, and expectations of participation; treat all members of the Enfield community with respect and civility; and demonstrate sportsmanship, honesty, and integrity during competition.
- Character
  - Integrity - Knowing and doing what is right not what others around you are pushing you to do. This especially is tested when no one is watching and only you will know about your decision.
  - Respect - Treat others the way you wish to be treated. You have ownership of a very small piece of making this community a better place. Always ask yourself how you would feel in that situation before acting/reacting.
  - Responsibility - Embrace opportunities to contribute to make others better and to develop your own self- worth. You are special and have been given many opportunities that others will never have.
  - Sportsmanship - Bring your best to all competition. Strive to win by out-working, out-preparing, and out-dedicating yourself to the team and its goals. This will, at times, put you in difficult situations to determine the best path.

While this is focused on the positive, if a student-athlete chooses to not live up to the Gold Standard consequences will be issued to serve as a point of emphasis to improve on positive life choices.

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

### **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.

### **ACADEMIC ELIGIBILITY, APPEAL, AND PROGRESS MONITORING**

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.

### **ATHLETE ACADEMIC APPEAL PROCESS**

Student-athletes are provided a ***one (1) time exemption*** to begin participating (tryouts/home practices only – no scrimmages or interscholastic competition can occur until eligibility is regained) in athletics prior to achieving academic eligibility if all current grades are C- or better.

The student-athlete will meet with the Athletic Director to obtain the necessary form and receive instruction on the process which includes signatures of head coach, a parent and student.

It will also require a written statement of reflection on underachieving academic performance and provide any additional information to allow full understanding of situation.

This information is reviewed by Athletic Director and other school administration and a decision will be provided to the student-athlete.

## ACADEMIC ELIGIBILITY, APPEAL, AND PROGRESS MONITORING CON'T

### **ATHLETE ACADEMIC PROGRESS PROGRAM**

We have implemented an Academic Progress Program to ensure our student athletes are focused on their academic success and take responsibility for this success. We believe this program will improve grades, develop the ability to seek academic help when needed, and provide a sense of accomplishment in reaching academic success.

#### **ACADEMIC PROGRESS**

Academic progress for all student-athletes will be maintained at a minimum of every two weeks during the athletic season.

#### **ACADEMIC PROBATION**

A student-athlete earning below a C- on an academic progress report, interim progress report or report card, but still academically eligible otherwise, or is demonstrating a lack of reaching full potential based on teacher's comments, shall be placed on academic probation.

##### Level 1:

Once a student-athlete is placed on academic probation, it will be the student's responsibility to attend at least 1 extra-help session per day in the specific course(s) in which they have been placed on academic probation for and/or attend athletic Eagle Block study halls daily until an academic progress report, interim progress report or report card can be shown proving the student athlete no longer falls into the areas described above. If a student-athlete fails to attend an extra-help session/study hall without the prior approval of the Athletic Department, the student-athlete will not be allowed to practice or play in games until the extra-help session is made up.

##### Level 2:

If a student-athlete does not show progress during subsequent reports, the student-athlete will be given consequences up to missing of games until academic progress is demonstrated in the area for which they were placed on probation. Once progress is demonstrated, the student-athlete will be moved back to Level 1 academic probation.

Student-athletes placed on academic probation will be given an Academic Progress Report that must be turned into the head coach ***at the end of each week***. The student-athlete may provide evidence of improvement earlier if available. Sessions should be attended on a daily basis but a student may attend 2 or more sessions on one day if a day is missed for a total of 5 session per week.

In support of our student athletes, we feel this program will be an essential tool for their success not only in high school but also for a foundation in all future endeavors.

### **APPROPRIATE BEHAVIOR**

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

## **ATHLETIC EQUIPMENT**

All athletic equipment provided by the school shall follow the guidelines below:

- The student-athlete is responsible for all uniforms and equipment that is assigned to him/her.
- All equipment will be returned when the athlete completes the sport, either at the end of the season, or when leaving the team.
- If items are lost or abused, the student-athlete will be required to pay for a replacement.
- 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.**

## **ATHLETIC REQUIREMENTS FOR PARTICIPATION**

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

- Sports Health Assessment Form completed by Physician and Parent/Guardian and submitted to School Nurse.
- Parent/Athletic Acknowledgement/Emergency Medical Form completed and submitted to Coach.
- All eligibility requirements must be satisfied.
- Participation Fees must be paid in full and turned in to the Athletic Office.
- Participant and parent Substance Use/Abuse Form must be signed and turned in.
- 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.
- All student/athletes and at least one parent/guardian must attend the sports information team meeting 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/celebrations. 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:

- Equality of male and female teams.
- 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.

## **BUS BEHAVIOR**

Student-athletes must travel to and from contests on the team bus, accompanied by the Coach. Athletes will be expected to conduct themselves appropriately at all times while riding to and from athletic contests. 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.

## **CAPTAIN SELECTION**

To be selected as a team captain for any team 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.

Grade level is not a determining factor of captain selection and underclassmen representatives may be selected. Leadership is not determined by grade but rather dedication to Living the Gold Standard in improving not only themselves but the entire program.

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.

## **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.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Cell phones and other devices that are capable of capturing pictures, sound, and/or video are not allowed in the locker room at any time. In addition, these devices should be properly stored and turned off during all practices and games. Please also refer to social media guidelines on page 21-22.

## **CHANGING SPORTS**

Student-athletes may change sports in a season 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. An athlete who drops from the squad after the first contest is not permitted to join another squad during that season. Any exceptions due to unusual circumstances may be reviewed by the School and Athletic Administration.

## **COMMUNICATION WITH COACHES**

It is understandable that at times student-athletes may have a concern or be dissatisfied with a situation on an athletic team. Our goal is to provide a platform for our student-athletes to develop conflict resolution skills by attempting to resolve these issues by contacting the coach first. A meeting time can then be setup where an open discussion can occur. 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.

## **EJECTION RULE**

The CIAC 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.

## **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.

## **GYMNASIUM AND FACILITIES PROCEDURES**

Please understand the following guidelines for facility usage:

- No one is allowed in the gym or on other school athletic facilities unless it is his or her designated practice period.
- 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.
- Athletes practicing in the gymnasium for one sport will refrain from using equipment not specifically designated for their sport.
- Teams "in season" will have priority on gymnasium and other facilities use.

## **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:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
- 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.
- 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.
- 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.**

## **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:

- Whenever possible have Athletic Trainer evaluate and administer First Aid.
- In the absence of the Athletic Trainer the coach will administer Basic First Aid as needed.
- Arrange for medical attention when injury is serious enough to require emergency medical treatment.

## **INJURIES (SPORTS RELATED) CON'T**

- 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.
- As a rule of thumb, whenever you are in doubt as to the seriousness and extent of an injury, notify (911).
- 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.
- Parents or guardians will be notified regarding all injuries immediately.
- 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.
- 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.

## **IN-SEASON PARTICIPATION**

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

## **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.

## **LOCKER ROOMS**

It is the student-athlete's responsibility to:

- Leave all your valuables at home, whenever possible.
- Keep your locker locked at all times.
- 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.**

## **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.

## **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. 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.

## **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.

## **PARTICIPATION FEE CON'T**

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.

## **PARENTAL SUPPORT ROLE**

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.

## **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.

## **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.

## **SENIOR RECOGNITION CEREMONIES**

The Athletic Department does not choose the dates of “Senior Nights” nor plan the events that will take place on the special dates. Please be cognizant of the following protocols when organizing these events.

- Ceremonies shall begin prior to event without altering the scheduled game time.
- If game is postponed, scheduling of the game takes precedent over ceremony. Also, if original schedule was adjusted to a night game, a night game cannot be guaranteed if this situation arises.
- Decorations are to be limited to the site of the event (gym, pool, stadium, etc....). All decorations are to be removed at the completion of the contest.
- It is the coach’s discretion on adjustments to playing time. “Senior Nights” do not guarantee student-athletes to start or play additional time during the contest.

## **SOCIAL MEDIA**

Social Media refers to the use of web-based and mobile technologies to turn communication into interactive dialogue. Examples of Social Media include, but are not limited to: Blogs, Facebook, Instagram, Snapchat, Twitter, and YouTube. Please keep in mind the following guidelines below as you participate on the various Social Media sites. Student-athletes will not post:

- Sexist, racist, obscene or profane material of any kind.
- Use social media to degrade, demean, or attack any person or school.
- Material relating to acts in violation of any Federal or State laws, Enfield Public School policies, or team rules.
- Material which reflects negatively on themselves, Enfield Public Schools, their respective teams or other schools.

Posts of this nature will not be tolerated and consequences for such posts are subject to consequences up to dismissal from team and up to expulsion from school.

The Athletic Department understands the value of responsible use of social media and offers the following information in order to make responsible decisions when posting material.

- **THINK FIRST** – Before you post anything (text or photo), be aware that once you post, it is available and viewable to anyone, anytime, anywhere in the WORLD. The moment you put it in cyber space, it is out of your control – even if you limit access to your site! Is your post something you’d want your mother, father, grandparents to see or broadcast on ESPN (it’s public, they can use it!)
- **FREEDOM OF SPEECH** - Be sure to not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is NOT unlimited. The online social network sites are not a place where you can say and do whatever you want without repercussions.
- **STRIVE FOR ACCURACY** – Get your facts straight before posting them on any Social Media site. Don’t start rumors or post anything you are not 100% sure of. Review all of your content for GRAMMATICAL and SPELLING purposes. Don’t make yourself sound uneducated.
- **BE AWARE OF LIABILITY** – At all times, you are responsible for what you post on your own site AND the site of others. You CAN be held liable for anything deemed to be copyright infringement, defamatory, proprietary, libel or obscene (as defined by the courts). Be sure what you post TODAY does not come back to haunt you TOMORROW.

## **SOCIAL MEDIA CON'T**

- PHOTOS - Again, you are responsible for anything you post INCLUDING pictures. Do NOT post pictures of anyone other than yourself unless you get their permission. Photos of drinking activities or other inappropriate photos will not be tolerated.
- BE YOURSELF – Never pretend to be someone else. Tracking tools make it possible for those to find out who posted what comments anonymously. Even if you delete a post or comment, it can still be found within the hard drives of a computer and/or website.
- CORRECT MISTAKES – If you make a mistake when posting, admit it. Be upfront and be quick with your correction, don't wait three days to correct something. Also, monitor your teammates. If you see a post that's borderline, encourage them to delete it.

To ensure your safety and privacy please refer to these guidelines.

- Never post anything in relation to your home address, local address, phone number(s), date of birth or other personal, private information. Always exercise caution when posting your whereabouts or plans for the night.
- Be aware of who you add as a friend to your site(s) – many people are looking to take advantage of student-athletes or to seek connection with student-athletes to give them a sense of membership on your team.
- Protect yourself at all times! While you want to be honest about yourself, don't provide anything that scam artists or identity thieves could use against you.
- Maintain privacy at all times, especially with pictures. Don't discuss or recreate the scene from a picture you post involving names of the pictured individuals.

## **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:

- Living up to the standards of sportsmanship established by your Coach, your school and the CIAC.
- 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.
- Remembering that you are representing yourself, your school, your team, your coach, your family and your community.
- Respecting your opponents. Who better than yourself, understands the hard work that is put into athletics.
- Respecting the integrity and judgment of officials with dignity.
- Respect yourself, your team, your coach, your family and the Town of Enfield.
- Displaying positive actions in public at all times.

## **SPORTSMANSHIP CON'T**

### **The Parent's/Fan's Role**

Parents/Fans should always:

- Compliment student-athletes in their attempts to improve and learn.
- 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.
- Know and understand the rules of the game.
- Cheer good performance from both teams.
- Respect and accept the efforts and decisions of the officials at all times.
- Recognize and compliment the efforts of the coaches, officials, league and school personnel for their efforts and interest in expanding the overall education.
- Spectators should applaud during introductions of both teams and officials, and at the end of each game or contest.
- All in attendance must understand and demonstrate that they know they are watching games, athletic contests and competition between interscholastic student/athletes.
- Spectators must show respect and concern for any injured player on either team.
- Tobacco, alcohol and drugs are prohibited on Enfield Public School ground and facilities.
- No pets are allowed on the Enfield Public School grounds and facilities. This includes the fields, behind the fences or in the bleachers
- The use of profanity, taunting or teasing anyone is strictly prohibited.
- 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.

## **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:

- 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

## **SUBSTANCE ABUSE POLICY CON'T**

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.

- The student-athlete will maintain both appropriate discipline and attendance.
- Maintain academic eligibility and submit regular progress reports from each teacher as directed by the Coach.
- 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.
- If drugs other than alcohol are involved the student will submit to urinalysis within thirty-five days of the start of the suspension.
- 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.

## **SUSPENSION/DISMISSAL PROCEDURES**

Participants suspended from school are prohibited from practicing or playing during that suspension period and will also will miss the next scheduled game(s).

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 the Annex (former 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. Parents may complete the Travel Waiver online at <https://enfieldathletics.com/travel-waiver>.

## **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.

IMPORTANT: Out of season behavior, academic progress and athletic development will be factors in determining the final members of a team. All student-athletes will be held to "Living the Gold Standard"(see page 9) at all times.

## **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.

