



Athletics Handbook 2019-2020

August 2019

Dear Coaches & Friends of East Catholic,

Welcome to the 2019-2020 school year! We are honored that you have chosen to work with us at East Catholic in the ministry of high school athletics.

Athletic programs at East Catholic are part of the total educational package and are crucial in addressing the needs of the whole student; mind, body and spirit. While we certainly give students an opportunity to play competitively and demonstrate a high level of personal athletic excellence, our teams are first meant to be places where students learn the core Catholic, Christian values of respect, self-discipline, accountability, sacrifice and team work. These are principles that should always be present in the context of family and community spirit that is built in teams.

Within the East Catholic Athletic Handbook you will find a wealth of information regarding our athletic philosophy, our expectations for coaches, students, and parents and our policies regarding the administration of our athletic program. The purpose of this handbook is to serve as a guide for your coaching duties and responsibilities, and to provide you with the procedures, regulations, and paperwork required by the East Catholic Athletic Department. Please familiarize yourself with this information as every coach will be required to follow what is set forth here and provide paperwork and documentation as requested. This handbook is to be kept handy for reference.

We wish you much success and satisfaction as you lead the students of East Catholic on the fields, courts and courses of our league and our state. May your work be a blessing for you and all the students you lead. Please do not hesitate to contact us if we can support your mission in any way. Go Eagles!

Best wishes,

Tom Maynard
Head of School

Jon Dahlquist
Dean of Wellness & Athletics

Ryan Hinton
Principal

Chad Malone
Assistant Athletic Director

EAST CATHOLIC MISSION STATEMENT

East Catholic High School is a regional college-preparatory secondary school of the Archdiocese of Hartford. Building on Catholic Tradition and teaching, and inspired by the charisma of the Sisters of Notre Dame de Namur, we educate young men and women according to the Gospel and the life of Jesus Christ. We seek to develop the whole person and to prepare students to become lifelong learners and responsible citizens with a strong moral foundation, an appreciation for diversity, and a dedication to service, justice, and peace. (Rev. 6/07)

EAST CATHOLIC HIGH SCHOOL PHILOSOPHY STATEMENT

East Catholic High School, a college-preparatory school of the Archdiocese of Hartford, serves students from more than forty three towns in the Greater Hartford area and eastern Connecticut. At East Catholic, we strive to teach as Jesus did, challenging, loving, and guiding our students, all within a welcoming and nurturing environment. We believe that our success in educating a student is only possible when the faculty and staff of East Catholic, the student, and the parent work in partnership and agree upon the core beliefs expressed in our mission statement. We attempt to create an authentically Catholic yet ecumenically sensitive atmosphere in which each student can grow spiritually and intellectually.

Inspired by the charism of our founding order, the Sisters of Notre Dame de Namur, we seek to proclaim God's goodness in all things by educating the whole person—spirit, mind, and body. We form students who are increasingly aware of their spiritual lives as central to their being, and we cultivate this awareness through our curriculum, our extensive retreat and spiritual formation programs, and service learning. Our instruction in faith and justice is grounded in Catholic social teachings which acknowledge the value and dignity of all human life.

The academic program at East Catholic, which is based on archdiocesan, state, and national curriculum standards, seeks to address the needs of students of varying academic abilities and prepares all learners for advancement to the college level. Our curriculum and comprehensive co-curricular program encourage all students to challenge themselves academically and physically and to develop their God-given talents. We aspire to develop students who think critically and cultivate life-long learning. We are committed to producing graduates who act with integrity and self-discipline as good citizens of their country and Christian leaders for the Church and the world.

PROFILE OF AN EAST CATHOLIC GRADUATE

During their four years at East Catholic High School, students begin to acquire the knowledge, skills, and behaviors necessary to become responsible adults formed by Catholic tradition and values. By the time of graduation, an East Catholic senior will have acquired the following skills and virtues:

- Learning to live according to Gospel values. The East Catholic graduate will have attained an intellectual grasp of the teachings of the Catholic Faith, and will be in the process of developing a personal devotion to prayer, and a commitment to helping those in need. He or she will learn to define success more in terms of integrity, self-discipline, and service to others than of personal gain.
- Learning what it means to be a contributing member of society, a good citizen of his or her country and of the world community. He or she will be developing an appreciation of cultural differences and respect for all people as children of God.
- Begin to learn and use effective communication skills. The East Catholic graduate will have had practice in reading, writing, listening and speaking effectively for a variety of audiences, in a number of different situations, and through both print and electronic media.
- Developing an awareness of how to use technology in an efficient and morally responsible way.
- Coming to value the Earth as part of God's living creation and to realize the necessity of stewardship of natural resources.
- Begin to recognize and work to develop his or her own talents and to appreciate the talents of others.
- Developing the ability to solve problems effectively. The East Catholic graduate will have learned to analyze a problem, examine the options, and work toward a logical, practical, and ethical solution.
- Preparing to engage in life-long learning and critical thinking. The East Catholic graduate will have learned the skills requisite for acquiring, assessing, and integrating information, and will have come to recognize the way in which he or she learns best and to experience the joys of learning.

OBJECTIVES OF THE EAST CATHOLIC ATHLETIC PROGRAM

1. To provide an authentically Catholic, Christian athletic environment for students that is grounded in the inherent dignity of each person and the development of the whole person.
2. To provide the opportunity to engage in healthy competition.
3. To provide school-wide activities that include students of a broad range of interests and athletic abilities.
4. To teach students proper habits of health, cleanliness, and safety.
5. To teach new athletic skills and offer the opportunity to improve on those already possessed.
6. To provide opportunities to observe and exemplify good sportsmanship.
7. To give students an early understanding that participation in athletics provides leadership training, which is a privilege that carries great responsibility with it.
8. To provide opportunities for students to place the interest of the group above self, and learn to practice self-discipline for the overall benefit of the team.
9. To provide opportunities to learn the benefits of following structure and rules.
10. To provide students the opportunity to experience the satisfaction of self-sacrifice while building an esprit de corps, a feeling of unity, belonging, team pride, teamwork, and respect for rules and authority.
11. To extend opportunities for the physically gifted to participate in a challenging athletic squad that encourages individual excellence.

COACHES' GUIDELINES

A coach should exhibit diligence, enthusiasm, and professional pride. Personal appearance, dress and physical condition should all be exemplary. Modeling the virtues of time management, appropriate dress, displaying a positive attitude and following rules is extremely important.

A coach should be in control at all times. **Vulgar or degrading language and actions and angry emotional displays are completely unacceptable both in practice and in scheduled contests. The Christian virtues of integrity, graciousness, dignity, and respect are to be modeled for players, officials, opponents, colleagues and spectators whether winning, losing, or just working out.**

A coach is also responsible for every facet of discipline. Individually, the coach becomes a model of all that the program represents: observation of all school policies, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season, at home and away, even to a degree, the conduct of the crowd, especially where the student body is concerned. A desire to do well, to win well, and to lose well should be taught and modeled by our coaching staff. A coach is expected to give generously of his or her time, energy, and spirit as the seasons demand.

A coach is a model of our Catholic, Christian program and is to ensure that practices and games begin with a moment of silent or recited prayer led by coaches and/or by students. All classes and activities begin this way at East Catholic and serve to remind us of our dependence upon and need for God's compassion and presence in our lives.

Coaching contracts are for 1 year; start of season until the start of the following season, and are renewable at the sole discretion of East Catholic. A coach is employed at-will, and their employment may be terminated at anytime with or without cause. Failure to abide by these guidelines may also result in the termination of the coaching assignment.

HEAD COACH/PROGRAM RESPONSIBILITIES

1. Has full responsibility for the overall supervision of his/her program, including Freshmen & Junior Varsity teams.
2. Is in charge of supervision and assignment of duties of assistant coaches working in his/her sport.
3. Is responsible for keeping practice periods for the sport within the confines of the time specified by the Athletic Director; and is to keep the Athletic Director informed of practice schedules during holiday periods. Also, to ensure these practices dates and times are allowable by CIAC standards and regulations.
4. Shares goals with athletes and have each athlete set individual goals and continuously monitor these goals with each athlete.
5. Emphasizes proper nutrition, and hydration, and implement current dynamic stretching and conditioning routines to enhance performance and reduce injuries.
6. Is responsible for the general upkeep and protection of equipment under his/her jurisdiction.
7. Is directly responsible for a complete inventory of the equipment used in the sport which is to be made at the end of each season.
8. Writes an annual report, at the end of the season, evaluating the program and makes recommendations for improvements.
9. Is responsible for keeping records as requested by the Athletic Director.
10. Is responsible for drafting and submitting a budget and wish list of items for the sport.
11. Has the main responsibility for modeling Christian leadership, building good sportsmanship and developing good public relations in the school community.
12. Is responsible for assuring understanding the rules of his or her sport, the student handbook, and CIAC and other pertinent rules governing high school athletics.

HEAD COACH/PERSONNEL RESPONSIBILITIES

There is a lot of responsibility and planning for a coach. The Athletic Department will also send out several reminders, relevant research articles, and helpful tips each season to keep coaches on track and engaged. This is one way to keep things organized and we thought it might be helpful to put together a checklist covering pre-, in- and post-season duties. The list is not all-inclusive as some sports are nuanced (e.g., the swim team needs to obtain a certificate of coverage for use of an outside pool), however most of the common tasks are identified below.

Pre-season

- New Coaches: Complete onboarding checklist. Ensure that you have completed tax forms, I9, fingerprinting, and VIRTUS training.
 - All Coaches: Ensure that you are up to date in 1st Aid/CPR/AED, and Module 15(concussion training.)
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- Rule Changes: Review all rule changes for your sport. Attend any pre-season CCC sport-specific meetings.

 - Informational Meeting: Conduct a pre-season informational meeting for prospective athletes. Share with them your general philosophy and requirements of the sport, and tryout dates. Collect contact information.

 - Distribute Forms: At your informational meeting remind the athletes to go online (East Catholic Athletic page, under forms) and complete the sudden cardiac arrest, concussion disclosure, and parent consent forms. Also make sure that athletes have submitted an up-to-date medical form that is signed by their doctor. These forms are good for 13 months and must cover the athletes for the duration of their sports season. Some sports require a transportation consent form as they need to provide travel to practices (e.g., Wickham Park for tennis). The medical forms should be handed in to the coach unless the athlete handed it in previously (e.g., Fall sport or dropped off the first day of school to the AD office). A list will be created and status of all forms provided to the coach prior to tryouts.

 - Hand in Forms: Medical forms handed in to a coach should be provided to the AD office shortly after tryouts are complete and the team roster finalized.

 - Submit the Final Roster: The roster, or eligibility list, should be sent to the Athletic Department immediately after tryouts. The Athletic Department will share the eligibility list with school administration, including the guidance department. [Note, if an athlete is a transfer student from another school this will need to be noted.]

 - Sport Previews: Submit sport “Preview” information to the Hartford Courant and a pre-season summary to the Journal Inquirer, if applicable to your sport. [Note, the Journal Inquirer does not preview all sports.]

 - Season Sport Meeting: At least one parent and player will need to attend our annual Athletic Department parent meeting. A Fall sports meeting will be conducted right after tryouts and then a joint Winter/Spring parent meeting will be conducted in or around December.

- Parent Meeting: Conduct a parent meeting and review team rules and expectations. Review your coaching philosophy, introduce the coaching staff, and solicit support for the upcoming season. This may include asking parents to help with planning the awards banquet and any other support you may need throughout the season.

- Fundraising Plans: Any plans for conducting fundraising should be identified and shared with the Athletic Department well in advance of each season. The fundraising plans will be reviewed in accordance with the standards set forth in the Athletic Handbook (e.g., as to number and type).
- Create an Emergency Contact List: Create and maintain an emergency contact list of parents and/or guardians along with their cell phone numbers for each player on the team. Ensure that the list is readily available in case of an emergency. The emergency contact list may be created using the Parent Consent form as it has this necessary information. Copies of the electronic form will be provided to coaches upon request.

- Inventory the Parent Consent Form: Review the Parent Consent form as it has a 12 question medical history, including allergies or prior concussions, for any of your athletes. Share the list with your sub-varsity and assistant coaches.

- Team Uniforms: Issue team uniforms and inventory which athletes received a uniform. Create a proper tracking system to assist you in collection at the end of the season.

In-Season

- Scores and Results: Make sure scores are reported to the Journal Inquirer and The Hartford Courant during the season. The “home” team is responsible for submitting scores, however for “away” games it is good practice to confirm with the opposing coach that they plan to submit the score. Add the scores each evening after the game to the CIAC system. The Athletic Department will provide each coach with a pass code for their particular sport. These need to be added by both the home and away teams. Send a text message to a department staff member if you would like a game score or accomplishment Tweeted out from our Twitter account on a real time basis.

- Submit Changes to the Roster: Any changes to the roster should be shared in a timely manner. This allows the school to monitor whether a student has satisfied its Physical Education credits.

- Team Page (website): Keep the team page current. This includes maintaining the roster, updating team accomplishments, and switching out team and individual photos. Send these accomplishments, photos, and “random acts of sportsmanship” that you witness to the Athletic Department.

- Transportation: Review the weekly bus schedule. Share any necessary edits with the Athletic Department (e.g., if a departure time is not optimal).

- Early Release: Certain events may require our athletes to depart prior to the normal end of a school day. Consult with the Athletic Department to determine if approval from the school administration is required. A list of the athletes will need to be submitted to the Athletic Department at least one day prior to an event. The Athletic Department will submit the form to school administration to allow the athletes to depart early.

- Injury Reports: If any of your athletes experience an injury during practices, or games, an injury form will need to be completed and submitted to the Athletic Department in a timely manner. Consult with the trainer to determine if there are any limitations associated with an

athlete's injury, and make sure the athlete is cleared to return to play by their physician or the trainer.

□ Training and Well-being: Constantly emphasize proper nutrition, and hydration, and implement up to date dynamic stretching and conditioning routines to enhance performance and reduce injuries.

□ Report Infractions: The Athletic Department is required to report certain penalties or infractions to the CIAC (e.g., "red" or "yellow cards" handed out during a soccer match). Inquire with the Athletic Department if you are uncertain whether this requirement applies to your sport.

□ Tournament Rosters: If your team qualifies for the State tournament submit your tournament roster to the Athletic Department.

□ Buses and Locker Rooms: Supervision is required at all times. Inventory the bus after an event, or locker rooms after practice or games, and make sure these are free of garbage or any hazardous conditions.

Post-Season

□ Team Uniforms: Gather all team uniforms and make sure they are washed and all items returned. Report any missing or damaged uniforms to the Athletic Department. Store the uniforms for the next season.

□ Inventory Equipment: Inventory and store all equipment in a dry and appropriate location. Notify the Athletic Department of any equipment needs at the close of the season for the following season. This will allow for proper budgeting, determine what the school is able to purchase, or if any fundraising might be appropriate and/or necessary.

□ Fundraising Plans: Any plans for conducting fundraising should be identified and shared with the Athletic Department well in advance of each season. The fundraising plans will be reviewed in accordance with the standards set forth in the Athletic Handbook (e.g., as to number and type). (Moved to preseason section)

□ Awards: Submit a list of athletes who earned their Varsity Letters; outline all other athletes who will be receiving a participation certificate; submit a list of all-conference athletes; review the honor roll list maintained in the Athletic Department to determine which athletes are eligible for Academic All-Conference honors; order trophies and awards for the banquet.

○ Evaluate your season. Be honest with yourself and come up with a list of what went well, and what can be improved on. Do research on new and innovative training techniques etc. There are a ton of valuable resources out there that will help you improve as a coach and as a team. This is important to do during and directly after the season while these ideas are fresh.

○ Inform the Athletic Department what your plans are for next year. We hope our coaches make East their home. We want to maintain communication and commitment from our coaches. If you will not be returning to East, please let the Athletic Department know, as we like our coaches to be lined up and prepared well in advance of their season.

GENERAL ATHLETIC DEPARTMENT POLICIES & PROCEDURES

ACCIDENT FORMS

1. Report all injuries on the proper forms as provided.
2. All injuries must be reported immediately to the head trainer or school nurse.

ACCIDENTS/INJURIES/ATHLETIC TRAINER

1. All injuries must be properly documented and reported within 24 hours to the school nurse and athletic director. Insurance forms should be filled out by the athlete/head coach as soon as possible after the injury and submitted to the athletic director/school nurse. Accident Report must be complete and submitted by the coach supervising the activity.
2. In case of an injury requiring medical attention, the coach/athletic trainer should direct the athlete to the nearest medical facility and notify the parents immediately. At the earliest possible time, the Athletic Director should be notified of serious injuries who will then notify the Principal. Serious injuries that might require surgery/hospitalization should be reported to the Athletic Director/or Principal immediately by the coach. If an athlete is transported to a hospital, a coach must accompany the ambulance to the hospital.

ATHLETIC SUPPLY and EQUIPMENT PURCHASES

1. All requests for athletic supplies and related athletic items will be made through the office of the Athletic Director and then Director of Finance. **At no time is a coach authorized to purchase items without a school generated Purchase Order and authorized signature of the Athletic Director, Director of Finance and/or the Principal.**
2. No donations, “gifts in kind”, use or alteration of East Catholic facilities and equipment are to be made without consultation with Athletic Director and approval from the Principal.
3. Team fundraising for the purchase of supplies or equipment must be in accordance with the policy noted below.

BACKGROUND CHECKS, VIRTUS, FIRST AID, CPR and AED TRAINING

The Archdiocese of Hartford requires all full-time, part-time and volunteer personnel who work with students to submit to a full criminal background check and on-going child abuse training provided by the Archdiocese. Coaches are also required to complete certified first aid, CPR, and automated external defibrillator (AED) training. Coaches may not begin a season without the completion of these requirements. All personnel background checks are coordinated through the Principal’s Office in Room 118. Coaches must insure that there is a full medicine kit available at all practices and events (including surgical gloves). Coaches should also carry with them, to practices and competitions, pertinent medical and emergency contact information on every athlete. It is suggested that a summary list be created for the other coaches, and trainer, to understand unique issues such as asthma, heart problems, diabetes, and allergies (bee stings, food oriented, etc.).

BUDGET - TEAM ACCOUNTS - FUNDRAISING

1. The head coach will provide an annual operating budget and wish list to the Athletic Director.
2. All purchases must be pre-approved and utilize the Purchase Order procedure utilized by the Finance Department.
3. If established, team accounts must be maintained by the Director of Finance and purchases utilizing team funds processed through the Director of Finance.
4. Without the written consent of the Athletic Director, each team is limited to one annual community based (e.g., pink out game) and one team account funding fundraising event per year. Each event, and any request for additional events, must be pre-approved by the Athletic Director and Director of Business Development. Any donations made by an individual or business entity will receive a “gift in kind” or other acknowledgement letter. When soliciting donors it is incumbent upon the head coach to ensure all donors are identified with the proper contact information (full name, address, contact phone number, and a detailed description and estimated value of the gift). All checks must be made payable to: East Catholic High School. For the purpose of financial controls and best practices the use of bank accounts outside of East Catholic is not permitted.

BUILDING USE

1. The Athletic Director, in cooperation with the coaches involved, will schedule the gymnasium usage. Careful consideration will be given to:
 - a) Equality of male and female teams.
 - b) Sufficient practice time for the teams.
2. 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 remain the first priority.
3. Practice on non-school days may be scheduled only after consultation with the Athletic Director.
4. Sunday practices may be held, but only after 12 pm/Noon. **Each athlete must have at least one day off every week per CIAC rules.**
5. Each coach must ensure that all lights are off and the building is locked and secured if they are the last team leaving for the day.

CHANGING SPORTS

The participant in a sport who desires to drop from one team and try out for another is given this opportunity up to the first game. After the first game of either team has been played, the participant can stay with his original choice or discontinue.

COACHING PERSONNEL

The use of personnel in coaching must first be approved by the Athletic Director and Principal. This clearance is very important because as it allows the proper onboarding, employment verification and documentation, education, and certification.

COACHING STIPENDS

Stipends for coaching at East Catholic will be released when each approved coach has completed a W-4 and I-9 employment verification form. Stipends may be withheld until all uniforms are collected and handed in.

COLLEGE RECRUITMENT & SCHOLARSHIP OPPORTUNITIES

1. The coach can be a valuable resource person to assist in these areas. However, it should be noted the primary person in college admissions is the athlete's guidance counselor. A close working relationship should be made so as to give every advantage to the athlete in the process.
2. The NCAA rules concerning recruitment and visitation by college coaches should be known by all coaches so that no athlete unknowingly violates any rules or requirements. The rules are modified each year and are maintained at: www.ncaa.org

ELIGIBILITY LISTS

Each coach is responsible for submitting to the Athletic Director their eligibility lists in accordance with CIAC policy and prior to the first contest. The Athletic Director will share copies of the lists with those school administrators responsible for monitoring academic requirements and eligibility. **Athletic Director must immediately be notified of athletes no longer participating in a program.**

EQUIPMENT

1. All athletic equipment is to be stored by each individual sport, in the athletic area assigned by the Athletic Director.
2. Coaches are responsible for the issuance of equipment to players. Records will be maintained by the head coach of all equipment issued and returned. Team members will sign for each item given to them during the season.
3. The care and maintenance of equipment issued to participants is the athlete's responsibility. Missing or maliciously damaged equipment must be paid for at face value. The coach is responsible for collecting the amount due and submitting all monies to the Athletic Director.

DRESS CODE: Athletes will travel to and from games in the appropriate school dress code. Male athletes may wear sweaters at the option of the coach while female athletes may substitute dress slacks. When athletes travel in uniforms to the games, all athletes will wear the entire uniform and warm-ups, if applicable.

EXAMINATIONS – PRACTICE POLICY

1. All athletic practices during the exam period will be “optional” for the student-athlete.
2. All “optional” practices held during the exam period will be limited to one hour and forty five minutes (1:45).
3. If a student athlete elects “not” to attend an “optional” practice, the coach will not, in any way, hold this against that student-athlete.

This policy will be in effect starting the Monday of exam week and end with the last exam on Friday, or in case of a cancellation due to inclement weather, on the day of the last exam.

EXAM DATES

Mid-Year Exams:

January 16, 17, 21, 22, 2020

Seniors Exams:

May 26 – 29, 2020

Underclassmen Tentative Dates:

June 9, 10, 11, 12, 2020

RETREATS

As a Catholic school East Catholic is committed to the spiritual development of our students. All students are required to attend their grade level retreat and also have the opportunity to attend optional retreats during their junior and senior year. While great care will be provided to schedule the events to minimize disruption, students may miss or be late to practice due to the retreat. These are not optional so students should not be penalized in any way. Students are expected to discuss attendance in the optional retreat programs with the coach before the expected absence, and again, all special retreats are planned a year in advance to provide ample notice.

HEALTH/INFORMED CONSENT/PARENT PERMISSION FORMS

It is the responsibility of the coach of each sport and all levels of competition to ensure that these, and other required forms, are completed prior to an athlete’s participation in his/her particular sport.

INCLEMENT WEATHER DAY

NO SCHOOL

- i. No practice in morning.
- ii. No game in morning.
- iii. After 12:00 pm/Noon practice/games may be permitted weather permitting based upon the decision of the Principal in concert with the Athletic Director.
- iv. Requests for exceptions should be directed to the Athletic Director.

EARLY DISMISSAL: Everything is cancelled for the remainder of the day.

INJURIES

1. In case of injury to a player, the coach or trainer should administer first aid immediately.
2. If the injury is believed to be to the head/back/neck, the injured player should not be moved.
3. In the event of a serious injury, the police department will be notified for assistance by calling 911. The coach can confirm the police called for an ambulance, and will also contact a parent or guardian.
4. A coach or trainer or adult delegate will accompany the athlete to the hospital or doctor's office. The attending adult will remain with the athlete until the parents arrive. If only one coach is in attendance, he is to remain with the team, making sure a parent of the athlete has been notified. The coach will immediately notify the Athletic Director, or Assistant Athletic Director, if an athlete sustains a serious injury.
5. The head coach will follow the case closely. An athlete who has sustained a serious injury will not be allowed to return to practice or competition without written approval of the physician in charge.
6. At all times, the decision of the head Athletic Trainer is final.
7. Coach (or Athletic Trainer if present) must complete an Accident Form and submit to School Nurse.

LOCKER ROOMS/WEIGHT ROOM/GYMNASIUM

Proper supervision is required when the locker rooms, weight room, and gymnasium are being utilized by members of the student body. **It is the responsibility of all coaches to ensure supervision and require students to leave areas that are unsupervised.**

MEETINGS

1. Coaches are expected to make all meetings as scheduled by the Athletic Director.
2. Head coaches are responsible for having representation at all Central Connecticut Conference Sport Meetings as determined by the conference.

OFFICIALS

1. The assignment of officials to contests is the responsibility of the Athletic Director and the respective sport commissioner.
2. There is no excuse for poor treatment of officials or improper hospitality on the part of East Catholic High School coaches.
3. All letters of complaint involving an official must be reviewed by the Athletic Director.

PARENT ENGAGEMENT

If a player or parent has any complaint, they must follow the proper chain of command when registering their complaint. The chain of command will flow as follows:

1. The player or parent must make an appointment and meet with the coach to address the issue. (**Concerns** will not be addressed during practice or before, during or after games).
2. If the issue relates to inappropriate behavior of the coach, or remains unresolved in a satisfactory manner, the player or parent must send a signed, written statement, to the Athletic Director detailing the complaint. After investigating the complaint, the Athletic Director will respond and if necessary arrange a meeting between the Athletic Director, Coach, Parent and Athlete.
3. If the issue still remains unresolved the parent and the player may arrange a meeting with the Principal and coach. The Principal reserves the right to involve the Athletic Director in this process.

PRACTICE/GAME CANCELLATIONS/POSTPONEMENTS

1. Any practice/contest to be cancelled or postponed will be determined by the Athletic Director in consultation with the head coach of a particular sport. No coach will cancel or postpone a regularly scheduled contest on his own. The final decision, in cases of inclement weather, where a decision cannot be reached, rests with the Athletic Director.
2. When practice sessions/games are cancelled or postponed, athletes will not practice and should be encouraged to leave the premises and return to their homes. The above is mainly directed towards the winter sports programs where snow, sleet, and ice may make travel very dangerous and risky. Sport programs and practices may be conducted inside in case of bad weather conditions in consultation with the Athletic Department.
3. Sunday and Holiday Practice: Except for extraordinary circumstances, practices shall not be scheduled on Religious/Family Holidays. Sunday practices are permitted after noon and should

allow for Religious Education in our parishes. Exceptions must be approved by the Athletic Director.

PUBLICITY

1. It is the responsibility of the coach to phone in contest scores as soon as possible after the completion of the game. He/she may delegate this responsibility to a student manager.

a) HARTFORD COURANT – 1-860-241-6436, 1-860-241-6437, 1-800-524-4242

b) JOURNAL INQUIRER – 1-860-646-0500

SCHOOL POLICIES AND GUIDELINES

All general school policies for discipline and conduct apply to student athletes at all times both on and off the East Catholic campus. **The Parent-Student Handbook** is distributed to each student annually and may be accessed from the school website (www.echs.com). Coaches are responsible for being aware of and enforcing all general school policies as well as the athletic policies outlined here.

SPECIAL PRIVILEGES

No athlete or group of athletes is to be given special privileges, rewards, material goods, special status or acknowledgment other than those which are provided or available to all athletes, or based on routinely recognized achievement (e.g., the presentation of an All-Academic certificate).

TEAM PICTURES

1. Pictures of all teams are taken by the Yearbook Photographer. Advanced dates are forwarded to the Athletic Director by the Yearbook Staff.

2. Coaches are responsible for adhering to the scheduled date, assisting the photographer with the balance of the team picture, assuring that team members are in game uniform and presentable for the picture.

3. The Athletic Director will notify the coach when these pictures will be taken.

TEAM ROSTERS

Full team rosters must be communicated in writing to the Athletic Director upon selection of the Varsity, Junior Varsity, and Freshmen teams at the beginning of each season. Likewise, withdrawals from teams should be communicated in a timely manner and be in writing.

TOBACCO/ALCOHOL USE

A coach will not use alcohol, tobacco, **or electronic cigarette** products on campus or while in the presence of students, including while coaching or traveling with the team.

TRANSPORTATION

1. Transportation to “away” athletic contests will be by bus or school van. Other arrangements may be made but must be cleared by the Athletic Director first before being enacted.
2. Team players will accompany the team to and from athletic contests. Players may be given permission to ride home with parents from a game, but parents and not players should confirm this arrangement in advance by writing or, at the appropriate site, in person.
3. If mechanical problems occur it should be reported to the Athletic Director as soon as possible. Athletes should be made responsible for cleaning the interior of the van or bus after every return trip. In case of a breakdown going or returning from a contest, please follow the policy listed below:
 - A. Notify the Athletic Director as soon as possible via cell phone.
 - B. Pull vehicle to the right as far as possible and raise hood.
 - C. Place 2 flares approximately 30 feet apart behind van to align with left rear fender.
 - D. If the vehicle is in a safe location, athletes should remain in the bus or van. If the vehicle is disabled in dangerous location, all occupants should leave the vehicle and remain together in a safe location (e.g. behind guard rail, etc.).
 - E. Call the Athletic Director immediately to authorize repairs or to arrange for other transportation. If he or she cannot be reached, call the Manchester Police Department and request that they contact someone in administration at East Catholic.
4. Keys to the mini-bus should be returned to the Athletic Director as soon as possible or locked in the van in the glove compartment, if the coach is not a teacher at East Catholic.

USE OF LANGUAGE

The school administration will not tolerate the use of profanity from a coach in the conduct of their duties. The coach must set a good example for the team to follow both on and off the playing field. The school administration expects the coach to show maturity and self control at all times. Most of the negative reactions to sports can be averted by proper conduct on the part of the coach.

WORKSHOPS/CLINICS, ETC

Coaches are representatives of the institution and will often be required to attend various professional meetings, workshops, press luncheons, coaching clinics, etc. The Athletic Director will keep each coach informed as to the time and date of those events that would be most appropriate for them to attend.

The school administration reserves the right, at any time, to amend or adjust the policies found in this handbook