

Bristol Public Schools  
Athletic Department



High School  
Scholar-Athlete Handbook  
Regulations and Guidelines  
for Athletic Participation

**Bristol Public Schools Interscholastic Athletic Program**



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Central Connecticut Conference

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### ***Purpose of Handbook***

The purpose of this handbook is to provide standard operating procedures for all coaches who work with our scholar-athletes. This will ensure consistency among and between all coaches, interscholastic teams, and scholar-athletes. All coaches in our school system must know and follow the contents of the Coaches Handbook. It is the expectation that all coaches are knowledgeable of league/conference policies, procedures, and CIAC regulations. The [CIAC Handbook](#), which is published annually, is available at CIACsports.com. The [NCAA Guide for the College-Bound Student-Athlete](#) and your respective high school handbook are also available for your use. Please read and abide by all policies and procedures set forth in them.

### ***BPS Athletics Department Philosophy***

Bristol Public Schools believes that a comprehensive and balanced interscholastic athletic program is an integral part of the educational process. As such, BPS Athletics strives to provide a variety of opportunities and experiences that develop habits of mind, scholarship, health, well-being, and fitness through individual and team

competition. The high school athletic programs serve as an arena for the scholar-athlete to display their talents, and in turn, our scholar-athletes must be willing to accept the responsibility and obligation to self, team, and school. In academic and competitive arenas, the scholar-athlete is expected to demonstrate self discipline, emotional control, and the ideals of good sportsmanship. The scholar-athlete will demonstrate ethical qualities and implement learning skills on the field, in the classroom, and in their respective place in modern society.

The scholar-athlete serves as an ambassador of their athletic program, school, and community. Good conduct and model citizenship are attributes all scholar-athletes should exhibit at all times. Our BPS scholar-athletes are expected to follow all school, team, and league rules at all times. This includes showing respect for teammates and coaching staff, as well as the opposing team, their coaches, and all officials.

Participation in interscholastic athletics is a privilege. Scholars that demonstrate unacceptable or abusive language or behavior, or who are continuously being reported academically deficient, may lose the privilege to participate in interscholastic athletics or be referred for disciplinary measures as specified in the scholar Code of Conduct.

### ***Athletic Program Objectives***

BPS athletics provide opportunities for scholar-athletes:

- **To work with others**, a scholar-athlete must develop self-discipline, respect for authority, the spirit of hard work, and self-sacrifice. The team and its objectives must be placed higher than personal desires;
- **To compete**, a scholar-athlete accepts that although they may not always win, they should always strive for excellence;
- **To develop sportsmanship**, a scholar-athlete will accept the outcome of every contest in a sportsmanlike manner;
- **To develop personal health habits**, a scholar-athlete will obtain a high degree of physical fitness through exercise and habits of good health including maintaining this level of physical fitness after formal competition has been completed;
- **To enjoy athletics**, scholar-athletes recognize athletic participation increases personal satisfaction and achievement.

**Respect**

Individual rights and individual differences are valued at BPS. Scholars are expected to observe common sense standards of behavior; all directions from staff members in all matters of conduct must be obeyed. All scholars, staff, and teachers are responsible for ensuring and protecting the rights of others to attend school without harassment, whether racist, ethnic, sexist, or religious in nature. Any person who experiences these or other forms of harassment is urged to ask a counselor, teacher, or administrator for help in eliminating the harassment in accordance with school procedures. Abusive language or behavior results in disciplinary measures as specified in the Code of Conduct.

**Athletics Offered in High School**

Fall		Winter		Spring	
Boys	Girls	Boys	Girls	Boys	Girls
Football	Swimming Co-op	Basketball	Basketball	Baseball	Softball
Soccer	Soccer	Indoor Track	Indoor Track	Tennis	Tennis
Cross Country	Cross Country	Wrestling	Cheerleading	Track and Field	Track and Field
	Volleyball	Swimming Co-op	Competitive Cheerleading	Lacrosse Co-op	Lacrosse
	Cheerleading	Ice Hockey Co-op		Golf	

*\*Please be sure to review the different levels each of our sports programs has to offer at the high school level and the expectations for each of them.*

**Unified Sports**

Unified Sports were created and developed to give individuals with intellectual and physical disabilities the opportunity to train and compete in sports activities in an inclusive environment with their non-disabled peers. To

be eligible for participation in Unified Sports, a competitor must agree to observe and abide by the official Special Olympics Sports Rules. Refer to the Unified Sports Handbook for full information by visiting the [CIAC Website](#).

### ***Equal Opportunity***

BPS Athletics strives to ensure equal opportunity for all scholar-athletes regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status. Please refer to the BPS Policy Handbook at [BPS Policy](#), Students, Series 5000 to learn more.

### ***Participant Limitations***

In any given year, a coach may be forced to reduce the size of their teams due to safety concerns, space limitation, and the availability of coaches. The athletic coach, hired by the Board of Education, is the person responsible for selecting scholar-athletes to compete on a given athletic team. Final decisions will be at the discretion of the coach, Athletic Coordinators, Athletic Director, and within the CIAC rules.

### ***Eligibility***

Eligibility criteria and timelines vary from season to season. Please refer to our [eligibility policy on the BPS website](#) or contact your building Athletic Coordinator for additional information. The CIAC Rules of Eligibility can be accessed [here](#) as well.

### ***Medical/Physical Eligibility***

All medical and physical eligibility forms are completed through FamilyID. All forms must be submitted, reviewed, and approved prior to the first practice of the season. Athletic physicals are valid for 13 months.

### ***Physical's***

1. All scholar-athletes must have an up-to-date physical from a doctor on file at the school.
2. The physical must be either dropped off in-person, faxed, or a copy sent via email to the nurse at each school PRIOR to participation and the start of the season.
3. The school nurse will review, approve, and file the scholar-athletes' physical.
4. Any expired physicals, or an athlete without a physical, will **NOT** be allowed to participate in athletics until given updated permission by the school nurse.

## **FamilyID**

All parents/guardians and scholar-athletes are required to register for their athletic season through FamilyID. Please visit the links below for your respective schools for registration as well as view important information regarding the forms you will be asked to complete.

*\*Registrations include the signature of BOTH parent AND athlete for ALL forms on FamilyID- please read carefully.*

1. The completed and current [Health Assessment Record Form](#) is returned to the school nurse's office.
2. The athletic registration is completed online through FamilyID at:  
[Bristol Eastern - Fall Athletic Registration](#)  
[Bristol Central - Fall Athletic Registration](#)
3. Registrations include the following forms:
  - a. [Sudden Cardiac Arrest Awareness Student and Parent Informed Consent 2023-24 Agreement](#)
  - b. [Student and Parent Concussion Education Plan and Consent Form 2023-24](#)
  - c. [Exertional Heat Illness Informed Consent Form](#)
  - d. The Bristol Public Schools Parent/Athlete Acknowledgement Form
  - e. [Bristol Public Schools Student-Athlete Handbook](#)
  - f. Permission to Participate and Permission to Seek Medical Treatment

A scholar-athlete will be permitted to practice once a current physical is listed in FamilyID AND their registration has been approved by the Office of the Athletic Director.

Please keep in mind that a new athletic registration through FamilyID is required to sign-up for each athletic season- the only thing that will carry over through the school year is the scholar-athletes physical on file as long as it is not expired.

## **Outside Sports During Season**

Many scholars wish to participate in a school or outside activity during a sports season. Although this is not prohibited, coaches do reserve the right to expect their team members to be present at all practices and contests and to fully participate. It is the athlete's responsibility to communicate to their coaches about their participation in sports outside that of their school, those sports practices, and game schedules. Coaches reserve the right to



disallow a scholar-athlete from participating on other teams due to expectations of commitment, attendance, and child's safety.

*\*Scholars may not participate on any outside team in the same sport during the season of the sport.*

### **Conflict Resolution**

Throughout an athletic season, there will likely be circumstances in which a disagreement requires attention and resolution. When addressed appropriately, these moments are what make athletic competition beneficial and meaningful in the development of our young scholar-athletes. These situations will have different meanings for our scholar-athletes and may bring about issues that need to be discussed and dealt with. In order to encourage self-advocacy for our scholars, we ask that the following procedure be followed in order to deal with all situations in an appropriate manner.

Only issues dealing with the safety, health, and welfare of a scholar-athlete will be discussed by the coach, Athletic Coordinators, Athletic Director, or BPS Administration. The scholar-athlete and coach can discuss other topics, such as position on the team and specific participation issues. A scholar-athlete and coach should first attempt to resolve any issues. If the conflict cannot be resolved between the scholar-athlete and the coach, the scholar-athlete and their parent/guardian should meet with the coach at an agreed upon time. If the problem is still unresolved, then the parent/guardian should contact the Athletic Coordinator or the Athletic Director to establish a meeting time with the scholar-athlete, parent, coach and Athletic Coordinator or Athletic Director.

These are the steps to be followed for the resolution of a problem:

1. Scholar-Athlete - Coach
2. Parent & Scholar-Athlete - Coach
3. Parent & Scholar-Athlete - Coach - Athletic Coordinator or Athletic Director
4. Parent & Scholar-Athlete - Coach - Athletic Coordinator or Athletic Director - BPS Administration

*\*No meetings will occur without the presence of the scholar-athlete.*

Issues that will **NOT** be discussed:

1. Playing time
2. Captain selection
3. Coaching strategy
4. Other scholar-athletes

We recognize that it may be difficult to accept that your child may not be playing as much as you would hope. As a coach of an athletic team, there are decisions that need to be made for the good of the team as a whole even if an individual may not believe it is in their best interest. This decision is never an easy one for the coach to make, but it is the coach's decision alone. The Bristol Public Schools Athletic Department always encourages what is best for all of our scholar-athletes and if a decision has been made that a scholar-athlete does not agree with, it is up to the scholar-athlete and his/her family to make the decision to continue to participate.

*The following topics follow the policies and procedures laid out specifically by the following scholar-athlete governing bodies: [Board of Education Policy](#), [BCHS Scholar Handbook](#), [BEHS Scholar Handbook](#), and the [CIAC Handbook](#).*

### ***Bullying***

Please refer to the [Board of Education Policy](#) page attached here regarding this topic.

### ***Hazing***

Please refer to the [CIAC Handbook](#) to review the CIAC's specific dealing regarding this topic.

Please refer to the [Board of Education Policy](#) page attached here regarding this topic.

### ***Sexual Harassment***

Please refer to the [Board of Education Policy](#) page attached here regarding this topic.

### ***Disqualification from Play***

Please refer to the [CIAC Handbook](#) to review the CIAC's specific dealing regarding this topic.

### ***Ejection Policy***

Any student-athlete who is ejected from any contest will not be allowed to participate in any contest until he/she has been withheld from the next contest at the same level of play. The Athletic Director must be informed of all ejections within twenty-four (24) hours.

### ***Substance Abuse Policy***

The BPS Athletic Department believes that it is important that scholar-athletes refrain from the use of substances that are potentially harmful to them. Every sport requires proper conditioning, and substances that may adversely affect that conditioning must be avoided. Therefore, during the time a scholar-athlete is a member of a team in season, they must adhere to this substance abuse/use policy. All instances of possession, distribution, purchases or attempted purchases, use, or abuse of any harmful substance shall be referred to the school administration for disciplinary action. Presence at parties or other activities at which alcohol or harmful substances are available may constitute grounds for disciplinary action.

Harmful substances are defined as, but not limited to, tobacco/nicotine products, alcohol, and drugs.

Use, possession, or purchase of illicit drugs, including anabolic steroids, alcohol, drugs, paraphernalia, including electronic delivery devices, or the misuse of other drugs/medications will result in the immediate dismissal from the team for the season.

The scholar-athlete shall report any use of medication(s) prescribed by a physician to the school nurse.

Per [Board of Education Policy and Regulation 5131.6](#), during the season of practice or play, seven days a week, twenty-four hours a day, a student-athlete shall not use, consume, or possess, buy, sell, or give away any beverage containing alcohol, any tobacco product, marijuana, steroids or any controlled substance such as stimulants or street drugs.

- a. First Violation When the principal and/or assistant principal in conjunction with the Athletic Director confirms, following an opportunity for the student to be heard, that a violation has occurred, the student-athlete will be suspended from all contests for a period of five (5) school days. A minimum suspension of one (1) contest is required before reinstatement. Other disciplinary actions under the student code of conduct may be initiated by the principal. At the time of suspension, the school

administrator shall advise and recommend appropriate treatment and /or rehabilitation services to the student.\*

b. Second Violation When the principal confirms, following an opportunity for the student to be heard, that a second or subsequent violation has occurred, the student shall lose interscholastic athletic eligibility for the remainder of the season.

c. CIAC Rules Any student found in possession of or using any anabolic steroid, hormones and analogues, diuretics, or any other performance enhancing substance would also be subject to the new CIAC Chemical Health Policy and the repercussions of that policy which include disqualification of that student from any further participation in any CIAC sponsored sports for one hundred and eighty (180) school days for each violation. This policy applies to all CIAC controlled activities sponsored by the member schools.

The only exception is when a student is in possession of a legally defined drug that is prescribed by the student's doctor. The CIAC wants all student-athletes to know that participation in high school athletics is a privilege not a right.

The sale, or intent to sell, of illicit drugs, anabolic steroids, or alcohol will result in a 180 school day suspension of athletic eligibility. The scholar-athlete may regain eligibility after completing a planned assistance program authorized by the school and at the discretion of the Athletic Director and Principal.

*\*At the discretion of the coach and principal, the scholar-athlete may be permitted to participate in practices during the suspension. A second violation of this nature will result in the immediate dismissal from the team for the season.*

### **Self-Referral for Substance Abuse**

Self-referral is not an attempt to turn in oneself after violating the drug policy to avoid penalty. When a drug dependency problem is identified with use of the above substances by the scholar-athlete through self-referral or by a parent's referral, and is being monitored by a physician, the scholar-athlete WILL NOT be immediately dismissed from the team. However:

- The scholar-athlete and present coach will collaborate with the appropriate certified personnel and develop a program of assistance utilizing the school's resources and outside agencies. The assistance team will then monitor and report progress.
- Dismissal from the team will result if the scholar-athlete fails to complete the program of assistance.

- The scholar-athlete WILL BE immediately dismissed from the team upon the next incident of any substance abuse violation.

## ***Affiliations***

### **Connecticut Interscholastic Athletic Association [CIAC Page](#)**

- A. Bristol's High Schools are members of the Connecticut Interscholastic Athletic Association that serves as the authorized representative of the Department of Education in the supervision and control of the interscholastic athletic activities of all schools in the state.
- B. The purpose of this organization is to promote, direct, protect, and regulate amateur interscholastic athletic relationships between member schools and to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities throughout the state.
- C. As a member of the Connecticut Interscholastic Athletic Conference, Bristol's High Schools agree to abide by all of the state by-laws, rules, and regulations with special emphasis placed on those governing eligibility, age limitation, enrollment and attendance, scholarship, residence, transfers, recruiting, amateurism, and the conduct, character, and discipline of athletes.
- D. The official publication of the Connecticut Interscholastic Athletic Association will be the BULLETIN that serves as the instrument for periodic communication between the state association and its member schools.

### **Central Connecticut Conference [CCC Page](#)**

- A. Bristol's High Schools are members of the Central Connecticut Conference. The conference was established to encourage member schools to improve their extra-curricular program in the area of athletics. The value of league membership is derived from arranging schedules, equalizing competition, conducting league meets, and generally up-grading the activities program by adhering to conference standards and goals. Membership implies abiding by conference schedules, by-laws, rules, and regulations.

The following schools are members of the Central Connecticut Conference:

Avon	Enfield	Manchester	Rocky Hill
Berlin	E.O. Smith	Middletown	Simsbury
Bloomfield	Farmington	New Britain	Southington
Bristol Central	Glastonbury	Newington	South Windsor
Bristol Eastern	Hall	Northwest Catholic	Tolland

Conard	Hartford Public	Plainville	Wethersfield
East Catholic	Lewis Mills	Platt	Windsor
East Hartford	Maloney	RHAM	

- B. The high school principal or designee shall represent Bristol’s High Schools at all conference meetings where official business is conducted. The Athletic Coordinator will serve as the school representative in the day-to-day operations of the league. Head coaches will be expected to attend all league meetings that pertain to their sport.

### ***Athletic Department Expectations***

#### ***For Scholar-Athletes***

We believe that academic responsibilities come before athletics. As members of their team, a scholar-athlete serves as a role model. They are admired and respected by many, including younger athletes in the community, and their behavior and actions often have a significant impact on others. The scholar-athlete plays an essential role in the promotion of sportsmanship, and they must accept the responsibility to always display high standards of sportsmanship.

A scholar-athlete:

- Will accept the responsibility and privilege they have in representing their school and community by learning and showing teamwork, sportsmanship, and discipline in all aspects of the game.
- Will demonstrate respect for all individuals by exhibiting good character and conducting themselves as a positive role model.
- Will win and lose graciously.
- Will have a thorough knowledge of and abide by all rules of the game and the CIAC.
- Will work for the good of the team at all times.
- Will cheer for their team, not against their opponent.
- Will congratulate opponents in a sincere manner following either victory or defeat.
- Will refrain from the use of illegal or unhealthy substances to gain an unfair advantage.

### ***For Teams***

Each team may have an extension of policies and procedures. The Bristol Public Schools Athletic Department recognizes each sport's individuality. Team policies and procedures are designed to communicate expectations by the coaching staff to the scholar-athletes and their parents. Coaches may develop higher expectations from team members than the school and athletic department. However, they may not be less restrictive than the regulations contained throughout this scholar-athlete handbook.

- A scholar-athlete, who has been suspended from a team due to academic ineligibility or for disciplinary reasons, may have no association with the team during official team practices or contest (i.e. may not sit on team bench, travel on team bus, be present in team locker room, attend team practices, etc.) until the scholar-athlete has been officially reinstated.
- A coach may deem these behaviors as conduct detrimental to the development of the program and is allowed to apply further consequences, such as increased suspension or dismissal from the team.
- Please see the academic eligibility section for exceptions to this rule.
- A scholar-athlete who does not follow attendance rules, skips a class, or has ISS the day of an athletic contest will not participate in the contest that day.

### ***For Parents***

Be positive with your athlete. Let them know that they are accomplishing something by being a part of a team.

- Do not offer excuses to your athlete if he/she is not playing. There is usually a reason for it. Encourage your athlete to advocate for themselves.
- Do not criticize your athlete's coach in front of your athlete. It will distort their perception of the coach and overall attitude toward playing.
- Always encourage your athlete to put forth their best effort. Insist on good grades all year long.
- Do not compare or contrast athletes with a family member who previously played. Each athlete is unique in their own way.
- Being a fan does not entitle you to be belligerent or abusive towards players, coaches, opponents, officials, or your son/daughter. This type of behavior is embarrassing to your child, a poor reflection of our district and community, and may result in being prohibited at contests.
- Encourage your athlete to play for the love of the game and what participating in a sport teaches about life and adulthood. De-emphasize playing for scholarships or college admission.
- Keep the game in perspective, and always be a role model of sportsmanship.

### ***For the Athletic Departments***

- scholar-athletes are responsible to care for all the equipment supplied by the Bristol Public Schools Athletic Department. If equipment is damaged or faulty, please inform your coach as soon as possible.
- Uniforms are supplied by the Athletic Department and are purchased on a four year rotation (when applicable). Coaches will hand out uniforms prior to the start of the competitive season. Uniforms must be handed to the respective coach by the end-of-the season team banquet. The coaching staff is responsible for the collection of the team's uniforms. **DO NOT RETURN UNIFORMS TO THE ATHLETIC OFFICE.** Delinquencies will be used for scholar-athletes who do not return their uniforms including ineligibility for future participation.
- scholar-athletes will refrain from wearing t-shirts with inappropriate logos including and/or endorsing profanity, inappropriate suggestions, alcohol consumption, and tobacco or drug use.
- Scholars are expected to attend all practice sessions, including those scheduled during vacation periods. Parents are advised to check with the appropriate coach as to his/her policy on missing vacation practices. It is advisable to do this early in the school year so no misunderstanding arises relative to vacation periods.
  - Coaches will determine when the scholar-athlete is in the appropriate condition to return to practice.
  - Practices determine a scholar-athlete's position on the team, so missed practice time may result in a change of position on the team as determined by the coaching staff.
- All Bristol scholar-athletes are expected to abide by the rules of the facility they are visiting at all times. It is also expected that:
  - Athletes will stay with your team at all times.
  - Athletes are NOT allowed to leave the facility at any time, for any reason. This is considered 'leaving school grounds.'
  - Athletes will behave appropriately and represent Bristol Public Schools in an exemplary manner at all times.

### ***Attendance Requirements for Interscholastic Athletics***

All student-athletes will adhere to the attendance policies established by the Bristol Board of Education, as explained in the Student-Parent Handbook distributed at each high school.

Students who miss physical education for any reason will not be eligible for participation in after school intramural and/or interscholastic sports or activities. In order to participate in a sport, an athlete must attend a



minimum of 3 periods on the day of a practice, scrimmage, or game. Tardiness or dismissals will only be accepted under extenuating circumstances and must be cleared through the administration the day of the tardiness or dismissal.

If the practice, scrimmage or game is held on a weekend or a holiday, the above statements will hold true for the school day preceding the weekend or holiday.

If an athlete must miss school for a portion of or for the entire day due to extenuating circumstances such as a college interview that cannot be scheduled on a weekend or a prolonged orthodontist appointment, clearance must be given by the Principal in advance of the day to be missed in order for the athlete to practice or play in a game. An athlete may be removed from a team for excessive cuts or truancy. He/she may be reinstated upon sufficient evidence of improvement.

An athlete excused from a physical education class may not participate in a practice, scrimmage, or game for that day.

It is the responsibility of the student-athlete to see their teachers that day before the classes they miss because of an athletic contest. All work will be made up at the convenience of the teacher.

### ***Discipline***

When a disciplinary concern is reported by a team member, teacher, custodian, coach, administrator, or member of the community, the following will occur:

- The scholar-athlete is referred to the appropriate coach and Athletic Director.
- The Athletic Director will make a determination if further disciplinary action or a referral to high school administration is necessary.
- The Athletic Director, Assistant Principal, and/or the Principal will hold a due process hearing. Meanwhile, the scholar-athlete may be suspended from practice and play.
  - The scholar-athlete is informed of the concern/complaint.
  - The scholar-athlete is given the opportunity to give his/her side of the story.
  - The Athletic Director, Assistant Principal, and/or Principal will make a decision within a reasonable period of time.
  - The scholar-athlete and parent/guardian will be notified of the decision.

- If the Athletic Director, Assistant Principal, and/or Principal determine a violation exists, the scholar-athlete will be held accountable to the disciplinary action associated with the violation.
- Depending on the severity of the incident, the Athletic Department has the right to revoke any captaincies. This applies to current and future captains, in or out of season.

**Notification:** The response to infractions depends on both the frequency of the infraction and the severity of the action. It is impossible to list all the possible infractions. The discipline recommended for each office referral is suggested as a guideline to administrators. Coaches are expected to handle minor situations prior to a disciplinary referral. Final decisions will be made by the administration.

### **Out of School Suspension (OSS) and In-School Suspensions (ISS)**

In the event a scholar-athlete commits an infraction that warrants an OSS or ISS:

- A scholar-athlete who receives an OSS or ISS will automatically serve a one game suspension. In addition, the scholar-athlete will not be allowed to participate in after-school athletic activities on the date(s) of the OSS/ISS. If the one game suspension is not served on the day of the issued OSS/ISS, then the scholar-athlete will miss the NEXT regularly scheduled contest.
- If a scholar-athlete skips a detention, ISS, or Saturday detention to participate in practice or a contest, that scholar-athlete will be subjected to extended consequences from the coach and BPS Administration.
- A scholar-athlete who does not follow attendance rules, skips a class, or has ISS the day of an athletic contest will not participate in the contest that day.

### ***Transferring to Another Sport***

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

### ***Leadership Council***

In the tradition of providing leadership instruction, the Bristol Public Schools Athletic Director and/or designee, will conduct periodic meetings with seasonal captains to develop a culture of leadership throughout the athletic program. The participants will be responsible for organizing a leadership based initiative each season for the betterment of the department. This council will serve to uphold Bristol High Schools Class Act CIAC distinction.

## ***Captains***

Team captains represent themselves, their teams, their coaches, and Bristol High School. Team captains will be selected by the system the head coaching staff agrees upon. Captains are scholar-athletes who strongly exemplify the vision of the Bristol Schools Athletic Department.

### Qualities of a Captain:

- A leader – showing the way and setting a good example.
- Respected by team members.
- Set high goals for themselves based on their abilities.
- Values the importance of academics. Never misses a class, prepares assignments accurately, and always is on time. Regular study habits.
- Team player and appreciates team glory.
- Makes sacrifices for the team.
- Reacts to defeat with a determined effort, respect, and resolve.
- Prepared physically and maintains top condition year round.
- Accepts and learns responsibilities thoroughly.
- Takes advice easily, eager to learn, easy to approach, and abides by rules.
- Steps-up to challenge when things do not go as planned.
- Has the intent of getting better in practice every day.
- First one there, last one to leave.

### Responsibilities of a Captain:

Selection as a captain of an athletic team is an honor and a privilege. The captain's responsibilities begin when he/she is selected and continues throughout the season. Each captain is responsible for upholding the expectations listed below:

- Attend the Athletic Leadership Council meetings held throughout their season(s).
- Set an example of sportsmanship and good behavior at all times.
- Assist coaching staff with duties such as water, ice, med-kits, bus checks, study hall monitoring, home event operations, etc...
- Conscious of greeting the other team as they enter our facilities. Things to be communicated: bathrooms, locker-room, water, ice and the location of the Athletic Trainer and Athletic Training Room.

- Captains Practices – The Bristol Public Schools Athletic Department in NO WAY condones, promotes, or supports the concept of captains’ practices.
- Captains who engage in any of the serious violations as outlined under the policies and procedures for scholar-athletes will result in the removal of their title as a team captain. Any behavior by a captain deemed inappropriate by the athletic administration may result in removal of their title as team captain.

### ***Team Managers***

Team Managers must complete a Registration Packet to serve as a member of the team.

- Managers do not need to be physically cleared by the school nurse UNLESS they participate in “workouts” and/or practice.
- Managers are held to the same academic eligibility as all scholar-athletes.

### ***Transportation***

All athletes must travel to and from in-town and out-of-town athletic contests in transportation provided by the Athletic Department. Scholar-athletes CANNOT transport themselves to an athletic contest- they will not be eligible to participate if they choose to do so. A parent or guardian can transport the scholar-athlete after completing a Travel Release Form through the school. The scholar-athlete will not be allowed to participate in any contest if they do not travel with the team, unless prearranged by the Principal, Athletic Director, and Athletic Coordinator.

- The scholar-athlete will remain with their squad and under the supervision of the coach when attending away contests.
- All regular school bus rules will be followed. When the bus is in motion, remain seated with feet on the floor. In the unlikely event of an accident, the bus was designed for all passengers to be seated in this manner.
- Your bus is private property. Please keep it clean and avoid damage to seats, etc., which may be caused by your equipment.
- Please pick up after yourself when disembarking- we require that you not leave orange peels, soda spills, tape, and other trash for the driver to clean up.
- All scholar-athletes are expected to utilize transportation provided by the athletics department. If the scholar-athlete is unable to do so due to extenuating circumstances, a Travel Release Form must be completed in advance.
  - Travel Release Forms are available from the Athletic Coordinator.

- Athletes must inform the coaches in advance of the contest and also inform the coaches upon arrival and departure.
- Scholar-athletes traveling by vehicle to or from practice on or off site may not transport other scholar-athletes under any circumstances.

### ***Coaches Code of Ethics***

The function of a coach is to properly educate scholars through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each child should be treated as though they were the coaches' own, and their welfare shall be uppermost at all times. In recognition of this, the following guidelines for coaches have been adopted by the NFICA (National Federation Interscholastic Coaches Association):

**THE COACH** must be aware that he or she has a tremendous influence, either good or bad, in the education of the scholar-athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

**THE COACH** must constantly uphold the honor and dignity of the profession. In all personal contact with the scholar-athlete, officials, athletic coordinators, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

**THE COACH** shall take an active role in the prevention of drug, alcohol, and tobacco abuse among their athletes, and under no circumstances should authorize their use.

**THE COACH** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

**THE COACH** shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.

**THE COACH** shall actively use his or her influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

**THE COACH** shall demonstrate respect and support to the game officials. The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.

**THE COACH** shall before and after contests meet and exchange friendly greetings with the rival coaches to set the correct tone for the event.

**THE COACH** shall not exert pressure on faculty members' to give scholar-athletes special consideration.

**THE COACH** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

*For additional information regarding terms of employment/qualifications, contact the Bristol Public Schools Office of Talent Management.*

### ***Safety and Athletic Trainers***

Athletic training services are available for all sports teams. On field game coverage is limited primarily to varsity sports due to the number of games. The athletic training staff will also provide care for teams visiting BPS. If a coach or player ever finds themselves in a situation where the trainer is needed and the athletic trainer is not available, contact the Athletic Coordinator or Athletic Director for immediate assistance.

For serious injuries or emergencies, 911 should be called immediately.

During the fall season, the athletic trainer is in the indoor training room from approximately 2:00 pm - 3:00 pm. After 3:00 pm, the athletic trainer will be tending to practices and games. Please check the training room door for the schedule.

- All injuries sustained while participating must be reported immediately to a member of the scholar-athlete's team's coaching staff or the team's athletic trainer.
- scholar-athletes should not try to treat their injuries without consulting their coach or trainer.
- When playing at away sites, the home team athletics trainer or the team coach will administer medical treatment.
- Coaches will exercise responsibility involving all incidents concerning their athletes.
- In the event a scholar must be transported for emergency treatment, a family member or assistant coach will ordinarily accompany the injured athlete.
- If an injury requires a physician's attention, the injured scholar-athlete must present written authorization from a physician before he/she may return to practices or games. Copies of the authorization must be given to the school nurse and the athletic trainer.
- Athletic trainers at the high school have the authority to restrict a scholar-athlete's participation. Decisions are based on what is best for the scholar-athlete's present and future health.

### ***Return to Play Decision after an Injury***

In order to return the scholar-athlete safely back to sport participation, coaches and scholar-athletes must immediately inform the athletic trainer of all injuries sustained while participating in sports. Medical referrals will be made when deemed necessary. A physician has the final responsibility to determine when a scholar-athlete is removed or withheld from participation due to an injury or illness. In addition, clearance for that individual to return to activity is solely the responsibility of the team physician or that physician's designated representative, the athletic trainer. Athletes must report to the athletic trainer post medical referral in order to discuss return to play options.

- Crutches- scholar-athletes are responsible for providing a note from either the athletic trainer or a physician to use crutches in school. No scholar-athlete will be allowed to use crutches in the school without documentation.
- Concussions- Must complete the BPS Concussion Protocol
  - A physician's note to return to practice and play.
  - The athletic trainer must evaluate the scholar-athlete as symptom free.
  - A referral by trainer will be needed to return to the sport.

### ***Accident Reports***

All injuries that occur while participating on an athletic team are to be reported to the appropriate coach and an Accident Report will be filled out online where the Athletic Director will be notified via email of the report. This report should be completed the day of the injury or within 48 hours. Parents are asked to follow up with the specific member of the coaching staff to ensure the paperwork is submitted in a timely fashion.

### ***Insurance Information***

Bristol Public Schools has interscholastic insurance coverage for injuries sustained by scholars while participating on the high school interscholastic sports teams.

The following are the conditions under which claims may be submitted to the insurance carrier:

- It is the responsibility of the parents to first submit their child's bills for all injuries sustained through sports to their insurance carrier.

- After a denial for payment from the scholar's health insurance carrier, a bill may be submitted to the school interscholastic insurance carrier.
- By adhering to the above procedure, consideration for reimbursement under the interscholastic sports coverage plan will be promptly evaluated by the Bristol Board of Education's insurance carrier.
- The insurance policy paid for by the Board of Education is secondary coverage that becomes effective after a parent's insurance company has paid out its maximum benefit for an injured athlete.
- Questions concerning insurance coverage should be addressed to the school Business Office.

## **Medication**

For medication to be given in school, a written order from a licensed physician or dentist and the written authorization of the scholar's parent or legal guardian must be submitted to the nurse's office. Unauthorized use of medications by scholars during school hours is not allowed. If a scholar who does not have an authorization is observed carrying or taking medication, the observer shall inform the school nurse or principal. The remaining medication will be confiscated, and the parent or guardian will be contacted. An authorization form is also required to be on file in the Health Room for any scholar who is to self-administer any type of medication.

Medication authorization forms can be obtained from the school nurse.

## ***Athletic Awards & Scholarships***

### Athletic Department Awards

- Athletic Awards and Scholarship Night
- Individual Award/Banquet ceremonies are held according to team and are usually funded by a booster club or parent support group.

### Athletic Team Awards

- Varsity Letter- First-time Varsity Letter achievement in a sport.
- Achievement of a Varsity Letter is indicated in the Team's Policies and Procedures.
  - Bar- A 'Bar' is awarded for those scholar-athletes who achieve a Varsity Letter in the same sport beyond their first-time Varsity Letter for that sport.
    - i.e. If a sophomore earns a varsity letter in football, each year after they are considered varsity, they earn a bar.



- A scholar-athlete is not eligible to receive an award (i.e. athletic letter, pins, certificates, team awards) if they have been permanently suspended from the team for academic or disciplinary reasons, during any part of the season, nor can they participate or be recognized at athletic team banquets or senior recognition events (i.e. senior nights, etc).
- Varsity scholar-athletes will receive a Varsity Certificate.
- JV and Freshman scholar-athletes receive an Athletic Certificate for participation.
- Managers will receive an Athletic Certificate.

### All-Conference/All-State Recognition

All-Conference selections are selected by the divisional CCC head coaches. Each sport is allowed a designated number of All-Conference selections by Division. Selections are based on performance, ability, and statistics. Team sports are usually selected by position. In Individual sports, like Track and Field, Swimming, and Tennis, the candidates are awarded by specific performances, usually conference championship meets/tournaments. All-State selections are chosen in the same manner as All-Conference, yet there are a greater number of scholar-athlete candidates. Selections are done by the State division your sport falls into. Ask your coach what Class (division) your sport competes in.

### All-Conference Academic Team/All-State Academic

All-Conference Academic team is rewarded to varsity athletes who receive High Honors in a given grading quarter. Fall sports are aligned with the first quarter grades, winter sports are aligned with the second quarter grades, and the spring sports are aligned with the third quarter grades. All-State Academic awards are given to varsity scholar-athletes who achieve the specific sports academic standards. Not all sports have an All-State Academic Award. Consult with your head coach to see if your sport offers this award.

### **Resources**

[BPS Website](#) and [Policy Page](#)

[Bristol Public Schools Parent Handbooks](#)

[CIAC Rules of Eligibility](#)

[NCAA Guide for College Bound Student-Athletes](#)