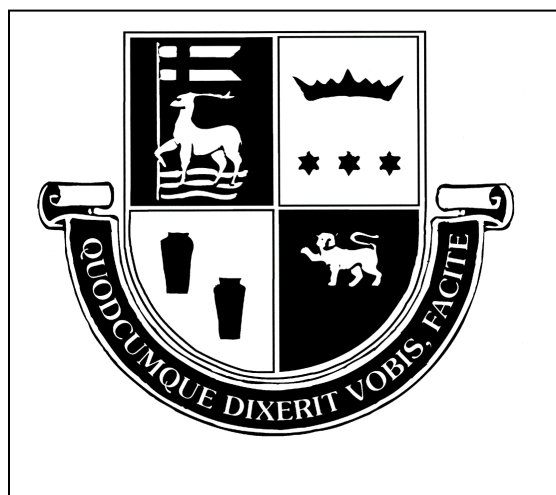


East Catholic High School



Athletic Handbook 2009-2010

August 2009

Dear Coaches & Friends of East Catholic,

Welcome to the 2009-2010 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 program 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, sacrifice and team work, always in the context of the 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 to 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 the procedures and regulations 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,

Christian J. Cashman
Principal & Chief Administrator

Tom Malin
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 thirty-five 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...

- Is 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.

- Is 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.
- Has begun 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.
- Is developing an awareness of how to use technology in an efficient and morally responsible way.
- Is coming to value the Earth as part of God's living creation and to realize the necessity of stewardship of natural resources.
- Has begun to recognize and work to develop his or her own talents and to appreciate the talents of others.
- Is 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.
- Is prepared 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 extended 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, 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 unstintingly of his or her time, energy, and spirit as the seasons demand.

A coach is a model of our Catholic, Christian program and should insure 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.

HEAD COACH/PROGRAM RESPONSIBILITIES

1. Has full responsibility for the overall supervision of his/her program, including Frosh, Sophomore, and JV 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 Director informed of practice schedules during holiday periods.
4. Is responsible for the general upkeep and protection of equipment under his/her jurisdiction.
5. 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.
6. Writes an annual report, at the end of the season, evaluating the program and makes recommendations for improvements.

7. Is responsible for keeping records as requested by the Athletic Director.
8. Is responsible for drafting and submitting a budget and wish list of items for the sport.
9. Has the main responsibility for modeling Christian leadership, building good sportsmanship and developing good public relations in the school community.

HEAD COACH/PERSONNEL RESPONSIBILITIES

1. Is responsible for assuring that his/her assistants and himself/herself knowing the rules.
2. Is responsible for seeing that each athlete trying out has had a physical exam prior to the start of the season, to see to it that a parental permission slip has been signed and turned in, and that the warning form has been signed and turned in to the Athletic Director.
3. Is responsible for the general health and welfare of students in his/her sport and gives appropriate attention to athletes who are injured or ill or otherwise incapacitated.
4. Is responsible for the actions and conduct of his/her team whenever they are under his/her jurisdiction.
5. Is responsible for seeing that the members of his/her team are dressed appropriately for trips to other schools.
6. Is responsible for clearing with the Principal the departure time for trips that involve loss of school time 24 hours in advance, whenever possible and for seeing that the faculty is given adequate and appropriate notice.
7. Is responsible for seeing that all participants have transportation home when returning from road trips in late evening hours, and remains on campus until all players are picked-up.
8. Make recommendations for letter awards and is responsible for clarification of the award policy to athletes.
9. Shall take appropriate action to see that his/her play areas, shower, and locker rooms are clean and safe for student participation.
10. Is responsible for explaining all CIAC policies, including the Athletic Code and the Athletic Code of East Catholic, to all members of the team.

ASSISTANT COACH PRIMARY RESPONSIBILITIES

A. ANNUALLY

1. Have understanding and knowledge of rules and regulations regarding the sport.
2. Keep abreast of all rules changes.
3. Keep abreast of new developments, innovative ideas and techniques by attendance at clinics, workshops, and reading in the field.
4. Assist head coaches in carrying out assigned responsibilities.

B. SEASONALLY

1. BEFORE THE SEASON

- A. Assist head coach in proper registration of all athletes.
- B. Assist head coach in making systematic issuance of equipment.
- C. Assist head coach in providing accurate information needed to compile eligibility lists and other reports.
- D. Meet with squad to discuss all rules and regulations, with specific emphasis on the Athletic Code.

2. DURING THE SEASON

- A. Assist in implementing athletic objective outlined in Coaches' Handbook.
- B. Assume responsibility for constant care of equipment and facilities.
- C. Assume supervisory control over athletes and teams assigned and all athletes when such control is needed.
- D. Be in regular attendance at all contests and practice sessions.
- E. Apply discipline in a firm and positive manner.
- F. Emphasize safety precautions; be aware of best training procedures and injury preventive action.
- G. Conduct self and teams in an ethical manner during contests and practice.
- H. Instruct players in rules of the game, rule changes, new developments, and innovative ideas.

3. END OF SEASON

- A. Assist in return, storage and inventory of school equipment.
- B. Recommend athletes for awards.
- C. Recommend facility maintenance and improvements.
- D. Recommend equipment to be purchased.
- E. Recommend schedule improvements.
- F. Make reports as requested by head coach and Athletic Director.

C. ADDITIONAL RESPONSIBILITIES

1. Additional responsibilities occurring during the season may be assigned:

- A. Scouting Opponents
- B. Team Trainer
- C. Equipment Supervisor
- D. Filming
- E. Publicity Reports

ACCIDENT FORMS

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

ACCIDENTS/INJURIES/ATHLETIC TRAINER

1. All injuries should 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.
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. 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 REQUESTS/PURCHASES

1. All requests for athletic supplies and related athletic items will be made through the office of the Athletic Director and Director of Finance. **At no time is a coach allowed to purchase items without a purchase order and authorization signature of the Athletic Director and the Principal of the school.**
2. No donations, gifts in kind or alterations for field space are to be made without consultation with and approval from the Principal.
3. Team fundraising is prohibited without approval of the Athletic Director and Principal.

BACKGROUND CHECKS & ABUSE 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 may not begin a season without the completion of these requirements. All personnel background checks are coordinated through the Vice Principal for Student Life in Room 114.

BUDGET & TEAM ACCOUNTS

1. The head coach will provide an annual operating budget and wish list to the Athletic Director and Director of Finance.
2. All purchases are to be pre-approved and utilize the purchase order procedure of the East Catholic business office.

3. No fundraising for team accounts is to occur without approval of the Athletic Director and School Administration.

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.
- c) Sufficient time for intramurals.

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 have 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 noon! Each athlete must have at least one day off every week!

5. Each coach must insure that 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

1. The use of personnel in coaching must first be approved by the Athletic Director. This clearance is very important because of the problems of liability and possible lawsuits.

COACHING STIPENDS

Stipends for coaching at East Catholic will be released when the following are completed:

Sub varsity coaches: Upon approval of the varsity coach

Varsity: Upon completion of:

- a) seasonal report
- b) banquet plans
- c) collection of uniforms
- d) establishment of post season

COLLEGE RECRUITMENT AND SCHOLARSHIP

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 this part of the process. See the Athletic Director for a copy of the NCAA rules if you need one.

ELIGIBILITY LISTS

1. Each coach is responsible for submitting to the Athletic Director their eligibility lists in accordance with CIAC policy (2 schools days after 1st meet/match). The Athletic Director will forward the form to the appropriate office.

EQUIPMENT

1. All athletic equipment is to be stored by sport, in the athletic area assigned by the Athletic Director.
2. Coaches are responsible for the issuing 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 their direct 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.

EXAMINATIONS – PRACTICE POLICY/ATHLETICS

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 inclement weather cancellation on the day of the last exam.

FUNDRAISING

All fund raising projects must have the approval of the Athletic Director and the school Principal, and be accounted for through the school's business office with all checks made payable to: East Catholic High School. For the purpose of financial controls and best practices separate accounting by teams is not allowed.

HEALTH/INFORMED CONSENT/AND PARENT PERMISSION FORMS

1. It is the responsibility of the coach of each sport and all levels of competition to insure that the above forms are completed prior to the participation by any member of the student body in his/her particular sport. Within 5 days after the first CIAC practice date, the above forms will be forwarded to the office of the Athletic Director/Athletic Trainer in alphabetical order by class.

INCLEMENT DAY

NO SCHOOL

- A) No practice in morning.
- B) No game in morning.
- C) After 12:00 noon practice/games may be permitted weather permitting based upon the decision of the Principal in concert with the Athletic Director.
- D) Request should be directed to the Athletic Director.

EARLY DISMISSAL

- A) 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. (See attached form for additional information.)
3. In the event of a serious injury, the police department will be notified for assistance by calling 911. The Police can notify an ambulance and/or parent.
4. An assistant coach or trainer or adult delegate will accompany the athlete to the hospital or doctor's office. He 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.

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!

LOCKER ROOMS/WEIGHT ROOM/GYMNASIUM

1. Proper supervision is required at all times when the locker rooms, weight room, and gymnasium are being utilized by members of the student body. **At no time are these areas to be left open and unsupervised. It is the responsibility of all coaches to insure supervision and require students to leave areas that are unsupervised.**

For planning purposes, please instruct the student athlete to “inform” you if they will or will not attend an “optional” practice.

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 Northwest Conference Sport Meetings as determined by the conference.

OFFICIALS

1. The assignment of officials to contests is the responsibility of the head coach of each sport, 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 and/or Principal before release.

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 Principal of the school and 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. Obviously, spring/fall sport programs and practices could be conducted inside in case of bad weather conditions.

3. Sunday and Holiday Practice: Except for extraordinary circumstances, practices shall not be scheduled on Sundays and Religious/Family Holidays. 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 – 241-6436, 241-6437, 1-800-524-4242

b) JOURNAL INQUIRER – 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.

SMOKING

A coach will not smoke while coaching or traveling with the team.

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.

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 squad picture, assuring that squad 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, Principal and Vice Principal of Student Life upon selection of the Varsity, Junior Varsity and Freshman teams at the beginning of each season. Likewise, withdrawals from teams should be notified in writing.

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. When utilizing the school mini-bus, the coach will insure the use of seat belts by all occupants. Mechanical problems should be reported to the Athletic Director as soon as possible! Athletes should be made responsible for cleaning the interior of the van 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 (725-7909).
 - 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 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 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 his duties. The coach should 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 during “trying situations”. 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.