

CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE
 30 Realty Drive, Cheshire, Connecticut 06410
 Telephone (203) 250-1111 / Fax (203) 250-1345
www.ciacsports.com

Information Sheet and Entry Form
2018 Boys Tennis Tournament

43rd ANNUAL TENNIS TOURNAMENT BY CLASSES – AT CLASS SITES – LISTED BELOW

Saturday, May 26, 2018	8:30 a.m. –	Preliminary Round and Early Rounds
Sunday, May 27, 2018	12:00 p.m. –	Make-up Date for Saturday
Monday, May 28, 2018	TBA --	Make-up Date
Tuesday, May 29, 2018	TBA –	Round of Sixteen (if necessary), Quarter-finals
Wednesday, May 30, 2018	4:00 p.m. --	Semi-finals - Yale
Thursday, May 31, 2018	4:00 p.m. –	Finals Yale
Friday, June 1, 2018	4:00 p.m. --	Rain Date (if needed) at Yale

INDIVIDUAL SITE DIRECTORS MAY ALTER SCHEDULE AS APPROPRIATE
 TEAMS SHOULD BE PREPARED TO TRAVEL ON ALL DATES – Including Sundays and Memorial Day

A. 43rd Annual Interscholastic Tennis Tournament by Classes:

Divisions: LL – 738 and Over L – 541 - 737 M – 383 - 540 S – Up to 382

Tournament divisions are available on the boys tennis page at ciacsports.com.

Note: Sites may be changed due to availability, weather or for travel consolidation. Please check the CIAC web site – www.ciacsports.com

<u>Classes</u>	<u>Dates</u>	<u>Playing Sites</u>	<u>Site Director</u>	<u>School</u>
S	5/26-31	Conard High School W. Hartford; and Yale	Ryan Healey Cell (203) 915-5965 School email – healeyr@echhs.com	E. Catholic High School Manchester
M	5/26-31	Amity Reg. High Woodbridge; and Yale	Rex Smith Cell (860) 716-4913 School email – rsmith@berlinschools.org	Berlin High School
L	5/26-31	Wilton High School; Amity Regional High; and Yale	Jeff Roets, Co-director Cell (860) 326-8127 Email – jroets@wethersfield.me Chris Raffone, Co-director Cell (203) 915 -3550 Email – Craf908892@aol.com Chrisraffone@yahoo.com	Wethersfield High Amity Reg. High Woodbridge
LL	5/26-31	Wm. Hall High W. Hartford; and Yale	Dave Maloney Cell (860) 995-4690 School email – b11dmalo@mpspride.org	Manchester High School

Tournament Director: Jim Solomon
 Cell (860) 716-7123
 Email – Jim_Solomon@whps.org
JFsol@sbcglobal.net

B. Forfeiture for Tardiness and Coaches' Poor Weather Procedure -- In the absence of extenuating circumstances, players forfeit the match if they are not ready to play at the scheduled time, as determined by the site director. In case of poor weather conditions, the coach has the responsibility of checking the CIAC web site, contacting the proper tournament official, and/or site director. **IT IS THE COACH'S RESPONSIBILITY TO KEEP THE SITE DIRECTOR APPRISED OF ANY EXTENUATING CIRCUMSTANCES. If the site director cannot be reached, contact Jim Solomon, the Tournament Director.**

C. Supervision and Principals' Responsibilities for Both Class and Open Tournaments

1. Each team must be accompanied and supervised by their head coach or assistant coach or appointed individual. In the event of an unforeseen emergency, the team can be accompanied and supervised by an individual appointed by a school official.
2. ONLY the team's coach (or appointee) may coach his/her players during the odd-game change-over periods and after split sets.
3. The coach (or appointee) is responsible for supervising the entire team as well as its fans. The coach may not directly address opposing team members or their fans. Please consult the site director or CIAC official if opposing team members or their fans are in need of supervision.
4. Contestants must conform to the eligibility rules of the CIAC.
5. **All qualifiers for the State Open are expected to participate.** "Player of the Year" will be selected from State Open participants.

D. Qualifications Based on Seasonal Record

1. **For S Division** – If a team wins at least 50% of its scheduled matches as of Thursday, May 24, 2018 it may send a maximum of nine (9) players, three singles and three doubles, or four singles and two doubles.
2. **For M, L and LL Divisions** – If a team wins at least 50% of its scheduled matches as of Thursday, May 24, 2018 it may send a maximum of ten (10) players, five singles and two doubles or four singles and three doubles.
3. **For Individuals** (when the team does not win 50%)
 - a. If your #1 or #2 singles players or the #1 doubles team wins at least 50% of their scheduled seasonal matches or wins at least seven matches with a winning percentage of at least 50% as of May 24, 2018 your school may enter one singles player or one doubles team.
 - b. If any two of your #1, #2 or #3 singles players win at least 50% of their scheduled seasonal matches or wins at least seven matches with a winning percentage of at least 50% as of May 24, 2018 your school may enter a maximum of three players in this possible arrangement: three singles players or one singles player and one doubles team. **(OR)**

If one of your top two singles players and, in addition, your #1 doubles team wins 50% of their scheduled seasonal matches or wins at least seven (7) matches with a winning percentage of at least 50% as of May 24, 2018 your school may enter one singles player and one doubles team.

- c. If all three of your top three singles players or both of your #1 or #2 doubles teams win at least 50% of their scheduled seasonal matches or wins at least 7 matches with a winning percentage of at least 50% as of May 24, 2018 your school may enter a maximum of four players in this possible arrangement – two singles players and one doubles team or two doubles teams, or three singles players. **(OR)**

If two of your top three singles and your #1 doubles teams wins 50% of their scheduled matches or wins at least seven (7) matches with a winning percentage of at least 50% as of May 24, 2018, your school may enter two singles players and one doubles team.

d. *Please contact the tournament director for questions about eligibility.*

E. **Entry Limitations** -- No entrant may play in both singles and doubles.

F. **Fees, Entry Form and Team Record Sheet and Their Mailing**

1. Your entry form and tennis record sheet must be submitted via the password-protected online eligibility center no later than **Tuesday, May 22, 2018 by 12:00 p.m.**

If by May 22 a team or individual has not yet qualified for the tournament but could qualify by Thursday, May 24 (the final date allowed for regular season play), enter the individual or team as instructed by May 22 and submit the corrected result of any later match by telephone to the appropriate site director ASAP by May 24.

2. **CIAC Late Entry Policy**

- **No tournament entries will be accepted after the established deadline except those approved by the CIAC Board of Control.**
- Corrections requested by a school to an entry form that was submitted by the established deadline but prior to seeding/pairing data being published on the web site will be assessed a fee of \$50 per correction to a maximum of \$250.
- All requests for corrections must be submitted on a support ticket via the online eligibility center and by email to the site director and tournament director.

Tournament Regulations Violations – If a school fails to comply with tournament regulations and such requires the CIAC tournament sports committee, central office staff, or the CIAC Board of Control to redo any portion of the tournament pairings or such non-compliance adversely impacts the management of the tournament, an administrative violation fee of \$500 will be imposed upon the school before entry into the tournament will be allowed.

3. **2018 Boys Tennis Game Results** – (a) All regular season match results must be entered online on the day of the match as soon as possible following the match's completion. (b) **NEW FOR 2018 – When entering scores, please use the drop boxes to enter the individual match results. This will assist the committee for seeding purposes.** Scores may be entered via the online eligibility center, the "Submit Scores/Forms" option of the "CIAC for Coaches" menu at ciacsports.com, or the "Submit Scores" button in our ciacmobile.com mobile site. Entering scores at ciacsports.com or ciacmobile.com requires either a coaches or scorekeeper's access code, those codes are managed via the online eligibility center and can be retrieved from a school's athletic director.

Regardless of regular season postponed matches, the date of Thursday, May 24, 2018 is the final day to count for the tournament. All matches canceled should be reported on the tournament entry in place of a score. Principals **MUST** file canceled game/forfeit form if match is to be counted.

4. **2018 Boys Tennis Tournament Rosters** – Can be submitted on the eligibility center or the "Submit Scores/Forms" option under the CIAC for Coaches Menu at ciacsports.com. Rosters must be submitted by 12:00 Noon, Tuesday, May 22, 2018. **Please make sure all rosters and data are complete.**
5. The entry fee will be \$85.00, plus \$15 per individual competitor. There is no additional fee for alternates. Make the check payable to the CIAC and mail it to the CIAC office, 30 Realty Drive, Cheshire, CT 06410. If a school needs an invoice in order to pay its tournament fee, one can be downloaded by using the "Generate Tournament Invoice" link under the boys' tennis options in the password-protected online eligibility center.

6. **COACHES NOTE! Please indicate the record of each player and his position on your team on the entry form and team record sheet for both singles and doubles. Comments concerning outstanding players are also requested. This information WILL HELP IN DETERMINING SEEDED PLAYERS.**
7. Alternates must fill in the spot vacated by the non-participating entries in the class tournament to avoid last minute shifting of line-ups on the draw sheet. HIS NAME MUST APPEAR ON THE ENTRY FORM.
8. **2018 Boys Tennis Schedule** – Must be submitted via the password-protected online eligibility center. (Final submission due by January 31, 2018.) Failure to submit schedule of games may result in disqualification from the tournament. All matches must be reported. Matches not reported may not be considered for tournament qualification. Games cannot be added to schedule after March 31, 2018.

Member schools must make every effort to complete their season as scheduled, including make-up games. Any effort to gain an advantage in tournament play by not playing a game is unacceptable and is subject to action by the CIAC Board of Control. Cancellation of any regular season contest/make-up to play in a league tournament will not be allowed.

9. **2017-18 National Testing Dates** – Please be advised that because there are many options for student-athletes to take the SAT and ACT tests during the course of the school year, schools should make their teams aware of the CIAC tournament schedule that is posted three years in advance (CIAC Handbook) to avoid a conflict. Please plan ahead.

ACT Test Dates -- April 7, 2018 -- June 9, 2018

SAT Test Dates: -- March 10, 2018 – May 5, 2018 – June 2, 2018

10. All sports teams and individual athletes must have a minimum of ten (10) physical/exertional practice days with their school before the date of the first scheduled competition. No team/athlete shall practice/compete with their school more than six (6) consecutive days to provide a day of rest. Saturdays, Sundays, and holidays may be used unless prohibited by local board policy.

G. Pairings and Limits on Matches Played

1. **Class draws will be available online – www.ciacsports.com – by 8:00 p.m., Friday, May 25, 2018.**
2. The goal of the CIAC Tennis Committee is to provide the highest qualify post-season tournaments in the fairest possible manner. Although subjective decisions cannot be totally eliminated, they are minimized (see seeding #6). The following describes the process by which the tournament committee makes the draws for the Boys Class Singles and Doubles tournaments. To avoid conflict of interest and to guarantee fairness, members of the committee help each other in all phases of the draw. A minimum of two (2) members complete the mechanics, and all members take part in the seeding of each draw. The administrative head of the committee as well as the CIAC liaison are present. Here are the draw procedures.
 - a. Download entry forms from all teams in the division. Count all of the entries to determine the size of the singles and doubles draw, number of seeds and byes. Check the number of entries against the school record to make sure the appropriate number of individual entries are listed. Contact coach if discrepancies exist.
 - b. Determine seeds with input from all members of the committee and from representatives of the leagues in different parts of the state. Consider (in no order) head-to-head results this year, position on team, strength of schedule, overall record, past CIAC tournament performances. Use USTA results as backup information.
 - c. Place seeds in appropriate position on the draw to avoid teammates. Flip a coin when appropriate.
 - d. Separate seeds on the same team into different halves (or quarters, if more than two are seeded) of the draw.

- e. Randomly divide all entries from a team into quarters (quadrants). Place the ones and twos of a team in separate halves of the draw. Try to balance each quadrant with all positions (1-5) so that all of the top entries do not appear in one quarter of the draw.
- f. Feed preliminary matches into seeded positions.
- g. For each quadrant, randomly draw the rest of the positions and complete the draw. Two individuals must draw the lots to insure fairness and to provide checks and balances.
- h. Check and re-check for errors, then finalize draw and enter data onto web site.
- i. Discuss any modifications of the procedures among the tournament committee.

Students with Special Needs – Coaches are reminded to inform contest officials prior to each competition of any student with special needs who could be competing in the contest when his/her disability could impact the individual's performance or the conduct of the competition.

H. **Tennis Attire and Tennis Balls**

1. Appropriate tennis attire is mandatory and is subject to the director's or coordinator's approval.
2. **The CIAC will supply tennis balls FOR THE CLASS TOURNAMENT BUT NOT FOR THE OPEN** with the assistance of Wilson Sporting Goods. A new can will only be available for the third set in the later rounds.

I. **Team Scoring**

1. In the class tournaments, points for the team score will be awarded for each event (singles and doubles) on the following basis: one point for each match won (including preliminary round). In the case of a bye in the opening or first round, no point shall be awarded unless the player or doubles team wins the next round match and will then be awarded two points. The preliminary round is considered a bye for any first round match that does not involve opponents from the preliminary round in a draw that exceeds 64 teams. In this instance the first round winner earns two points, one for the preliminary round "bye" and one for the first round match. Consult your site or tournament director if necessary.

Preliminary matches (round of 128) will consist of an 8 game pro set with a tie-break at 8-8.

2. **All matches through the Round of 16 will be settled by two out of three sets with a ten point tiebreaker in lieu of a third set.**

Quarter-finals, semi-finals and finals will play full third sets unless modified by the site or tournament director.

J. **Awards -- For Class Tournaments**

1. **By Schools** – In each class, the school that accumulates the highest number of combined points in singles and doubles will receive a winner's award for the school. Members of class winning teams will receive medals (maximum of ten (10)). The school that acquires the next highest number of combined total points will receive the runner-up award. (Total of ten (10) awards).
2. **By Individuals** – In both singles and doubles, the individual winners and runners-up will merit and receive corresponding medals. (Total of 24 awards)

K. **Rules of Conduct, Play and Injury**

1. The game will be governed by the USTA Code of Conduct, including the point penalty system, with modifications as specified by the CIAC Tennis Committee. In case of any controversy the decision of the site director or tournament director shall be final. Warm-ups will be a maximum of ten minutes. Up to a ten (10) minute break will be allowed between second and third sets. One five minute injury time out is allowed with an equitable and reasonable extension or reduction of the five minute injury time determined by the site director. **If a ten point tie break is being played in place of a third set, there will be a two-minute on-court break instead of the standard ten-minute break before a third set.**
2. Participants will follow all of the rules in the Class and Open Tournaments of this information sheet and entry form.

L. **Unattached Status** – Coaches – Review the CIAC regulation to “unattached status” with your team prior to the season.

“Outside” Participation / USTA Tournaments – Any student requesting to participate in a non-CIAC tennis match must receive approval from the member school principal, coach and parents. CIAC weekly limitations must be observed. (See CIAC Handbook for weekly game limitation regulation for two and three day matches.) Non-CIAC events include those sponsored by tennis clubs, USTA, or other private and public recreational programs. Note: Tennis players must participate as “unattached” individuals (not representing the school or an outside team), in a maximum of four (4) “outside meets” per season. (Section 4.0 of the CIAC Handbook.)

Weekly limitation rules are in effect from the official start of competition (3/30/18) through the end of CIAC competition (6/4/18).

M. **CIAC Tournament Site Media Policy** – The CIAC places tremendous value on the role the media plays in promoting and highlighting high school sports. To that purpose CIAC tournament venues and hosts should make every effort to provide a working environment conducive to all media (print, broadcast and internet based) covering our events. The following are **minimum standards**, developed in consultation with the CIAC Media Advisory Committee, which should be provided for working media at all CIAC tournament sites:

1. A minimum of one hour following the conclusion of post-game interviews to write in the press box, press area or a suitable facility in close proximity to the site of the event (i.e. office, classroom, etc.).
2. Access to electric power (shared power strip, etc.).
3. Access to wireless internet service.

Site directors should communicate these requirements to any staff person who may be responsible for the administration of the event. If for some reason a site will not be able to provide these items for a contest, a site representative should inform the CIAC in advance and work with the media on site before the game and work to provide a reasonable solution to the issue. Members of the media who will be covering events are directed to contact the appropriate site as far in advance as possible to inform them they will be at the event and discuss what arrangements will be made for working media at the site.

N. **Unmanned Aerial Systems at CIAC-Sanctioned Events** – The use of unmanned aerial systems, often referred to as drones, is prohibited for any purpose by any person(s) at all CIAC-sanctioned events. This policy includes not only the restricted playing area of the venue(s), but also the physical confines of the entire stadium / field / arena structure. For the purposes of this policy, an unmanned aerial system is any aircraft without a human pilot on board.

- O. **SPORTSMANSHIP** -- Member schools are expected to conduct their relations with each other at all levels of competition in a spirit of good sportsmanship. Everyone involved has the obligation to see clearly his/her influence and act accordingly. The CIAC acknowledges that the school administration is responsible for the athletic program, including the making of broad and specific policies and procedures relating to sportsmanship and the conduct of activities in the school. To that end, the CIAC urges each school principal to adopt the following sportsmanship procedures and standards for their school and to champion the “Class Act” sportsmanship program as these standards will be used in all CIAC post-season contests.

CIAC Sportsmanship Guidelines

- The CIAC request that all school personnel – administrators, faculty, and coaches – give special and specific emphasis about CIAC’s expectations for good sportsmanship during the regular season as well as CIAC tournaments requiring that athletes and members of the student body conduct themselves in a manner that reflects nothing but credit upon your school. Any unsportsmanlike conduct on the part of students and adults is unacceptable and will be addressed with strong and appropriate measures.
- The CIAC sportsmanship standards should be as widely disseminated as possible using the student-parent handbook, student-athlete handbook, school newspaper, parent newsletter, school web site and the local media.
- The CIAC sportsmanship standards for spectators should be read by PA announcers prior to each contest.
- The CIAC sportsmanship standards of conduct be prominently posted at all sports venues.
- When event programs are provided, the CIAC sportsmanship standards be included.
- Member schools require having athletes, parents/guardians, sign an acknowledgement which would show that they have read the student-athlete handbook and understand the CIAC sportsmanship standards.
- Member schools work with community officials to insure that levels of the CIAC sportsmanship standards are enforced when contests are held at their school and at non-school facilities.
- The CIAC and the CIAC sports committees insist the CIAC sportsmanship standards be rigorously enforced at all regular season contests and at all CIAC tournament contests. This is particularly important when contests are held at non-school sites.
- Member schools will conduct a pre-season meeting with student-athletes, coaches and parents to review the CIAC sportsmanship standards.
- Member schools should communicate with opposing schools and inform them they are a “Class Act School” and provide them with the CIAC sportsmanship standards which will be strictly adhered to.
- Member schools hosting a game should make available to visiting schools necessary game information – includes directions for parking, location of ticket booths, seating arrangement, ticket prices, game time, directions for each game site.
- Member schools hosting a game should designate specific seating areas for students, bands, adults and visitors. If possible, opposing student bodies should be separated.
- Member schools hosting a game should arrange for adequate police supervision.
- When possible the member schools hosting a game should assign officials to dressing facilities separated from both teams. Provides escorts for the officials when it appears that disturbances may develop.
- Member schools should take measures to prevent fans from getting near or on the playing area and around the players benches. After the contest, prevents fans from going onto the playing area.
- Member schools should provide for adequate supervision of students and facilities. Supervisors should sit in the stands with the students.
- **Member schools should support and adhere to ALL the following CIAC standards.**

The CIAC “Class Act” Sportsmanship Standards

ALL Spectators (including parents):

- Will adhere to the host school’s acceptable dress code at all home and away contests commensurate with classroom behavior. For CIAC tournament contests all spectators will be appropriately attired with their torso completely covered and with no visible degrading or demeaning writings/logos.
- Any signs displayed must be positive in nature, reference only the school supported by the sign maker, and must be pre-approved by the Athletic Director of the school reference in the sign.

- During outdoor sports, no air horns or horns of any kind or whistles will be used, and any other noisemakers will be allowed with the host athletic director's approval and only be used during "dead ball" situations to celebrate good play. During indoor sports, no noisemakers will be used. Pep bands are allowable at a home contest if the school provides adult supervision and the band only plays during "dead ball" situations.
- Spectators will cheer positively to support their team, will not cheer negatively against the opponent.
- Spectators will show respect for the game officials and their decisions.
- Spectators will show respect for the playing of the National Anthem.

Game Personnel / Announcers:

- Will explain and consistently enforce host school expectations for spectators.
- Will be enthusiastic but not show favoritism while making announcements, and never publicly question or criticize the players, coaches, or officials.
- Will encourage respect for the National Anthem and remind spectators to remove caps and stand.

Coaches

- Will exemplify high moral character, behavior and leadership, lead by example, and set a standard for players and spectators to follow both on and off the athletic arena.
- Will teach players the rules of the game and to respect the game, and will take action when his or her athletes exhibit poor sportsmanship.
- Will not address or attempt to discipline members or fans of opposing teams but will enlist the assistance of a tournament official to do so.
- Will respect the integrity and judgement of officials and will not publicly criticize or question the decisions of officials.
- Will be aware of the competitive balance of contests and will manage the score in a manner that is sportsmanlike and respectful of opponents.

Players:

- Will accept the responsibility and privilege the student-athlete has in representing their school and community by learning and showing teamwork, sportsmanship and discipline in all aspects of the game.
- Will demonstrate respect for self, coach, teammates, opponents, officials and spectators by exhibiting good character and conducting themselves as a positive role model.
- Will win and lose graciously.
- Will cheer for your team, not against your opponent.
- Will congratulate opponents in a sincere manner following either victory or defeat.

CIAC BOYS STATE TENNIS TOURNAMENT

COACHES CHECKLIST

FINAL SUBMISSION FOR TEAM SCHEDULE DUE VIA THE PASSWORD-PROTECTED ONLINE ELIGIBILITY CENTER WAS WEDNESDAY, JANUARY 31, 2018.

Before submitting your entry form, please check the following information.

- ___ 1. The coach must notify the site director IMMEDIATELY if extenuating circumstances are likely to prevent a team's entry from arriving at a scheduled match on time. So notified, the Site Director may then rule on whether to temporarily postpone the match or declare forfeiture. Generally speaking "extenuating circumstances" are not within the control of the coach or the player.
- ___ 2. **Call the site director immediately if there is any change in status for either your team or an individual player on your team.**
- ___ 3. Note changes in packet.
- ___ 4. Wins and losses of singles and doubles players are included. Identify the key wins or losses under "comments".
- ___ 5. List the best players you have seen this season and provide information to help with the seeding.
- ___ 6. Players' record and position on the team are properly recorded.
- ___ 7. The alternate players are listed.
- ___ 8. The entry fee of \$85 plus \$15 per competitor mailed to CIAC office, 30 Realty Drive, Cheshire, CT 06410.
- ___ 9. The coach or principal's designee (in writing) will accompany our participants.
- ___ 10. Comments by the coach are included.

89th ANNUAL BOYS STATE OPEN TENNIS TOURNAMENT

Saturday, June 2	12:00 p.m.	Round of 16 (singles); quarter-finals (doubles) – Amity High School
Sunday, June 3	12:00 p.m.	Make-up – Amity High School
Monday, June 4	4:00 p.m.	Quarter-finals of singles; Semi-finals of doubles – Yale
Tuesday, June 5	4:00 p.m.	Semi-finals of singles – Yale
Wednesday, June 6	TBA	Finals; rain date semi-finals – CT Tennis Center
Thursday, June 7		Rain date

Tournament Director Jim Solomon, Wm. Hall High School, 975 N. Main St., W. Hartford 06117
Cell (860) 716-7123
Email – Jim_Solomon@whps.org or jfsol@sbcglobal.net

A. Qualifications for Entry into the State Open Tournament

1. All contestants must have conformed to the rules of the CIAC Class Tennis Tournaments.
2. All singles semi-finalists and doubles finalists in the class tournaments automatically qualify for the Open and **are expected to participate**. If a qualifier cannot participate, his coach must inform the tournament officials immediately upon qualifying. The directors will select a substitute based on the highest seeds still available and student-athlete year/grade..
3. The qualifying players' coach or designee must contact the tournament director to confirm the player's participation in the Open.
4. In the Open, only the team's coach or his/her designee may coach his/her players during the odd game change over periods and rest periods during the ten minutes of split sets.
5. All players must be accompanied by the team coach or school official's designee. The designee must be registered by letter, email or cell phone call to the tournament director.
6. A player must participate in the Open to receive the **Player of the Year** award.

B. The Open Format and Scoring for Singles and Doubles

1. **Format** – Singles and doubles will consist of a single elimination draw each (16 singles / 8 doubles).
2. **Scoring** – The semi-finals and finals will both be two out of three sets with a twelve point tie-break at 6-6. The tournament director may modify the scoring depending on weather conditions.

C. Awards

For State Open Tournament – The winners and runners-up in singles and doubles will receive awards. (Six awards)

**Connecticut State Department of Education and the
Connecticut Interscholastic Athletic Conference
Concussion and Head Injury
Annual Review 2017-18
Required for ALL School Coaches in Connecticut**

NOTE: This document was developed to provide coaches with an annual review of current and relevant information regarding concussions and head injuries. In addition to reviewing this form, the annual review must include one of the following prescribed resources: Connecticut Concussion Task Force video, Centers for Disease Control and Prevention (CDC) Heads Up Concussion in Youth Sports training course or the National Federation of State High School Associations (NFHS) concussion training course. Links to these resources can be found at: <http://concussioncentral.ciacsports.com/>. A new form is required to be read, signed, dated and kept on file by their associated school district annually to comply with Connecticut General Statutes (C.G.S.) Chapter 163, Section 149b: *Concussions: Training courses for coaches. Education plan. Informed consent form. Development or approval by the State Board of Education.*

What is a Concussion? -- Centers for Disease Control and Prevention (CDC) - “A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth.” -CDC, Heads Up: Concussion http://www.cdc.gov/headsup/basics/concussion_whatish.html

Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can be serious” -CDC, Heads Up: Concussion Fact Sheet for Coaches http://www.cdc.gov/concussion/HeadsUp/pdf/Fact_Sheet_Coaches-a.pdf

Section 1. Concussion Education Plan Summary

The [Concussion Education Plan and Guidelines for Connecticut Schools](#) was approved by the Connecticut State Board of Education in January 2015. Below is an outline of the requirements of the Plan. The complete document is accessible on the CSDE Web site: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2663&q=335572>

State law requires that each local and regional board of education must approve and then implement a concussion education plan by using written materials, online training or videos, or in-person training that addresses, at a minimum the following:

1. The recognition of signs or symptoms of concussion.
2. The means of obtaining proper medical treatment for a person suspected of sustaining a concussion.
3. The nature and risks of concussions, including the danger of continuing to engage in athletic activity after sustaining a concussion.
4. The proper procedures for allowing a student athlete who has sustained a concussion to return to athletic activity.
5. Current best practices in the prevention and treatment of a concussion.

Section 2. Signs and Symptoms of a Concussion: Overview

A concussion should be suspected if any one or more of the following signs or symptoms are present, or if the coach/evaluator is unsure, following an impact or suspected impact as described in the CDC definition above.

Signs of a concussion may include (i.e. what the athlete displays/looks like to an observer):

- Confusion/disorientation/irritability
- Trouble resting/getting comfortable
- Lack of concentration
- Slow response/drowsiness
- Incoherent/ slurred speech
- Slow/clumsy movements
- Loses consciousness
- Amnesia/memory problems
- Acts silly/combative/aggressive
- Repeatedly ask same questions
- Dazed appearance
- Restless/irritable
- Constant attempts to return to play
- Constant motion
- Disproportionate/inappropriate reactions
- Balance problems

Symptoms of a concussion may include (i.e. what the athlete reports):

- Headache or dizziness
- Nausea or vomiting
- Blurred or double vision
- Oversensitivity to sound/light/touch
- Ringing in ears
- Feeling foggy or groggy

State law requires that a coach MUST immediately remove a student-athlete from participating in any intramural or interscholastic athletic activity who: a) is observed to exhibit signs, symptoms or behaviors consistent with a concussion following a suspected blow to the head or body, or b) is diagnosed with a concussion, regardless of when such concussion or head injury may have occurred.

Upon removal of the athlete, a qualified school employee must notify the parent or legal guardian within 24 hours that the student athlete has exhibited signs and symptoms of a concussion.

Section 3. Return to Play (RTP) Protocol Overview

Currently, it is impossible to accurately predict how long an individual's concussion will last. There must be full recovery before a student-athlete is allowed to resume participating in athletic activity. Connecticut law now requires that no athlete may resume participation until they have received written medical clearance from a licensed health care professional (physician, physician assistant, advanced practice registered nurse (APRN), athletic trainer) trained in the evaluation and management of concussions.

Concussion Management Requirements:

1. No athlete SHALL return to participation in the athletic activity on the same day of concussion.
2. If there is any loss of consciousness, vomiting or seizures, the athlete MUST be immediately transported to the hospital.
3. Close observation of an athlete MUST continue following a concussion. The athlete should be monitored for an appropriate amount of time following the injury to ensure that there is no worsening/escalation of symptoms.
4. Any athlete with signs or symptoms related to a concussion MUST be evaluated by a licensed health care professional (physician, physician assistant, advanced practice registered nurse (APRN), athletic trainer) trained in the evaluation and management of concussions.
5. The athlete MUST obtain an initial written clearance from one of the licensed health care professionals identified above directing her/him into a well-defined RTP stepped protocol similar to the one outlined below. If at any time signs or symptoms return during the RTP progression, the athlete should cease activity*.
6. After the RTP protocol has been successfully administered (no longer exhibits any signs or symptoms or behaviors consistent with concussions), final written medical clearance is required by one of the licensed health care professionals identified above for the athlete to fully return to unrestricted participation in practices and competitions.

Medical Clearance RTP protocol (Recommended one full day between steps)

Rehabilitation stage	Functional exercise at each stage of rehabilitation	Objective of each stage
1. No activity	Complete physical and cognitive rest until asymptomatic. School may need to be modified.	Recovery
2. Light aerobic exercise	Walking, swimming or stationary cycling maintaining intensity <70% of maximal exertion; no resistance training	Increase Heart Rate
3. Sport specific exercise No contact	Skating drills in ice hockey, running drills in soccer; no head impact activities	Add Movement
4. Non-contact sport drills	Progression to more complex training drills, ie. passing drills in football and ice hockey; may start progressive resistance training	Exercise, coordination and cognitive load
5. Full contact sport drills	Following final medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6. Full activity	No restrictions	Return to full athletic participation

* If at any time signs or symptoms should worsen during the RTP progression the athlete should stop activity that day. If the athlete's symptoms are gone the next day, she/he may resume the RTP progression at the last step completed in which no symptoms were present. If symptoms return and don't resolve, the athlete should be referred back to her/his medical provider.

Section 4. Local/Regional Board of Education Policies Regarding Concussions

***** Attach local or regional board of education concussion policies *****

I have read and understand this document and have viewed the prescribed resource material. I understand that state law requires me to immediately remove any player suspected of having a concussion and to not allow her/him to return to participation until she/he has received written medical clearance by a licensed health care professional trained in the evaluation and management of concussions.

- References:**
1. NFHS. Concussions. 2008 NFHS Sports Medicine Handbook (Third Edition). 2008: 77-82. <http://www.nfhs.org>. http://journals.lww.com/cjsportsmed/Fulltext/2009/05000/Consensus_Statement_on_Concussion_in_Sport_3rd.L.aspx.
 2. Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports*. http://www.cdc.gov/NCIPC/tbi/Coaches_Tool_Kit.htm.
 3. CIAC Concussion Central - <http://concussioncentral.ciacsports.com/>

- Resources:**
- Centers for Disease Control and Prevention. *Injury Prevention & Control: Traumatic Brain Injury*. <http://www.cdc.gov/TraumaticBrainInjury/index.html>
- Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports Guide for Coaches*. Retrieved on June 16, 2014