THE SOFTBALL TOURNAMENT INFORMATION IS ARRANGED IN TWELVE (12) SECTIONS.

1.0 Divisions
2.0 Entry Procedures
3.0 Expenses / Tickets
4.0 Forfeits
5.0 Officials
6.0 Protests
7.0 Qualifying
8.0 Ranking / Seeding
9.0 Sites / Dates
10.0 Supervision / Sportsmanship
11.0 Time of Games / Meets
12.0 Tournament Rules / Procedures

Appendix A Schedule Form
Appendix B Officials Form
Appendix C Change of Division / Site Form
Appendix D Entry Form
Appendix E Concussion Management and Return to Play Requirements
Appendix F Heat Stress and Athletic Participation
ALERT

TICKETS MUST BE SOLD AT ALL QUARTER-FINAL GAMES. PLEASE SEE SECTION 3.5.

Scrимmages – Teams must have a minimum of three (3) days of practice prior to scheduling a full team scrimmage. All sports teams and individual athletes must have a minimum of ten (10) physical/exertional practices before the date of the first scheduled competition. No team/athlete shall practice more than six (6) consecutive days to provide a day of rest. Saturdays, Sundays and holidays may be used as practice days unless prohibited by local board policy. Sunday practices may be counted to fulfill the ten day requirement.

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.

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.

Reporting Scores – In order to ensure that standings and rankings on both the CIAC’s websites and other sites which draw their data from us are timely and accurate, all regular season scores must be entered online no more than 24 hours following the game’s completion. It is highly recommended that scores are entered from the site as soon as the game ends.

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.

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 purpose of this policy, an unmanned aerial system is any aircraft without a human pilot on board.
Projected Substitute – A projected substitute is the act of entering a substitute without first removing a player from that position in the lineup.

2016 Major Editorial Changes

One American flag (2 inch x 3 inch maximum) may be worn or occupy space on the jersey. By state association adoption, for special occasions, commemorative or memorial patches, not to exceed 4 square inches, may be worn on the jersey.

2016 Points of Emphasis

1. Strike Zone (FP)
2. DP / Flex Education
3. Pitching
CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE
30 Realty Drive, Cheshire, Connecticut 06410
Telephone (203) 250-1111 / Fax (203) 250-1345
www.ciacsports.com

44th ANNUAL 2016 GIRLS SOFTBALL TOURNAMENT

1.0 DIVISIONS

1.1 Only institutional members of the Conference may enter this tournament which will be in four (4) divisions. Placement of schools has been based on the girl enrollment for 2014-15:

<table>
<thead>
<tr>
<th>Division</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>LL</td>
<td>610 and over</td>
</tr>
<tr>
<td>L</td>
<td>438 - 609</td>
</tr>
<tr>
<td>M</td>
<td>273 - 437</td>
</tr>
<tr>
<td>S</td>
<td>up to 272</td>
</tr>
</tbody>
</table>

A listing of tournament divisions are available on the softball page at ciacsports.com.

2.0 ENTRY PROCEDURE

2.1 Schedule – Must be completed and submitted via the password-protected online eligibility center by February 3, 2016. Games cannot be added to the schedule after April 8.

2.2 Change of Division Form – Optional, if filed via the password-protected online eligibility center by March 28, 2016.

2.3 Site Availability Form – Must be filed via the password-protected online eligibility center by March 28, 2016.

2.4 Tournament Rosters/Entry/Officials – 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 May 20, 2016.

2.5 Game Scores – In order to ensure that standings and rankings on both the CIAC’s websites and other sites which draw their data from us are timely and accurate, all regular season scores must be entered online no more than 24 hours following the game’s completion. It is highly recommended that scores are entered from the site as soon as the game ends.

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. LIST SCORES FOR ENTIRE SCHEDULE INCLUDING FORFEITS AND CANCELLATIONS.

Final Games Scores – Regardless of regular season postponed games, the date of Thursday, May 26, 2016, MUST BE THE FINAL DAY TO COUNT FOR TOURNAMENT. The score of games played on that day must be reported immediately following the game.

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.
2.6 **Entry Fee** – There is a $85 entry fee for softball. Entry fee should be mailed 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 girls softball options in the password-protected online eligibility center.

2.7 **Qualifying Record** – Win 40% of varsity games against member schools, and eligible out-of-state schools.

3.0 **EXPENSES / TICKETS**

3.1 Expenses for all first and second round games will be borne by the participating teams. The host team will pay all game expenses including officials and shall provide the site director who should be someone other than the coach. The visiting team will pay its own traveling expenses.

3.2 Schools will bear all traveling expenses.

3.3 The Softball Committee will pay a site director fee and the umpires for quarter-final games. In addition, the CIAC will reimburse each host school expenses for essential personnel (i.e. ticket seller, ticket taker, scorer, etc.) submitted on the game reporting form for each quarter-final game up to $160.

3.4 Charges for admission to CIAC tournament games: * (Subject to change depending on venue)

  Free – Children five (5) and under
  $5.00 – Students (grades 1-12) and Senior Citizens (age 65 and older)
  $10.00 – Adults (all others not in the above categories)

3.5 If in the qualifying, first round, or second round games schools wish to charge admission they should notify the Principal and Athletic Director of the visiting school in advance. **The home team is required to sell tickets at all quarter-final games.** If access cannot be controlled at the home field, an alternate home facility may be secured at the school’s expense. In the event the home school cannot secure an alternate facility the tournament director will select a neutral site. Any site problems must be conveyed to the tournament director by 10:00 a.m. on the day after the second round game.

3.6 During the 2016 tournament, the following passes will be honored at all games where an admission is charged.

   a. CIAC Softball Pass (head varsity softball coach only –written request only with self-addressed stamped envelope)
   b. All school administrators and athletic directors with proper identification/membership card. They must identify themselves to the site director and be willing to help with crowd control.
   c. CIAC softball officials membership card.
   d. Press Card
      No other complimentary admissions will be permitted.

4.0 **FORFEITS**

4.1 Member schools will be required to submit regular season schedules for all sports controlled by CIAC in which member schools participate. Determination of forfeitures will be based on this schedule.

A forfeit game shall count as a victory for the team declared the winner and as a loss for the team declared a loser in determining tournament qualifications and ratings. For tournament qualifications only the following reasons for a forfeit shall be accepted.
4.2 A team shall forfeit a game or games if through a violation it is required to do so under the CIAC Rules of Eligibility.

4.3 A team shall forfeit a game if the game official declares the game a forfeit as a result of a National Federation rule violation, or a team refuses to play after being instructed to do so by the game official.

4.4 Forfeitures will be honored by each CIAC sports committee when there is mutual agreement between the principals of the two schools involved in the game not played. Each principal must submit on the official CIAC Canceled Game – Forfeiture Form his/her decision and it must be received in the CIAC office within 72 hours following the time of the scheduled contest. On the eve of a tournament when there is not sufficient time for normal administrative procedures (72 hours) if a question of team forfeiture arises the Executive Director or his designee, in consultation with the Chairman of the sports committee affected and the principals of the two schools will make an appropriate ad hoc decision in consideration of the best interests of the tournament as a whole.

4.5 All games listed on the original schedule and submitted to the CIAC which are not played and have not been forfeited in accordance with this policy will be considered by each sport committee as No Contest and shall not count for tournament qualification and ratings unless it affects the minimum number of games required to qualify for tournament participation. In this instance the sport committee shall review the evidence submitted by the team involved and may grant an exception from the minimum game number requirement. The minimum winning percentage as determined by the individual sports committee must be met under all circumstances.

5.0 OFFICIALS

5.1 By April 29, 2016, each varsity head coach, regardless of his won or loss record, should submit via the password-protected online eligibility center a list of up to four (4) umpires from the master list whose services you reject. From this list a MASTER LIST OF UMPIRES will be developed.

5.2 A MASTER LIST OF OFFICIALS will be distributed to participating schools via the CIAC password-protected web site on Friday, May 27, 2016.

5.3 From the Master List of Umpires, the higher ranked team will select the two umpires for qualifying, first round and second round games. IT IS STRONGLY RECOMMENDED THAT THE VISITING TEAM COACH CONTACT THE HOME TEAM COACH TO VERIFY OFFICIALS. In the event no agreement is reached, the Umpire Coordinator will decide, and that decision will be final.

5.4 Beginning with the quarter-final games, the Umpire Coordinator will assign umpires for all games using the Master List of Umpires as the source.

5.5 Identity of the umpires assigned games by the Umpire Coordinator will not be disclosed prior to the game.

6.0 PROTESTS

6.1 On the eve of a tournament when there is not sufficient time for normal administrative procedures and Board of Control hearings, if a question of interpretation of tournament regulations or the operation of the tournament arises, the Chairman of the CIAC Board of Control, the Executive Director of CIAC, and the Chairman of the Tournament Committee in question will make an appropriate ad hoc decision in consideration of the best interest of the tournament as a whole.
6.2 **Decisions by Game Officials** – Protests arising from the decisions, interpretations and misapplication of the National Federation or CIAC game rules by officials during the contest will not be considered. The decisions and interpretations of the rules by the officials are final.

The record of the official scorekeeper at the conclusion of the contest is final unless an error is discovered. Such error shall be corrected as covered by specific contest rules.

Any team leaving the contest area before the conclusion of the contest because of dissatisfaction with the officiating will render the school liable to disciplinary action by the Conference.

7.0 **QUALIFYING**

7.1 To be eligible for consideration in the tournament, a team must play a minimum of twelve (12) games AGAINST VARSITY OPPONENTS and have won 40% of its approved scheduled games played. Only the first two games played with any single opponent will be included in the twelve (12) games.

7.2 Only games played with Conference member schools or Region I out-of-state schools who are members of their state athletic association shall be considered.

7.3 Games played with non-member Connecticut secondary schools shall not be considered in the rating of teams.

8.0 **RANKING / SEEDING**

8.1 The rating of teams shall be determined by the percentage method: the number of games won divided by the number of games played.

8.2 When more than one team is undefeated, the team with the most wins WILL be ranked first.

8.3 In case of ties the Committee will determine the rankings in the following order:
   1) Most wins;  2) By lot

8.4 A team MAINTAINS ITS INITIAL PERCENTAGE RANKING throughout the tournament.

8.5 In case more than thirty-two (32) teams qualify, a qualifying round game will be held on Saturday, May 28, 2016.

8.6 Order of play if more than 32 teams qualify for the tournament in any division.

<table>
<thead>
<tr>
<th>If 33 teams</th>
<th>If 34 teams</th>
<th>If 35 teams</th>
<th>If 36 teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>32 vs 33</td>
<td>32 vs 33</td>
<td>32 vs 33</td>
<td>32 vs 33</td>
</tr>
<tr>
<td>31 vs 34</td>
<td>31 vs 34</td>
<td>31 vs 34</td>
<td>31 vs 34</td>
</tr>
<tr>
<td>30 vs 35</td>
<td>30 vs 35</td>
<td>30 vs 35</td>
<td>29 vs 36</td>
</tr>
</tbody>
</table>

8.7 In case there are not thirty-two (32) teams that qualify, byes will be awarded to the appropriate number of higher ranked teams.
8.8 **Tournament Format**

<table>
<thead>
<tr>
<th>First Round</th>
<th>Second Round</th>
<th>Quarter-finals</th>
<th>Semi-finals</th>
<th>Finals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 vs 32</td>
<td>16 vs 17</td>
<td>8 vs 25</td>
<td>1 vs 8</td>
<td></td>
</tr>
<tr>
<td>8 vs 25</td>
<td>9 vs 24</td>
<td>8 vs 9</td>
<td>1 vs 4</td>
<td></td>
</tr>
<tr>
<td>4 vs 29</td>
<td>13 vs 20</td>
<td>4 vs 13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 vs 28</td>
<td>12 vs 21</td>
<td>5 vs 12</td>
<td>4 vs 5</td>
<td>1 vs 2</td>
</tr>
<tr>
<td>2 vs 31</td>
<td>15 vs 18</td>
<td>2 vs 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 vs 26</td>
<td>10 vs 23</td>
<td>7 vs 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 vs 30</td>
<td>14 vs 19</td>
<td>3 vs 14</td>
<td>2 vs 3</td>
<td></td>
</tr>
<tr>
<td>6 vs 28</td>
<td>11 vs 22</td>
<td>6 vs 11</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8.9 **Ranking and Pairing Information** will be distributed to coaches via the CIAC web site – [www.ciacsports.com](http://www.ciacsports.com) on Friday, May 27, 2016.

9.0 **SITES AND DATES**

9.1 Member schools may start practice on but not before Saturday, March 19, 2016.

9.2 Member schools may play the first game on but not before Saturday, April 2, 2016.

9.3 **Scheduled Playing Dates for the 2016 Softball Tournament**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, May 28</td>
<td>Qualifying Round</td>
</tr>
<tr>
<td>Tuesday, May 31</td>
<td>First Round</td>
</tr>
<tr>
<td>Wednesday, June 1</td>
<td>Second Round</td>
</tr>
<tr>
<td>Thursday, June 2</td>
<td>Quarter-finals</td>
</tr>
<tr>
<td>Friday, June 3</td>
<td>Quarter-finals (Rain date)</td>
</tr>
<tr>
<td>Monday/Tuesday, June 6, 7</td>
<td>Semi-finals – DeLuca Field and West Haven</td>
</tr>
<tr>
<td>Friday/Saturday, June 10, 11</td>
<td>Finals – DeLuca Field and West Haven</td>
</tr>
<tr>
<td>Sunday, June 12</td>
<td>Finals (Rain date)</td>
</tr>
</tbody>
</table>

9.4 In the event of inclement weather, the site director has the authority to postpone the game. **The site director must immediately notify the tournament director.** The postponed game will be played on the next day excluding Sunday, except in the case of games from the quarter-final level on, which may be played on Sunday.

9.5 All qualifying, first round, second round and quarter-final games will be played on the field of the higher ranked team based on the **original percentage rankings**. The host school shall provide a site director who should be someone other than the coach. In the event of consecutive day postponed preliminary, first round, second round and quarter-final games, the tournament director has the authority to select another site if the higher ranked field is not playable, and the higher ranked team cannot find a suitable site.

9.6 **The Tournament Director will determine the sites and times for all semi-final and final games. Night games may be scheduled. The Tournament Director will designate the site director. Sites are subject to change due to unforeseen circumstances.**
10.0 SUPERVISION / SPORTSMANSHIP

10.1 IN THE INTEREST OF CROWD CONTROL AND PROPER SUPERVISION THE CIAC BOARD OF CONTROL HAS APPROVED THE TOURNAMENT REGULATION REQUIRING THE PRINCIPAL OF THE PARTICIPATING SCHOOLS OR HIS/HER DESIGNEE TO ATTEND ALL TOURNAMENT GAMES. The school administrator must identify him/herself to the site director.

10.2 When a member school’s coach is ejected from a game for an infraction as prescribed by the rules, the game may not continue until the member school replaces the ejected coach with a certified coach. If this cannot be accomplished within 15 minutes after the ejection, the official in charge will declare a forfeit win for the opposing team.

10.3 Video taping by spectators may be done for personal use only and shall not be used for coaching or scouting. (Refer to CIAC handbook)

10.4 Use of tobacco products or possession of alcoholic beverages of any kind, including champagne, are not permitted on the field of play, including dugouts, or within the field or park at which a tournament game is scheduled. Many towns or fields which we use have local ordinances prohibiting use of tobacco products or possession of alcoholic beverages. The principal or his/her designee at the game shall see that this rule is enforced and adhered to by the teams.

10.5 Signs, Noisemakers, Balloons, Banners Forbidden – Please stress to pupils over your public address system the regulation that the use of confetti, signs, banners, placards, balloons and streamers is DEFINITELY NOT ALLOWED at tournament games. Bugles, horns, drums, whistles, or other noisemakers contribute nothing to the game and are a genuine source of annoyance to spectators. THEY WILL NOT BE PERMITTED AND ANYONE RESPONSIBLE FOR SUCH ANNOYANCE WILL BE ASKED TO LEAVE THE GAME.

10.6 Bench and Field Conduct

Personnel – Only coaches, players, other team members, statisticians, managers and trainers will be allowed in the dugout or bench area.

Conduct – The above identified personnel shall not be outside the vicinity of the designated dugout (bench) or bull pen area if not a batter, runner, on-deck batter, in the coach’ box or one of the nine players on defense.

Violations will be subject to the penalties cited in National Federation Rule 3-3-1 and 3-3-2.

10.7 Through the quarter-finals the home team is responsible for providing a certified athletic trainer. For the semi-finals and finals, each team is responsible for providing their own trainer. Schools should coordinate athletic trainer coverage with their opponent and the tournament director.

11.0 TIME OF GAMES

11.1 Whenever possible, all first round, second round and quarter-final games will start at 4:00 p.m., except by mutual agreement. All changes in game start times must be approved by the tournament director and no game should be started earlier than the announced time unless there is threatening weather. If a team’s arrival is delayed due to transportation problems the site director should be called and the team will be given a minimum of 30 minutes for warm-up. If rain causes a postponement, games will be played on the next day (excluding Sunday). The site director will have the authority to postpone games in the event of inclement weather, and in the case of a postponed game he/she will immediately notify the tournament director.
12.0 TOURNAMENT RULES / PROCEDURES

12.1 The official National Federation Fast Pitch Rules will prevail for the tournament with the following clarifications or state options.

12.2 **Double Base** – If there is a double base, the white (inside) base will be used exclusively.

12.3 A CIAC tournament game must be seven (7) innings, or if tied after seven innings must be completed to constitute a legal game. In the event of rain or any other cause which prevents the game from continuing the game will be resumed at the exact point where it left off and will be completed at the first opportunity. FOR CIAC TOURNAMENT PLAY ONLY (NOT REGULAR SEASON) – After 4.5 or 5 innings of play and one team is 15 or more runs ahead, the run ahead (mercy) rule will be invoked.

12.4 Beginning with the semi-final games, the umpire must consult with the site director before a game is called because of inclement weather.

12.5 **BALL** – *The official ball for the 2016 tournament will be the Dudley WT12 YFP (Item #43-147)*

Each school shall provide two (2) Dudley WT12YFP NFHS leather balls for the qualifying games through semi-final games.

12.6 The Softball Committee will provide balls only at the Finals.

12.7 The higher ranked team has the privilege of choosing dugouts or benches. The higher ranked team is the team with the higher percentage ranking in its division.

12.8 During qualifying, first round, second round and quarter-final games, the higher ranked team will bat last. During the semi-finals and finals, the team to bat last will be determined by the higher ranked team. The pre-game meeting shall take place at least 30 minutes before game time by the site director of umpire. In the event of a postponed or suspended game, all conditions described herein shall prevail when the game is played or resumed.

12.9 **Pre-game procedures** – During infield practice pitchers may be on the mound only to practice fielding, they may not be practicing pitching. The home team will take infield practice for 10 minutes starting 30 minutes prior to game time. The visiting team will take infield practice for 10 minutes starting 20 minutes before game time. No team will be allowed to take batting practice on the infield prior to any tournament game.

12.10 The home team scorer will be considered the official scorer through the semi-finals.

12.11 In the event of any situation not covered in the rules, the decision of the Committee or its representatives shall be final. Selection of teams and sites by the Committee is final.

12.12 **Reporting of Tournament Games**

Tournament qualifying teams must add post-season contests to their schedules and report game results via the online eligibility center.

In the event that coaches are unable to access the online eligibility center, the coaches of winning schools will telephone or text game scores to Barbara Startup (860) 331-3672 immediately after all games. In the event the winning coach cannot make contact with the Committee member named above, for his/her division he/she should call the other committee member.
12.13 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. No phone requests will be considered.

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.
APPENDIX A

**2016 Softball Schedule** – Must be completed and submitted via the password-protected online eligibility center by February 3, 2016. Games cannot be added to the schedule after April 6.

All regular season game scores must be entered online no more than 24 hours following the game’s completion. It is highly recommended that scores are entered from the site as soon as the game ends. 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. **LIST SCORES FOR ENTIRE SCHEDULE INCLUDING FORFEITS AND CANCELLATIONS.**

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.

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APPENDIX B

**Softball Tournament Umpires List** – By April 29, 2016, each varsity head coach, regardless of his/her won/loss record, should submit via the password-protected online eligibility center a list of up to four (4) umpires from the Master List whose services you reject. From this list a Master List of Umpires will be developed.

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APPENDIX C

**Change of Division** – Any principal desiring a change to a higher division must make the request no later than March 28, 2016 via the password-protected online eligibility center. Schools electing to move up a division must remain in that division for a period of three (3) years.

**Site Form** – Must be submitted by March 28, 2016 via the password-protected online eligibility center.

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APPENDIX D

**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 Friday, May 20, 2016.

Final game scores, regardless of regular season postponed games, the date of Thursday, May 26, 2016 must be the final day to count for tournament. All games played on May 26 must be started by 4:00 p.m. The score of games played on that day must be reported via the password-protected online eligibility center immediately following the game.

**Each school will be allowed not over eighteen (18) girls in uniform.** List all girls with uniform number and grade level.

Entry fee of $85 must be mailed to the CIAC, 30 Realty Drive, Cheshire, CT 06410.
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_whatis.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.

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)

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

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:

Resources:
During hot weather conditions the athlete is subject to the following:

**HEAT CRAMPS** – HEAT CRAMPS ARE A MILD HEAT ILLNESS THAT CAN BE EASILY TREATED. These intense muscle spasms usually develop after an athlete has been exercising for a while and has lost large amounts of fluid and salt from sweating.

**HEAT SYNCOPE** – Weakness, fatigue and fainting due to loss of salt and water in sweat and exercise in the heat.

**HEAT EXHAUSTION** – Heat exhaustion is a moderate heat illness that occurs when a child continues to be physically active even after he or she starts suffering from ill effects of the heat, like dehydration. The child’s body struggles to keep up with the demands, leading to heat exhaustion.

**HEAT STROKE** – Heat stroke is a severe heat illness that occurs when an athlete’s body creates more heat than it can release, due to the strain of exercising in the heat. This results in a rapid increase in core body temperature, which can lead to permanent disability or even death if left untreated. An acute medical emergency related to thermo-regulatory failure, associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and a hot dry skin (heatstroke victims, contrary to popular belief, may sweat profusely).

It is believed that the above-mentioned heat stress problems can be controlled provided certain precautions are taken. The following practices and precautions are recommended:

1. Each athlete should have a physical exam with a medical history when first entering a program and an annual health history update. History of previous heat illness and type of training activities before organized practice begins should be included. State high school association’s recommendations should be followed.

2. It is clear that top physical performance can only be achieved by an athlete who is in top physical condition. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the PHYSICAL CONDITION of their athletes and set practice schedules accordingly.

3. Along with physical conditioning, the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for GRADUAL ACCLIMATIZATION TO HOT WEATHER. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used and that 80% acclimatization can be expected to occur after the first 7 to 10 days. Final stages of acclimatization to heat are marked by increased sweating and reduced salt concentration in the sweat.

4. The old idea that water should be withheld from athletes during workouts has NO SCIENTIFIC FOUNDATION. The most important safeguard to the health of the athlete is the replacement of water. Water must be on the field and readily available to the athletes at all times. It is recommended that a minimum ten minute water break be scheduled for every twenty minutes of heavy exercise in the heat. Athletes should rest in a shaded area during the break. WATER SHOULD BE AVAILABLE IN UNLIMITED QUANTITIES. Check and be sure athletes are drinking the water.
5. Replacement by thirst alone is inadequate. Test the air prior to practice or game using a wet bulb, globe, temperature index (WBGT index) which is based on the combined effects of air temperature, relative humidity, radiant heat and air movement. The following precautions are recommended when using the WBGT Index: (ACSM’s Guidelines for the Team Physician, 1991)

Below 65 ............... Unlimited activity
65-73 ............... Moderate risk
73-82 ............... High risk
82-plus ............... Very high risk

There is also a weather guide for activities that last 30 minutes or more (Fox and Mathews, 1981) which involves knowing the relative humidity and air temperature.

<table>
<thead>
<tr>
<th>Air Temp</th>
<th>Danger Zone</th>
<th>Critical Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>70F</td>
<td>80% RH</td>
<td>100% RH</td>
</tr>
<tr>
<td>75F</td>
<td>70% RH</td>
<td>100% RH</td>
</tr>
<tr>
<td>80F</td>
<td>50% RH</td>
<td>80% RH</td>
</tr>
<tr>
<td>85F</td>
<td>40% RH</td>
<td>68% RH</td>
</tr>
<tr>
<td>90F</td>
<td>30% RH</td>
<td>55% RH</td>
</tr>
<tr>
<td>95F</td>
<td>20% RH</td>
<td>40% RH</td>
</tr>
<tr>
<td>100F</td>
<td>10% RH</td>
<td>30% RH</td>
</tr>
</tbody>
</table>

RH = Relative Humidity

One other method of measuring the relative humidity is the use of a sling psychrometer, which measures wet bulb temperature. The wet bulb temperature should be measured prior to practice and the intensity and duration of practice adjusted accordingly. Recommendations are as follows:

Under 60F Safe but always observe athletes
61 - 65F Observe players carefully
66 - 70F Caution
71 - 75F Shorter practice sessions and more frequent water and rest breaks
75 plus F Danger level and extreme caution

6. Cooling by evaporation is proportional to the area of the skin exposed. In extremely hot and humid weather reduce the amount of clothing covering the body as much as possible. NEVER USE RUBBERIZED CLOTHING.

7. Athletes should weight each day before and after practice and WEIGHT CHARTS CHECKED. Generally a three percent weight loss through sweating is safe and over a three percent weight loss is in the danger zone. Over a three percent weight loss the athlete should not be allowed to practice in hot and humid conditions. Observe the athletes closely under all conditions. Do not allow athletes to return to practice until they have adequately replaced their weight from fluid loss.

8. Observe athletes carefully for signs of trouble, particularly athletes who lose significant weight and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence, fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.

9. Teams that encounter hot weather during the season through travel or following an unseasonably cool period, should be physically fit, but will not be environmentally fit. Coaches in this situation should follow the above recommendations and substitute more frequently during games.

10. Know what to do in case of an emergency and have your emergency plans written with copies to all your staff. Be familiar with immediate first aid practice and prearranged procedures for obtaining medical care, including ambulance service.
HEAT STROKE – THIS IS A MEDICAL EMERGENCY – DELAY COULD BE FATAL. ACTIVATE YOUR EMERGENCY ACTION PLAN BY CALLING – 911.

A rectal temperature not oral, aural, or temporal is diagnostic of heatstroke. Other methods of temperature have given false core body temperatures and caused delay in care. If you are unable to obtain a rectal temperature it is safer to cool the athlete then delay. Immediately cool the athlete while waiting for transfer to a hospital. Remove equipment and immerse body in ice cold water and keep cooling athlete.

Despite the many ways athletes can be cooled, immersion therapy has the best cooling rates. Ice water immersion should be your choice of cooling. A plastic kiddy pool or large plastic tub filled with water and with ice on stand-by should be available at all practices and games. Continue cooling efforts until EMS arrives. Recommendation is to continue cooling the athlete until core temperature is <100 degrees Fahrenheit.

HEAT EXHAUSTION – CONTACT LICENSED HEALTH CARE PROVIDER. Cool body as you would for heat stroke while waiting for medical personnel. Activate your emergency action plan.

SUMMARY – The main problem associated with exercising in the hot weather is water loss through sweating. Water loss is best replaced by allowing the athlete unrestricted access to water. Water breaks two or three times every hour are better than one break an hour. Probably the best method is to have water available at all times and to allow the athlete to drink water whenever he/she needs it. Never restrict the amount of water an athlete drinks, and be sure the athletes are drinking the water. The small amount of salt lost in sweat is adequately replaced by salting food at meals. Talk to your medical personnel concerning emergency treatment plans. Athletes that appear to have heat stroke or heat exhaustion should be cooled by ice water immersion.
RECOMMENDATIONS FOR HYDRATION TO PREVENT HEAT-RELATED ILLNESS

Types of Sports Drinks

Fluid Replacers

- Examples: Water, Gatorade, Powerade, 10K, Quickick, Max
- These non-water carbohydrate containing drinks are absorbed quickly and typically are used for activities lasting more than an hour.

Carbohydrate loaders

- Examples: Gatorlode, Exceed High, Carboplex, etc.
- These drinks replace more muscle glycogen to enhance greater endurance.
- They should be used after ultra-endurance events to increase muscle glycogen resynthesis after exercise.

Nutrition Supplements

- Examples: Chocolate milk, Gatorpro, Exceed Sports, Ultra Energy, etc.
- These supplements are fortified with vitamins and minerals and they help athletes maintain a balanced diet.
- They help restore muscle glycogen stores after exercise.
- They provide extra calories for athletes beyond a proper balanced diet.

What Not to Drink

- Drinks with carbohydrate (CHO) concentrations of greater than eight percent can cause upset stomach due to high carbohydrate load and delay water absorption.
- Fruit juices, CHO gels, sodas, and sports drinks that have a CHO greater than six to eight percent are not recommended during exercise as sole beverages.
- Beverages containing caffeine will effect hydration since urine production will increase compared to non-caffeinated beverages.
- Carbonated beverages are found to cause decreased voluntary fluid intake.
- Alcoholic beverages are inappropriate for high school athletes.

Hydration Tips and Fluid Guidelines

- Drink according to a schedule based on individual fluid needs.
- Drink before, during and after practices and games.
- Drink 17-20 ounces of water or sports drinks with six to eight percent CHO, two to three hours before exercise.
- Drink 7-10 ounces of water or sport drink 10 to 20 minutes before exercise.
- Drink early – By the time you’re thirsty, you’re already dehydrated.
- In general, every 10-20 minutes drink at least 7-10 ounces of water or sports drink to maintain hydration, and remember to drink beyond your thirst.
- Drink fluids based on the amount of sweat and urine loss.
- Within two hours, drink enough to replace any weight loss from exercise.
- Drink approximately 20-24 ounces of sports drink per pound of weight loss.
- Dehydration usually occurs with a weight loss of two percent of body weight or more.
What to Drink During Exercise

• If exercise lasts more than 50 minutes, a sports drink should be provided during the session.
• The carbohydrate concentration in the ideal fluid replacement solution should be in the range of six to eight percent CHO
• During events when a high rate of fluid intake is necessary to sustain hydration, sports drinks with less than seven percent CHO should be used to optimize fluid delivery. These sports drinks have a faster gastric emptying rate and fluid absorption rate, thus aid in hydration.
• Sports drinks with a CHO content of 10 percent have a slow gastric emptying rate and should be avoided during exercise.
• Fluids with salts (sodium chloride, potassium chloride) are beneficial to increasing thirst and voluntary fluid intake as well as offsetting the small amount of salts lost with water.
• Salts should never be added to drinks, and salt tablets should be avoided, because they lead to slower gastric absorption.
• Cool beverages at temperatures between 50 to 59 degrees Fahrenheit are recommended for best results with fluid replacement.

Dehydration, Its Effects on Performance, and Its Relationship to Heat Illness

• Dehydration can affect an athlete’s performance in less than an hour of exercise. Sooner if the athlete begins the session dehydrated.
• Dehydration of just one to two percent of body weight (only 1.5-3 lbs., for a 150-pound athlete) can negatively influence performance.
• Dehydration of greater than three percent of body weight increases an athlete’s risk of heat illness (heat cramps, heat exhaustion, heat stroke).
• High body fat athletes can have a harder time with exercise and can become dehydrated faster than lower body fat athletes working out under the same environmental conditions.
• Poor acclimatization to heat or lower fitness levels can greatly contribute to an athlete’s dehydration problems. This is important with the first practices of year, especially in the summer.
• Certain medications or fevers can greatly affect an athlete’s hydration status.
• Environmental temperature and humidity both contribute to dehydration and heat illnesses.
• Clothing, such as dark, bulky, or rubber protective equipment can drastically increase the chance of heat illness and dehydration.
• Wet bulb globe temperature measurements should be taken 10-15 minutes before practice, and the results should be used with a heat index to determine if practices or contests should be started, modified or stopped.
• A Heat Index chart should come from a reputable source like the National Oceanic and Atmospheric Association, or National Athletic Trainers Association.
• A relative humidity of greater than 40 percent and a temperature of 90 degrees Fahrenheit are likely to cause heat illness, extreme caution should be used.
• A relative humidity of 80 percent and a temperature of 84 degrees Fahrenheit are likely to cause heat illness, extreme caution should be used.
• A relative humidity of 80 percent and 90 degrees Fahrenheit are likely to cause heat stroke and these conditions are considered dangerous.
• http://www.weather.gov/om/heat/heatindex.shtml