

APPENDIX B
RULES OF ELIGIBILITY AND CONTROL FOR BOYS AND GIRLS HIGH SCHOOL ATHLETICS
IN CONNECTICUT (Article IX – CIAC By-laws)

As adopted by
THE CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE, INC.
Effective July 1, 2014

These rules apply in every athletic contest in all CIAC-controlled sports listed in Section VIII of this code in which a member school participates, regardless of opponent. These are minimal regulations of the CIAC. All levels of play of CIAC-controlled athletic contests including varsity, junior varsity, freshman or sports clubs representing any member school in interscholastic competition shall conform to the eligibility rules of the CIAC. Athletic teams are made up entirely of boys or entirely of girls; or are as otherwise provided in Section IV, paragraph F.

I. SCHOLARSHIP

For purpose of this rule the term “unit” refers to the traditional Carnegie Unit. A Carnegie Unit is herein defined as “200 minutes of recitation during a period of five consecutive school days for an entire school year.” Principals may equate any course offering with the Carnegie Unit, no matter what the scheduling pattern, by referring to the following: if a course is scheduled a minimum of 200 minutes during a period of five consecutive school days for a traditional nine-week marking period and awards at least ¼ credit for that period, including independent study, that course should be considered one-quarter of a Carnegie Unit of work; mini-courses, tri-semester courses, alternative school programs, shared time programs, D.E., D.W.E., and other cooperative community programs must meet the minimum time and credit requirements above to be considered a quarter of a Carnegie Unit of work.

A. To be eligible for fall sports a student must have received credit toward graduation at the close of the school year preceding the contest in at least four (4) Carnegie Units of work or its equivalent for which he or she has not previously received credit. “Equivalent” is any number of courses which are equal to one Carnegie Unit. Credit must be earned during the same academic year.

Through the PPT process or Section 504 meeting, the principal will make a determination on what constitutes an identified student’s equivalent of four (4) Carnegie Units of credit for athletic purposes. To this end, the principal shall rely on the student’s most recent IEP or Section 504 Plan to make the determination. A student enrolling in ninth grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grades 9-12 must meet the requirements found in Rule I.B.

B. A student cannot at any time represent a school unless taking at least four quarter Carnegie Units of work or its equivalent. During the school year a student must have received a passing mark in at least four (4) quarter Carnegie Units of work or its equivalent at the end of the regular marking period preceding the contest.

Student eligibility will be determined for all students on the date that report cards are distributed or on the fourteenth calendar day following the end of the marking period, whichever comes first. No Carnegie Unit or equivalent for which the student has already received credit shall be included in those required by this rule.

C. If computer, arena, or hand scheduling assigns an athlete less than four quarter Carnegie Units or equivalent of work in a marking period, that student is ineligible unless additional courses needed are added to the schedule.

D. Scholastic failures cannot be made up for eligibility purposes in any manner until the next report, except that credits earned during the summer by any regularly approved board of education procedure will be accepted for the purpose of determining the eligibility of students desiring to participate in the athletic program of the school in September. Scholastic incompletes must be made up within ten (10) school days following the date that student eligibility was determined for the respective marking period as defined above. Incomplete grades are not to be considered as passing grades.

It should be understood that the above regulations are minimal and do not prohibit a school from establishing more rigid eligibility standards.

Marking period grades (not semester grades) are to be used in determining scholastic eligibility to participate in interscholastic athletics during any given marking period.

To be eligible for fall sports, a student must have received credit toward graduation of four (4) Carnegie Units of work for which he has not previously received credit. The final academic grade average determines fall eligibility. Semester courses or mini courses completed earlier in the school year may be counted toward the four (4) units used in determining eligibility for fall season. Year-end failures may be made up through successful completion of LEA approved summer school work in courses failed.

II. STUDENT ELIGIBILITY

A. The student shall be a member of that school in grade 9, 10, 11 or 12. A graduate from any secondary school is ineligible. In local public school districts where grade 10-12 high school exist, 9th grade students in a public JH/MS school, with local public school district approval, may participate at the local public school, where grades 10-12 exist. No student below grade 9 is allowed to practice or participate in any CIAC controlled sport. All situations which are not covered by this rule are to be referred in writing to the CIAC Board of Control prior to participation. **HOME SCHOOLED STUDENTS:** Eligibility to participate in interscholastic athletics is not to be extended to any student whose program is not under the direct supervision of a CIAC member school. This prohibition includes any recognition by member schools of home schooling as school district sponsored "alternative programs." Alternative programs, for the purposes of interscholastic athletics, are only to be recognized if they are developed by and function under the direct control of the local school system to serve the educational needs of a targeted group of students. Such programming generally relates to modifications in existing courses or placement in an alternative school which a district may sponsor and is available to all eligible students. Student-athlete participate at any state authorized public school of choice or any state authorized CHARTER, MAGNET, REGIONAL COOPERATIVE, INTER-DISTRICT SATELLITE SCHOOL STUDENTS: Eligibility to participate in interscholastic athletics at the sending school or school from which he/she would normally matriculate is extended to any student when the school does not offer any interscholastic athletic program. (1) The above listed alternative schools must be state authorized. (2) The above listed alternative schools need not be members of CIAC in order for their athletes to be allowed to play for the sending (home) school. (3) The principal of the CIAC member school at which the athlete would normally matriculate has the right to make the decision on the acceptance of these students in his/her athletic programs. The CIAC will allow such participation. However, the CIAC member school must approve of such participation before an alternative school athlete can participate. (4) The CIAC member school which accepts students from state approved alternative schools will be fully responsible for determining their eligibility status. An ineligible player from an alternative school will have the same impact on the status of the team from which he/she plays as all other athletes. (5) The CIAC will evaluate the eligibility of an alternative school athlete in the same manner that it now handles all other athletes. Student-athletes from the alternative school shall comply with all eligibility requirements of the sending school. Eligibility to participate in interscholastic athletics at the sending school or school from which he/she would normally matriculate is NOT extended to any student

when the receiving school does provide an interscholastic athletic program regardless of its offerings. However, choice programs housed in a member high school where academic programs and services are shared between the choice program and the member school, and the students who attend said programs receive their diploma from the host member high school, may participate in athletics in the high school in which their choice program is located.

The student must have been in membership at a secondary school for at least twelve (12) school weeks immediately preceding the time of participation, or regularly admitted from an elementary, middle, or junior high school within ten (10) school days from the opening of the succeeding school term. The time of summer vacation spent in summer school or private tutoring shall not be counted in the required twelve (12) weeks of school membership.

B. The student shall not have reached his or her twentieth (20th) birthday. A student-athlete will not be allowed to start a season or compete during a season in which his/her twentieth (20th) birthday falls.

A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition. **No student-athlete shall participate in the same branch of athletics more than four (4) seasons in grades 9-12 at any school.** Date of entry is defined as the first date of enrollment as a grade 9 student taking four (4) or more high school subjects. (1) Students who are not eligible or elect to not participate do not preserve additional semesters for use at a later time. That is, there is no fifth year of eligibility per se. (2) Once a student has attended 15 days or more, may apply through the member school for consideration of a hardship waiver. Hardship waiver requests will be considered for unforeseen, unavoidable or unusual circumstances that were beyond the control of the student and resulted in the student being unable to complete their academic requirements in four (4) years or eight (8) consecutive semesters. All such requests must be well documented. Waivers for serious medical situations that are well documented will also be considered when it is demonstrated the student was unable to complete any significant school work due to their medical condition and it is verified the school made every effort to provide an appropriate alternative program to the student. Injuries sustained in playing a CIAC-sponsored sport will not constitute grounds for a medical waiver for an additional semester/year of play in the sport in which the injury occurred. A waiver will be granted for a student who has been absent one or more semesters because of required military service. If a waiver is granted in any situation,

the semester granted must be the same as the semester waived – fall for fall, spring for spring. A waiver of the eight consecutive semester/four consecutive year rule will be granted only once to any athlete.

(3) The fact that a student has not participated for four seasons will not justify allowing such student to participate in interscholastic sports beyond the eighth semester after his or her entrance into the ninth grade.

(4) This is an eight semester attendance rule, i.e., eight semesters of time not eight semesters of participation or competition rule. **(5)** Exception: A student who interrupts his/her school career in order to participate in a CSIET approved foreign study program may have his/her eligibility extended for up to two semesters, provided the student does not participate out of country in sports he/she wishes to play upon his/her return, subject to approval by the CIAC.

The implementation date was July 2006, affecting all students entering 9th grade in September 2006 and after.

C. A student who transfers from a school to a CIAC member school during grade 10-11, or 12 without at the same time changing legal residence to another school district or school service area, or satisfying at least one of the following requirements must complete at least one year (365 days) of approved membership before being eligible for interscholastic competition in the same sport in which he or she was a participant in the present or preceding season during grades 10, 11 or 12 on the junior varsity or varsity team. (Legal residence is defined as location of legal guardian.) **(1)** A student who transfers after not less than a 90 calendar day membership from a non-state association member school to a member school and resides with a parent or legal guardian and satisfies Rule II.A. **(2)** A student who is a ward of the court or state and is placed in another school district or school service area by court order. Guardianship other than court administered does not fulfill this requirement. **(3)** A foreign exchange student who is placed in a member school by an exchange program approved by CSIET. Also, a student not in an approved CSIET exchange program who has NOT participated in an organized sports program, equivalent to or on a higher level than CIAC high school programs. **(4)** A student who marries and establishes a new residence in another school district or school service area. **(5)** A student who transfers to another school because his or her school ceases to operate. **(6)** A student who transfers to another school as the result of a reorganization, consolidation or annexation of his/her school in the district where he/she resides. In school districts without a high school that tuitions out their students, when a new option becomes available to all students in the district, in the first year only of the new option a student can transfer without loss of eligibility providing the transfer occurs at the start of the school year. Transfers during the school year will be subject to

the transfer rule. **(7)** A student ordered transferred within a school system, for other than athletic purposes, by a board of education or the governing body of a private or parochial school system. Transfer must take place within the same school system. **(8)** A student who, because of the divorce or separation of his/her parents or because of the death of a parent or legal guardian, moves into another school district or school service area or retains the same residence with one of the aforementioned parents and a parent(s) certifies the reason for the move as it relates to the divorce/separated parents or because of the death. For purposes of eligibility, transfer is permitted once per twelve month period which commences on the date of said transfer and must be approved by the CIAC Eligibility Committee before the student competes in interscholastic athletic competition. **(9)** A student eighteen (18) years or older who moves from one school district or school service area to another without being with a parent or parents and resides within the school district or school service area and complies with local board of education residency requirements will be eligible for participation. The transfer will be permitted once per twelve month period which commences on the date of said transfer and must be approved by the CIAC Eligibility Committee. **(10)** A student who completes the last grade available in the school system previously attended. **(11)** A student entering into a board of education approved exchange program between CIAC member schools for less than a full academic school year will retain interscholastic athletic eligibility with the sending school. **(12)** A student who transfers because the sending school discontinues a sport maintains athletic eligibility in any sport discontinued by the sending school, but is subject to the transfer rule in all sports not discontinued by the sending school. Such transfer will be permitted once per twelve month period commencing on the date of transfer and must be approved by the CIAC Eligibility Committee. **(13)** A special needs student, as identified by an IEP or 504 Plan, may transfer without loss of eligibility if the principal of the sending school attests in writing that the school is unable to provide the support services necessary for the student's academic success. Such transfer will be permitted once per high school career and must be approved by the CIAC Eligibility Committee. **(14)** Athletes will be permitted to transfer upon entering grade ten to participate in any public school open choice plan enacted by the State Legislature or any state authorized charter, regional cooperative, vo-tech, inter-district satellite, magnet or other public school choice option. Transfers in or out of a school of choice may only take place once during grades 10, 11 or 12. Student-athletes who transfer in or out of a school of choice at the start of the school year will retain their eligibility providing they

are otherwise eligible. Student-athletes who transfer out of a school of choice at the end of a school year must return to the school to which they would have been normally assigned by the board of education or be subject to the transfer rule. Student-athletes who transfer during the school year will be subject to all the provisions of the transfer rule unless they have a legal change of address to a new school district or meet one of the exceptions to the transfer rule. If a new charter, regional cooperative inter-district satellite magnet or other public school choice option receives state approval subsequent to the year of a transfer, the athlete may transfer at the start of the school year to that school without loss of eligibility. Transfers during the school year will be subject to the transfer rules.

(15) When for educational reasons and awaiting occupancy of a new residence a student enrolls at a new school at the beginning of a new year or semester, eligibility will begin on the date the family actually transfers residence. Approval must be granted by the CIAC Eligibility Committee and can occur not more than once during each school year. **(16)** When for educational reasons a parent or legal guardian moves to a new school district, the student, to gain eligibility at the new school without establishing a 365 day period of attendance, must transfer his/her enrollment simultaneously with the transfer of residence of parent or legal guardian, or no later than the beginning of the next school year. **(17)** A member school student returning from any foreign exchange program may resume interscholastic competition at the point of re-entry without receiving credits towards graduation provided the student meets all other requirements relative to age, years of eligibility, etc. **(18) Hardship** – Eligibility may be granted to a transfer student who does not meet the CIAC transfer standard when sufficient evidence, as determined by the CIAC Eligibility Committee, is provided to show that it was necessary for the student to transfer because of unforeseen, unavoidable, or unusual circumstances including, but not limited to, broken home conditions, terminal or serious illness of parent or sibling, death of a parent or guardian, abandonment, loss of school accreditation, bankruptcy and/or loss of principal income of legal guardian(s), and provided the transfer was not for athletic reasons and there was no undue influence.

Hardship is defined as an unforeseeable act, condition or event which may not reasonably and/or practically be avoided or corrected and which causes the imposition of a severe burden upon the student or his/her family. A hardship may be a situation which is unique to the student or his/her family which could not have been predicted, which does not apply to others in a similar setting, and over which the family has no control. **(19)** A student in grades 10, 11, or 12 who does not qualify for the transfer rule requirements 1 through 18 will be granted eligibility by application to the CIAC Eligibility Committee if the following are satisfactorily completed. After a period of

time equal to at least 50% of the school's varsity schedule following date of enrollment (first day of attending classes) in the receiving school for the affected sport, or from the date of the first school contest after the date of enrollment, if entry is after the first allowable play date, eligibility will be granted to a student who has participated (i.e., actually played in a CIAC-approved contest) at the JV or varsity level of play at any time during the present or preceding year at the sending school, who does not otherwise qualify for any of the above exceptions and when both the sending and receiving school principals sign a CIAC transfer waiver form certifying to the best of their knowledge that the student has not transferred for athletic reasons.* If the season ends** before the athlete sits a period of time equal to at least 50% of the varsity schedule has been completed, any remaining days of ineligibility shall be satisfied from the first allowable play date of the present school's regular season in that sport during the next school year unless he/she is a multi-sport athlete. In these cases, the remaining portion of the games will be served successively.

To qualify for the provisions of this section, a student must be a member of the team during the season in which the 50% wait period is applied.

*A transfer for athletic reasons is defined as but not limited to:

- a. Seeking a change to a new school due to inducement or recruitment to play a sport.
- b. Seeking a superior athletic team.
- c. Seeking relief due to a conflict with the philosophy or action of an administrator, teacher or coach relating to sports.
- d. Seeking a team consistent with the student's athletic abilities.
- e. Seeking a means to nullify punitive action by the sending school for athletic reasons.
- f. Seeking to escape academic or other ineligibility at the sending school due to the school's academic standards.

**Season ends on the last date to count for tournament play. Tournament play does not count toward the completion of 50% of the schedule.

(20) A student whose parents move out of the district any time after he or she becomes a grade 10 student may continue to be eligible in the same school provided enrollment is continuous (unbroken) in the same school.

RESIDENCY – The fact the guardianship papers have been issued, placing a student under the control of a person or persons other than his/her parent(s), does not

establish eligibility in the district of the guardian unless such papers are issued through a probate court judge. Residence with and support by any individual or individuals for a period of one calendar year does establish the residence of that individual or individuals as the residence of the student for athletic purposes.

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

E. The CIAC season is defined as the period between the date officially designated by the CIAC as the beginning of the season for that sport and the close of the post season CIAC tournaments, except for those teams and/or athletes qualifying for the New England Tournaments. The conclusion of the New England tournaments will be the end of the season for these teams and/or athletes. In the case of a sport in which the CIAC does not sponsor a tournament, the three (3) sports seasons shall be defined as follows: Fall – the Monday of the week immediately preceding Labor Day to December 2, inclusive; Winter – November 1 to April 1; Spring – March 15 to the end of the school year.

F. A student who is a member of a school team after the first scheduled tournament, meet or game in any season shall not practice or compete with an outside team, or participate as an individual in non-CIAC tournaments, meets, tryouts*, skills assessment* or games in the same branch of athletics. (*Please see exceptions-3.0 -Article XII. 1.1 in Handbook.) After the first tournament, meet or game of the CIAC seasons a student competing or practicing with a non-CIAC team or as an individual in non-team sports is not eligible to become a member of the CIAC team or squad in the same branch of athletics. Exceptions to Rule II.F. are: **(1)** Participation in parent/child tournaments and caddy tournaments. **(2)** Swimming, tennis, gymnastics, golf, indoor and outdoor track – a student may practice but not compete with a non-CIAC team or as an individual during the season as long as such practices do not interfere with or replace member school practices.

G. A student shall not participate as a member of a team or as an individual in competition from which he or she receives personal economic gains because of his or her athletic skill.

A student shall always participate under his or her OWN NAME.

H. A student shall not participate in a post-season contest as a representative of his or her school except as provided in Article VII, Section A, of the CIAC by-laws.

I. Requests for exceptions to the eligibility rules (including the transfer rule) and related appeals to the Eligibility Review Board may be considered only after the actual transfer to the new school has taken place.

III. PENALTIES

Violations of any sections of Rule II (Student Eligibility) shall mean that the student is suspended from all interscholastic athletics until he or she shall have been reinstated by the Board of Control of the CIAC.

A student of any member school of the CIAC may be barred from participation in athletic contests for violation of the CIAC by-laws. A student against whom a charge or protest has been filed shall have the privilege of having his or her case presented by his or her principal at the next scheduled meeting of the Board of Control.

IV. GENERAL PROCEDURES

A. If a team uses an ineligible player, the game, whether won or lost, shall be counted, at the discretion of the CIAC Board of Control, as a defeat for the team on which the ineligible player played. For the opposing team such a game shall be counted as a victory. All such games shall be counted on the schedule of both teams as games played.

B. No member of the administration or teaching staff of a member school shall engage in, or cooperate in negotiations to induce a potentially eligible student to engage in professional sports, or to sign a contract before graduation or before leaving school. In case of violation the school will be issued a warning in writing for the first offense and be subject to suspension for the second offense.

C.1. A member school or any affiliated person or organization of that school may not recruit a student for athletic purposes. **C.2.** Recruiting is the use of undue influence and/or special inducement by anyone associated with a school in an attempt to encourage a prospective student to attend or remain at that school for the purpose of participating in interscholastic athletics. Refer to CIAC bylaw Art. X, Recruitment.

D. Within two (2) school days after the first game of each sport, an eligibility list must be submitted via the CIAC web site in each sport. An alphabetical list of pupils by name, date of birth, grade, school last attended (if a transfer student as defined under II.C.) certifying that these pupils are eligible for that season. As changes occur in eligibility (additions/deletions) they must be submitted, via the web site within two (2) school days to the CIAC. Failure to comply with this rule may be cause for probation. ALL questions of eligibility verification must be referred to the Executive Director.

E. The headmaster or principal of each member school agrees that the interpretation of these eligibility rules made by the Committee on Eligibility Rules of the Connecticut Interscholastic Athletic Conference shall be final, subject only to review by the Board of Control of the Conference.

F. Students will be eligible to participate in athletics when they and their parent(s) have signed the

informed consent form provided by the school indicating that they know and understand all of the best practices of dealing with a concussion and that they can recognize the signs and symptoms of such injuries and know and understand the return-to-play requirements.

G. Students will be eligible to participate in athletics when they and their parent(s) have signed the informed consent form provided by the school indicating that they know and understand all of the best practices of dealing with sudden cardiac arrest and that they can recognize the signs and symptoms of such an event.

H. Girls may participate on boys' teams. Girls may participate on either a girls team or a boys team in the same sport, but not both, within a time period of one school year. However, a member school has discretion to exclude girls from boys teams when it can demonstrate that its overall sports program does not limit athletic opportunities for girls.

Girls who participate on boys' teams, because the school does not offer a girls program in that sport, may enter either the boys or the girls tournament, but not both. Girls who choose to participate on a boy's teams when the school offers a girls' team in that sport, may only enter the boys' tournament. Boys may not participate on girls teams.

I. On the eve of or during a tournament event, when there is not sufficient time to follow normal administrative procedures regarding student or team ineligibility, or when any other issue arises that will interrupt normal tournament procedures, the executive director of CIAC (or his/her designee) in consultation with the CIAC chairperson, eligibility committee chairperson, and the chairperson of the tournament committee in question will make an appropriate ad hoc decision in consideration of the best interests of the tournament as a whole.

V. SANCTIONS

For these rules of eligibility and control the following definitions shall be used by the CIAC Board of Control:

PROBATION – A period of trial during which the school is monitored to determine compliance with the requirements of CIAC regulations.

PROHIBITION – The school cannot participate in any CIAC-sponsored meets or tournaments.

SUSPENSION – A school is removed from the CIAC and has the status of a non-member in all activities.

FINE – Punitive monetary fines not to exceed \$10,000 may be imposed.

VI. EXCEPTIONS

Requests for exceptions to the eligibility rules must be made according to Article VIII, Section B, 4, of the CIAC bylaws.

VII. APPEALS

Any appeals from the decisions of the Eligibility Committee must be made according to Article VIII, Section B, 6, of the CIAC bylaws.

VIII. LIST OF CIAC-CONTROLLED ATHLETIC ACTIVITIES

GIRLS ACTIVITIES

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross Country	Basketball	Golf
Field Hockey	Gymnastics	Lacrosse
Soccer	Indoor Track	Outdoor Track
Swimming		Softball
Volleyball		Tennis

BOYS ACTIVITIES

Cross Country	Basketball	Baseball
Football	Ice Hockey	Golf
Soccer	Indoor Track	Lacrosse
	Swimming	Outdoor Track
	Wrestling	Tennis
		Volleyball

IX. EFFECTIVE DATE

These rules shall be in effect on, and after July 1, 2014.

X. For the rule interpretations, Sunday is considered the first day of a calendar week.

APPENDIX B
CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE
30 Realty Drive, Cheshire, Connecticut 06410
Telephone (203) 250-1111 / Fax (203) 250-1345

To CIAC Student Athletes:

The CIAC has provided this document so that you, the student-athlete, might have the means to be informed both of the CIAC bylaws and your rights under those bylaws. This is also your personal copy of the Rules of Eligibility and Control with which all member schools and their athletes are required to comply. You and your parents or legal guardian are strongly urged both to read this document carefully to acquaint yourselves with the important information it contains, and to save it for future reference. This document does not purport to list all CIAC athletic policies or regulations. Those can be found in the CIAC Handbook, a copy of which has been distributed to all member high schools.

ATHLETES' RIGHTS OF DUE PROCESS

There may come a time when, because of special circumstances, an athlete either commits an act, or fails to perform a duty, which results in his/her being declared ineligible to compete in a high school sport. In some cases, exceptions to the eligibility rules can be granted. All athletes have the right to the due process procedures listed below in seeking to have their eligibility restored.

Step 1 – The athlete should first discuss the matter with the appropriate coach or athletic director. If it is felt that the circumstances of the case warrant a request for the exception to the rule, the high school principal should be informed.

Step 2 – The high school principal then requests in writing to the CIAC Eligibility Committee that the matter be examined and an exception granted. Address of the committee: 30 Realty Drive, Cheshire, CT 06410.

Step 3 – The CIAC Eligibility Committee will examine the facts of the case at its next regular meeting. The committee has the right to require that medical reports and/or other relevant documentation be provided.

Step 4 – If the appeal is denied, the student's ineligibility remains in force for the period required in the regulations. The school has the right to request a hearing on the denial before the Eligibility Review Board within fourteen (14) days after said decision. If the Eligibility Committee decides that the circumstances of the case merit an exception, the matter will be forwarded to the Eligibility Review Board. In both cases the Eligibility Review Board will conduct a full hearing on the matter at its next scheduled meeting. Meeting time lines will be followed. At that time, the athlete, parents of the athlete, school representatives, and any other persons that may help to represent the athlete's case may appear and present evidence before the Eligibility Review Board. The Board has the right to require presentation of medical reports, financial data or other relevant documentation.

Step 5 – The Eligibility Review Board will only consider the evidence presented in support of the athlete's case which has previously been disclosed to the school(s) or person(s) involved or who will be involved in the hearing or proceeding in sufficient time for such school(s) or person(s) to have reviewed the evidence, to have conducted an investigation of the matter, if appropriate, and to be prepared to present to the Board information deemed relevant to the athlete's case.

Step 6 – The Eligibility Review Board will, following a full hearing and proper consideration of the facts of the case, render its decision, either to grant or deny the requested exception or to uphold the decision of the Eligibility Committee. If the exception is granted, the athlete's eligibility is restored immediately and retroactively. If it is denied, the student's eligibility remains in force for the period required in the regulations.

A member principal on behalf of the student-athlete has the right to request the Board of Control to review the Eligibility Review Board's decision within fourteen (14) days after said decision. Appeals of decisions of the CIAC Eligibility Review Board are final except the CIAC Board of Control reserves the right to review and act upon only those cases which it believes involve issues of critical and conflicting opinion among the Eligibility Committee and the Eligibility Review Board or which, as a result of other compelling reasons, deserves the attention of the CIAC Board of Control.

APPENDIX B
CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE

**Policy Regarding Confidentiality of Information Relating to
Student-Athletes, Member Schools, Sports Officials and Other Adults**

CIAC respects and seeks to protect the legitimate privacy interests of student-athletes. The following policy outlines what student-athlete information one should expect to provide to CIAC and how CIAC handles the use and disclosure of such information. The policy further sets forth how information relating to member schools, CIAC-registered officials and other adults will be handled by CIAC.

STUDENT-ATHLETE INFORMATION

CIAC regularly requires production of certain factual information needed to determine athletic eligibility of students and/or to enforce the CIAC constitution, bylaws, policies and procedures, and rules and regulations. The information includes both public and personal private student information. Such information routinely includes the student's (1) name; (2) home address; (3) age and date of birth; (4) academic records; (5) attendance records; and (6) information relating to a student's participation in interscholastic athletic competition. In some instances, CIAC may require certain health, and/or other records of students and/or financial records of parents/guardians.

- A. **General Policy** – It is CIAC policy that personal private information concerning student-athletes, provided by students or schools for the purpose of determining the eligibility of a student and to enforce the CIAC constitution, bylaws, policies and procedures, and rules and regulations, shall unless a waiver of disclosure is provided by the student or the student's parent(s) if the student is under the age of 18, be limited to such purposes and shall not be disclosed to persons not properly involved in the handling of the matter.

The name of the student, the name of the student's school, the eligibility rule at issue, and the mere finding of eligibility or ineligibility are not considered confidential.

B. **Confidentiality Prior to and During, Eligibility and Disciplinary Proceedings**

1. **Initial Consideration of Eligibility Matters** – On agendas of meetings and notices of special meetings to consider eligibility matters, the CIAC shall identify the name of students whose eligibility is in question, the name of the students' schools, and the eligibility rule(s) at issue.

Documents submitted to the CIAC in support of or opposing the eligibility of a student, and which contain personal private information about a student, should not be disclosed to third parties without approval of the student or, if the student is under the age of eighteen (18), the student's parent(s).

Where there is no dispute concerning the eligibility of a student or group of students, the CIAC shall, in open session, approve requests for determination of eligibility without discussion of particular circumstances. Where, however, there is any question of eligibility and consideration of the particular circumstances requires discussion of personal private information, such discussion should occur in executive session. Action taken merely to schedule an eligibility hearing should be taken in public session.

2. **Conduct of Eligibility Hearings** – During eligibility and disciplinary hearings, when a student, the student's family, and/or the student's school, anticipates that personal private information relating to the student-athlete and/or the student's family or others may be

disclosed, the student, the student's family, and/or the student's school may request that all or parts of the matter be closed to persons not involved in the hearing or affiliated with CIAC. Absent objection, and under normal circumstances, the presiding officer should honor such request.

If any person objects to closure of the hearing, the presiding officer shall consider the merits of the respecting positions and determine whether complete or partial closure of the matter is appropriate. In reaching such decision, the presiding officer shall carefully consider the privacy interests of students as the primary factor to be weighed, but shall take into account a general goal of openness of proceedings. Where closure is deemed appropriate, and it is feasible to do so, the presiding officer should limit closure to those parts of the hearing where personal private information of the student or the student's family is likely to be disclosed.

3. Disclosure of Eligibility, Disciplinary, and Other Decisions – Copies of correspondence, minutes of CIAC meetings, and other documents merely stating the determination of eligibility or ineligibility shall be freely disclosed to others. Copies of correspondence and other documents setting forth rationales for decisions may be disclosed unless such documents include discussion of personal private information of students and/or their families or others, in which case such documents shall be sent only to (1) the student-athlete; (2) appropriate representatives of the school(s) involved in the proceeding; (3) the student's and school's legal counsel, if identified; (4) members of the board of control; (5) appropriate members and employees of the relevant district committee(s); (6) the CIAC administrative staff; and (7) legal counsel for CIAC. Other persons may receive copies of such correspondence upon approval of the CIAC Executive Board (officers of CIAC).

CIAC may publish, on its web site, minutes and newsletters, the following: (1) the name of the student whose eligibility was in question; (2) the name of the student's school; (3) the eligibility rule at issue; and (4) the finding of eligibility or ineligibility. Where such information is provided, no discussion of the circumstances of the student's situation or the reasons or rationale for the decision shall be provided. For the benefit of the CIAC membership, summaries of the recommendations and rationales may be posted on its web site, minutes and newsletters, provided that no personal private information of the student, the student's family, or others, is disclosed.

Except as stated above, absent approval of the CIAC Executive Board, the CIAC administrative staff, board of control, and CIAC legal counsel shall treat personal private information of students, their families and others, including individual student records and letters setting forth rationales of decisions as confidential. All inquiries should be directed to the affected school(s). Upon request, the CIAC Executive Board may, in its discretion, authorize the disclosure of the rationales of the board of control or board(s) of appeal provided that such disclosure does not include personal private information of a student.

Any of the restrictions on disclosure set forth above may be waived upon consent of the student, if the student is under age of eighteen (18), the parents of the student whose eligibility is at issue.

- C. Information Relating to Athletic Performance of Students – CIAC regularly obtains or develops information related to the athletic performance of student-athletes who participate in CIAC-sponsored interscholastic athletic competition. As such performances occur in a public setting and cannot be considered confidential, such information will not be treated as confidential.

INFORMATION CONCERNING MEMBER SCHOOLS AND ADULTS

- A. **General Policy** – It is CIAC policy that, as a general matter, information concerning (1) member schools; (2) personnel and representatives of member schools; (3) CIAC-registered officials; and (4) other adults, may be freely used and discussed by CIAC with no restrictions. Exceptions to this general approach are set forth below.
- B. **Confidentiality During Hearings** – Where actions may be taken against a school or its personnel, or CIAC-registered officials, pursuant to the provisions of the CIAC bylaws, the school or adults involved may request that all or parts of the matter be closed to persons not involved in the hearing or affiliated with CIAC. Under normal circumstances, and if no objection is made, such request may be honored by the presiding officer when potentially criminal conduct or the employment of member school coaches or other employees may be at issue. In other instances, the presiding officer should be reluctant to close the hearing.

If any person objects to closure of any part of the hearing, the presiding officer shall consider the merits of the respecting positions and determine whether complete or partial closure of the matter is appropriate. In reaching such decision, the presiding officer shall weigh the privacy interests of member school personnel and the legitimate interest of CIAC members and the public in knowledge of enforcement of the CIAC constitution, bylaws, policies and procedures, and rules and regulations. Where closure is deemed appropriate, and it is feasible to do so, the presiding officer should attempt to limit closure.

- C. **Disclosure of Disciplinary and Other Decisions** – Copies of correspondence, minutes of CIAC and other documents merely stating the determination of eligibility or ineligibility shall be freely disclosed to others. Copies of correspondence and other documents which include discussion of personal private information of individuals or information which relates to possible criminal matters and/or employment disciplinary matters shall be sent only to (1) appropriate representatives of the school(s) involved in the proceeding; (2) the school's legal counsel, if identified; (3) members of the board of control; (4) appropriate members of the relevant CIAC committee(s); (5) the CIAC administrative staff; and (6) legal counsel for CIAC. Other persons may receive copies of such correspondence upon approval of the CIAC Executive Board.

For the benefit of the CIAC membership, CIAC may publish, on their respective web site, minutes and newsletters, summaries of the decisions and rationales, provided that personal private information of individuals and information which relates to possible criminal matters and/or employment disciplinary matter is not published.