

Connecticut High School Coaches Association

Sports Committee Member Guidelines

Note: CHSCA sports committee members can serve on the CIAC sports committee as invited representatives of the CHSCA. When serving on a CIAC sports committee, each member is given an opportunity to cast a vote which must be in the best interest of your sport and represent the coaches of your sport statewide. Discussions and decisions that take place within the CIAC and/or CHSCA committee settings are not to be disclosed to the media or discussed prior to public disclosure by the appropriate committee spokesperson. Releasing committee information/decisions prior to the official public release by any CHSCA committee member puts in jeopardy the CHSCA's reputation and standing with all accepted Connecticut, regional, and national education-based organizations. Any committee member that violates this standard can be removed from all CHSCA committees following suspension and a due process hearing with the CHSCA elected officers and Executive Director.

1. Decisions resulting from sports 'committees' discussions and votes are to be presented by that sport's chairperson to the Executive Board at any regularly scheduled meeting. This presentation must be placed on the agenda prior to the meeting. Final approval of committee recommendations rests with the Executive Board. It is essential that recommendations/proposal(s) made to the CIAC Sport Committee/Board of Control by the CHSCA reflect the approval and direction of the CHSCA Executive Board.
2. Each Sports Chairperson must oversee the selection of chairs supervising class/division All-State selections for their sport. The administration of the All-State Banquet and All-Star Game will be the responsibility of the sports committee and/or their pre-selected sub-committee.
3. The coaches' committees must meet well in advance of the joint CIAC/CHSCA Committee meeting so that Executive Board approval can be gained for specific proposals. All chairpersons will have two (2) meetings per year that are mandatory: one in September/October and in May of the academic year. Other meeting(s) may be scheduled with the approval of the CHSCA Executive Director. Agenda presented and minutes must be taken at all sports committee meeting.
4. When the agenda of the joint CIAC/CHSCA meeting addresses items not previously considered and approved by the CHSCA Executive Board, the chairperson of a committee must inform the president of the CHSCA within 48 hours. The CHSCA committee chair should make it clear to the CIAC committee that any recommendations do not carry full CHSCA Board approval unless the recommendations were approved prior to the vote.
5. Each CHSCA chairperson will conduct meetings of his/her sport committee to include items that may be considered by the CHSCA Executive Board for submission to the CIAC Sport Committee and then on to the CIAC Board of Control.
6. Each sport chairperson is responsible for the finalization/approval of information/seeding/brackets sheets for the operation of CIAC state tournament participation in his/her sport and class/division.
7. Provide the COTY chairperson and committee with the names of three to five candidates for outstanding coach, based upon the accepted criteria employed by the COTY committee. The sports' committee chairperson is responsible to attend the COTY Dinner. The selection committee must have the input of the sports' chairperson for this important award.
8. Each sports' committee chairperson is expected to attend all the major functions of the CHSCA Hall of Fame Dinner and Coach of the Year Dinner as well as all of his/her committee and Executive Board meetings with reports in writing for each member of the CHSCA Executive Board. Paper and email copies must precede the meeting by 48 hours.
9. Each chairperson must submit, to the Executive Director, an evaluation of each committee member's performance and recommend the committee member's name for reappointment (if eligible), otherwise submit name(s) for replacement and/or reappointment to Executive Director before the March meeting of that academic year.

Committee Member Term Limit – 1 Term - One term is 4 consecutive years. Committee member can be recommended and appointed to a 2nd term based on desire of member, need of the committee and overall rotation of the committee.

