

CONNECTICUT  
TECHNICAL  
CONFERENCE

Constitution  
&  
By-laws

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## **CONNECTICUT TECHNICAL CONFERENCE**

### **MISSION STATEMENT**

The mission of the Connecticut Technical Conference is to provide quality education-based interscholastic athletic programs for students in member schools. The conference will promote a variety of sports offered; firmly believing that student-athlete participation will result in both an enjoyable experience and learning important life lessons. The conference will work to develop strong relationships with appropriate organizations – CAS, CIAC, CHSCA, CAAD, NFHS, other

conferences, officials' boards, etc.; non-league schools, and between schools within the league – including players, coaches, athletic directors, school administrators and staff, etc. The conference will be governed by a clearly-defined leadership, whose actions are based upon equity, and upon the welfare of the league and all stakeholders. The league will do its best to take into account the scheduling needs of a specific school(s). The league will sponsor championships in each sport offered. The acceptance of diversity, commitment to good sportsmanship, honesty and integrity are expected of all associated with the Connecticut Technical Conference.

Approved: 10/24/23

#### **ARTICLE I – TERMS & ABBREVIATIONS DEFINED**

Connecticut Technical Conference = The official name of the league.

CTC = Connecticut Technical Conference.

CTC Advisory Committee = The league officers and the athletic director from each school.

CTC Executive Council = A school administrator from each school.

CTECS = The Connecticut Technical Education and Career System

CAS = The Connecticut Association of Schools.

CHSCA = The Connecticut High School Coaches Association

CIAC = The Connecticut Interscholastic Athletic Association

NFHS= National Federation of High Schools

CAAD= Connecticut Association of Athletic Directors

NIAAA= National Interscholastic Athletic Administrators Association

#### **ARTICLE II – MEMBERSHIP**

##### **SECTION 1: MEMBER SCHOOLS**

Membership in the Connecticut Technical Conference is limited to schools in the Connecticut Technical High School System.

## SECTION 2: WITHDRAWAL

Any member school seeking to withdraw from the conference, is required to provide written notice and Superintendent approval at least one year before the effective date of withdrawal.

### **ARTICLE III – SPORTS BY SEASON**

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
BOYS CROSS COUNTRY	BOYS BASKETBALL	BASEBALL
GIRLS CROSS COUNTRY	GIRLS BASKETBALL	SOFTBALL
BOYS SOCCER	GIRLS INDOOR TRACK	GOLF
GIRLS SOCCER	BOYS INDOOR TRACK	BOYS OUTDOOR TRACK
GIRLS VOLLEYBALL	RIFLE	GIRLS OUTDOOR TRACK
FOOTBALL		BOYS TENNIS
		GIRLS TENNIS

### **ARTICLE IV – SCHEDULING**

#### SECTION 1– RELEASE OF CONFERENCE SCHEDULES:

The league schedules for the coming season will be released according to the following timetable:

- Fall Sports – by the November Advisory Committee meeting.
- Winter Sports –by the February Advisory Committee meeting.
- Spring Sports – by the May Advisory Committee meeting.

**ADDING A SPORT:** If your school plans to add a sport, and wishes to have a league schedule provided, that school needs to declare the definite addition of that sport at least 2 months prior to the scheduling deadlines provided above.

If you declare after the deadline you may still play CTC Schools, but the Athletic Director of that school is responsible for scheduling those contests on their own. These games do not count towards CTC league championship qualification or tournament play.

## SECTION 2 – CONFERENCE SCHEDULES/DIVISIONAL ALIGNMENTS:

Each schedule will include contests vs. member schools, and may include multiple contests vs. member schools in the same division. A divisional alignment may be approved by the Advisory Committee, based upon the number of schools offering that sport, geographical factors, and the impact on scheduling. Realignment may occur due to a variety of factors on a sport by sport basis.

The conference is divided up into two divisions:

### **Nutmeg Division**

**WEST POD: Abbott, Bullard Havens, Wolcott, Kaynor, Wright**

**SOUTH POD: O'Brien, Wilcox, Eli Whitney, Platt**

### **Charter Oak Division**

**CENTRAL POD: Cheney, Goodwin, Prince, Vinal**

**EAST POD: Ellis, Grasso, Norwich, Windham**

### **For a regular 16 or 20 game schedule:**

Each school will play the other teams in their pod two times, and crossover to the other pod in their division only one time.

The remainder of the schedule is to be filled by the athletic director of each school as they see fit.

When all technical schools do not host a specific sport it may alter the division alignments in that sport. All divisional alignments should be proposed by the Sport Chairperson and voted on by the Advisory Committee at the athletic directors meeting.

## SECTION 3 – CONFERENCE RANKINGS:

All contests scheduled by the CTC Conference Scheduler will be used to determine conference rankings and division champions.

#### SECTION 4 – COOPERATIVE TEAMS:

The league encourages CTC schools to increase/maintain the number of sports offered by utilizing co-op programs. If the CTC school is not the host school, the team will not be included in the conference schedule. If the CTC school is the host school, the team will be included on the conference schedule. If the CTC school is the host school, the team is eligible to participate in the conference tournament (if applicable). A CTC school offering a co-op program must strictly adhere to CIAC Rules & Regulations. In addition, the athletic director of the CTC school requesting to host a co-op program must request approval from the CTC Advisory Committee, by presenting the necessary background, current number of students involved in the sport, projected number of students expressing interest, etc. Advisory Committee approval for a co-op program is for a two-year term.

#### SECTION 5 – COLLABORATIVE TEAMS (TEAMS OF ONE):

The conference encourages schools to increase/maintain the number of athletic programs offered to students by utilizing Teams of One. Teams of One at any CTC school must strictly adhere to CIAC Rules & Regulations. Student-athletes participating as a Team of One are eligible to participate in the CTC league championship in that sport. The athletic director must inform the sports committee chair that his or her school has a Collaborative Team (Team of One).

#### SECTION 6 – POSTPONEMENTS:

The decision to postpone must be made by the host school's athletic director, or that person's designee. A postponed contest should be rescheduled for the **next available date** (including weekends if necessary); pending availability of the facility, officials, supervision, etc. Any issues regarding postponement/rescheduling should be addressed to the CTC Commissioner.

#### SECTION 7 – CANCELLATIONS & FORFEITS:

The cancellation or forfeiture of any CTC Varsity event must be immediately communicated to the CTC Commissioner and comply with all CIAC rules and regulations regarding cancellations and/or forfeitures.

- a. In the event that a school forfeits 3 varsity contests in any one season, that school will be placed on probation with the possibility of being assigned a sub-varsity schedule in the future.

#### SECTION 8 – MEDICAL SERVICES:

It is recommended practice that athletic training services and/or medical services should be scheduled for each event, in accordance with the CTECS policy for such services.

Approved 10/24/23

## **ARTICLE V – CONFERENCE CHAMPIONSHIPS**

### **SECTION 1 – CTC CHAMPIONSHIPS:**

The rules governing the CTC Conference Championships are those adopted by each specific CTC Sports Committee, and included in the by-laws. Any issue(s) related to those by-laws should be brought to the CTC Commissioner by the chair of that sports committee.

### **SECTION 2 – HOSTING THE CTC CHAMPIONSHIPS:**

Host schools for the play-ins, quarterfinal and semifinal rounds will be the higher seeds. Championship locations will be determined by the CTC Advisory Committee.

### **SECTION 3 – CTC CONFERENCE CHAMPIONSHIPS ADMISSION:**

The following admission fees will be charged for attending a CTC League Championship event.

Students	\$3.00
Seniors (62+)	\$3.00
Adults	\$5.00

### **Section 4 – INCOME FROM CTC CONFERENCE CHAMPIONSHIPS:**

Income raised from ticket sales must be forwarded to the CTC Treasurer. When the league championship is held at a CTC school, the school has the exclusive right to all income raised by concessions.

### **SECTION 5 – PAYMENTS FOR CTC CONFERENCE CHAMPIONSHIPS:**

#### **Tournament Entry Fees**

Every school that qualifies for CTC tournament play (including play-in rounds) will be assessed an entry fee. The following entry fees should be submitted to the CTC treasurer following the tournament. Athletic Directors should submit entry fee requests through their business office before the following Advisory Council Meeting.

- \$100 for all sports
- \$50 for collaborative team (team of one) entries
- \$50 for the two-person golf team entry

Athletic directors should make a copy of the CTC Tournament Invoice found [here](#).

#### **Game Officials & Game Staff:**

Payments to individuals involved in hosting a CTC League Championship will follow the payment structure for Finals, in the CIAC Rules & Regulations. Payments will be processed by the CTC Treasurer, following receipt of the [CTC Event Payment Form](#)



Sport chairpersons along with the Commissioner and host school athletic director will be responsible for securing all necessary personnel required for a championship game. In addition, a budget summary for each championship will need to be submitted by the sport chairperson to the Advisory Committee via the treasurer.

SECTION 6 --[CTC TOURNAMENT RANKING/SEEDING PROTOCOLS](#):

Please refer to the document titled "CTC Tournaments By-Laws and Seeding Protocol" for more details on how teams will be ranked and seeded.

Approved 10/24/23

**ARTICLE VI – AWARDS**

SECTION 1 – ALL CONFERENCE:

Team sports will follow the CTC Constitution in regards to All-Conference voting procedures. The only deviation from this is the number of nominees and athletes selected can be sport specific and defined in each sports approved by-laws.

SECTION 2 – CONFERENCE CHAMPIONSHIPS:

Coaches and players who are conference champions will receive a medal stating the Connecticut Technical Conference, the sport, and conference champions.

SECTION 3 – TROPHIES:

The CTC will provide a traveling championship trophy and a plaque for each sport champion. The school winning the conference championship will be responsible for having the trophy engraved with the year and name of the school, and responsible for displaying the trophy at the school. In ensuing years the trophy will either be retained, or passed on to the new conference champions. Any team winning five consecutive conference championships will be allowed to keep the trophy and a new one will be ordered to replace it.

SECTION 4 -- SPORTSMANSHIP AWARDS:

The CTC values sportsmanship and will develop and administer a sportsmanship award program.

SECTION 5-- ALL ACADEMIC AWARDS:

The CTC values academic achievement and will develop and administer an All-Academic award program.

Approved 10/24/23

## **ARTICLE VII – OFFICERS**

### **SECTION 1 – EXECUTIVE OFFICERS:**

The officers of the Connecticut Technical Conference are; Commissioner, President, Secretary, Treasurer, and League Scheduler. The CTC officers and the athletic directors of the member schools serve as the Advisory Committee. The Advisory Committee is responsible for the operation of the league, and for making recommendations to the Executive Council.

#### **A. SELECTION of CTC PRESIDENT:**

The position of President is a voluntary position, to be filled by a current principal or assistant principal from a CTC school. Selection happens based on the recommendation of the superintendent or designee.

### **SECTION 2 – SELECTION OF OFFICERS:**

#### **A. SELECTION of Secretary, Treasurer and League Scheduler:**

The positions of Secretary, Treasurer, and League Scheduler are voluntary positions, to be filled by a current athletic director from a CTC school. If more than one athletic director expresses interest in any of these positions, selection will be by majority vote at the May Advisory Committee meeting.

#### **B. TERMS:**

All officers' positions are for a two-year term. Every even numbered year (starting 2024) officer positions will be up for election at the June meeting. Any athletic director interested in running for an officer position must submit a letter of interest to the commissioner by the May meeting.

**WORK YEAR:** The positions of officers and commissioners are to be considered 12-month positions.

**RESIGNATION:** In the instance where an officer or commissioner resigns or leaves his or her position, they will be paid their stipend on a pro-rata schedule based on the 12-month calendar.

**REMOVAL:** In order for an officer to be removed from office, the proposal must be brought to the commissioner, and voted on by the Advisory council. A  $\frac{3}{4}$  majority vote is needed to remove an officer from position.

**VACANCIES:** Any vacancies within the term of office will be appointed by the Advisory Committee until the end of current term.

C.. Selection of CTC Commissioner:

The position of the CTC Commissioner will be selected using the following criteria;

1. REVIEW: The commissioner's performance will be reviewed annually by the league Athletic Directors based on the submission of the evaluation survey given in June of each year. Survey will be sent out by the Web Coordinator.
2. VACANCIES & REMOVAL: The position of league commissioner will be posted when a vacancy occurs; or when a vacancy results from  $\frac{3}{4}$  majority vote of the CTC Advisory Committee, based upon just cause.
3. POSTING: The vacancy will be posted in the technical high schools via CTECS email, on the CIAC Eligibility Center, and Connecticut media outlets. The posting period will be fifteen days.
4. SELECTION: The recommendation of the CTC Interview Committee will be reviewed by the CTC Advisory Committee. The appointment will be made following approval by the CTC Advisory Committee and CTC Executive Council.
5. RENEWAL/ APPOINTMENT: The commissioner position will be up for renewal/appointment every two years in the year ending with an odd number (starting 2025).

D. Officers' Stipends:

1. Annual stipends will be paid to the following officers:

Commissioner	\$10,000 (plus up to \$2,000 for mileage)
Secretary	\$2000
Treasurer	\$2000
League Scheduler	\$4000
Web Coordinator	\$2000

Individual Sport Stipends \$200 per sport (approved on 5/7/24)

Approved on 5/7/24

2. Stipends will be paid semi-annually, at the December Athletic Director Meeting and the June Athletic Director meeting.

F Mileage:

The CTC Commissioner is entitled to mileage reimbursement for performance of league duties. Mileage will be paid at the Federal Mileage Reimbursement Rate, following a written

submission of a mileage report (date, activity, mileage) to the CTC Treasurer. The mileage reimbursement to the CTC Commissioner may not exceed \$2000 per school year.

### SECTION 3 – OFFICERS ROLES:

#### A. Commissioner

##### DUTIES & RESPONSIBILITIES:

The duties and responsibilities of the CTC Commissioner will include, but may not be limited to, the following: overseeing the operation of the CTC; enforcing the provisions of the CTC Constitution & By-laws; serving as an ex-officio member of all CTC committees; representing the conference in dealings with the CTC Executive Council, CTECS administration, CIAC, CAAD, and other affiliated organizations; distributing the CTC Advisory Committee tentative meeting agenda with a call for agenda items – distributing the CTC Advisory Committee Meeting Agenda a week prior to the meeting – and presiding at those meetings; notifying conference athletic directors of preseason and postseason meetings – and attending as many of those meetings as possible; ordering and delivering trophies and medals for the conference Finals; securing officials, medical staff, and Certificates of Insurance for conference Finals; coordinating with the sports chairperson all arrangements for the conference Finals, and attending as many as possible; releasing the names of All Conference athletes to the CTC athletic directors and state media outlets; setting short and long-term goals for the conference, in consultation with the Advisory Committee; establishing emergency policy, where none exists; performing related duties, as required.

#### B. President:

The CTC President will assist the CTC Commissioner in the operation/oversight of the Connecticut Technical Conference. The CTC President shall perform all of the duties of the commissioner, whenever the commissioner is absent. The CTC President is responsible to conduct the election of the CTC Commissioner, and to cast a vote to break a tie in the event of a tie. The CTC President shall chair any committee meeting with the CTECS administration. The CTC President will report on his or her activities and league issues (if necessary) at each CTC Advisory Committee Meeting.

#### C. Secretary:

The secretary shall record the minutes of all CTC Advisory Committee Meetings. The secretary shall disseminate the minutes to the Advisory Committee a week or more before the next regularly-scheduled meeting. Additional league duties may be assigned to the CTC Secretary by the CTC Commissioner.

#### D. Treasurer:

The treasurer is responsible for the league's finances. The treasurer's duties include record-keeping, presenting financial reports, making deposits, issuing checks, and developing a league budget. The treasurer is required to present a detailed report of Income & Expenses at each Advisory Committee Meeting. In addition, at the June Advisory Committee meeting, the treasurer shall present both an end-of-the-year report and a budget for the next school year.

E. Conference Scheduler:

The conference scheduler shall develop and present schedules for all CTC sports. Schedules must be presented to the Advisory Committee, in accordance with Article IV, Section 1.

F. Web Coordinator:

The web coordinator is responsible for maintaining an web-based platform or site to post information, calendars and other pertinent conference information for conference members and the public to view.

## **ARTICLE VIII – COMMITTEES**

### **SECTION 1- Advisory Committee**

The CTC Advisory Committee will address all matters regarding league policies and the operation of the league. The Advisory Committee will consist of the CTC Commissioner, CTC President, and the athletic director (or designee) from each CTC school. The committee will meet monthly during the school year. Decisions by the Advisory Committee will be made by majority vote. The CTC President is a non-voting member of the Advisory Committee.

Recommendations by the CTC Advisory Committee regarding changes to the CTC Constitution & By-laws, the organization of the league, or significant financial issues, are to be presented to the CTC Executive Council, at its next regularly-scheduled meeting.

### **SECTION 2 – SPORTS COMMITTEES**

A. Sport Chairperson:

Each sport must have a sports committee. Each committee must have a chairperson, who is an athletic director or a coach currently coaching that sport in the CTC. If the chairperson is a coach at a CTECS school, the Athletic Director of that school would act as a liaison for that sports business to the Advisory Committee. All sports committee chairpersons must be officially appointed by the CTC Commissioner. Each CTC member school's athletic director will serve as the chairperson or liaison for at least one sport, this includes officers.

**B. Sport Chairperson's Duties:**

1. Review the CTC schedule for the upcoming season.
2. Decide upon the necessity of a preseason and/or a postseason meeting. Should a meeting be scheduled, the chairperson should inform the CTC Commissioner; in order to inform athletic directors of the date, time, and location of the meeting.
3. Maintain and solicit change recommendations annually for the sports bylaws.
4. Serve as (or coordinate with) the site supervisor for the conference championship.
5. Forward the list of All-Conference athletes to the commissioner.
6. Forward to the Advisory Committee any changes to the sports by-laws. An explanation of the change may be given by an athletic director at the Advisory Committee Meeting or should be explained in writing to the CTC Commissioner.
7. The chairperson of each sport will coordinate finances and expenditures for that sport, in conjunction with the CTC Treasurer, including a preseason budget, awards and tournament expenditures.

**SECTION 3 – REPORTING**

A report of any action taken by a sports committee should be made to the CTC Advisory Committee (by the CTC Commissioner) in a timely manner.

**SECTION 4 – AD HOC COMMITTEES**

The CTC Commissioner has the authority to form ad hoc committees, when the need exists. In addition to the league's commissioner, an ad hoc committee will include the league president, and at least three other members of the CTC Advisory Committee. Ad hoc committees will remain active, until their charge has been completed.

**SECTION 5 – RESOLUTION COMMITTEE**

A CTC Resolution Committee will be a standing committee, consisting of the CTC Commissioner, CTC President, and at least three other members of the CTC Advisory Committee. The committee is limited to addressing a claim of misapplication of the CTC Constitution & By-laws. The CTC Commissioner and CTC President are non-voting members of this committee. The three members of the Advisory Committee that serve on this committee will be selected following an alphabetical rotation by school name. The Commissioner can skip over a school if that school being part of the committee would be considered a conflict of interest.

**ARTICLE IX – MEETINGS**

**SECTION 1 – ADVISORY COMMITTEE**

The CTC Advisory Committee will meet 10 times during the school year. The meeting schedule for the next school year will be approved at the June meeting.

## SECTION 2 – SPECIAL/EMERGENCY MEETINGS

The commissioner may request the president schedule a special/emergency meeting of the Advisory Committee.

## SECTION 3 – SPORTS COMMITTEES

Preseason, postseason, and other sports committee meetings (if necessary) will be scheduled by the sports committee chairperson.

Approved 11/8

## **ARTICLE X – FINANCES**

### SECTION 1 – DUES

Connecticut Technical Conference dues are \$3,000 per school, per year. Dues are payable on or before September 1st of the school year. Check(s) should be remitted to the CTC Treasurer. The dues will be reviewed every two years.

Article X Section 1 Approved 11/8

### SECTION 2 – FEES

Contracted services are provided by the CTECS (ambulance, athletic trainers etc.). CTC schools are responsible for conference tournament and championship related charges (i.e. officials fees, tournament/event fees, awards, budgeted athletics items, etc.).

Article X Section 2 Approved 11/8

### SECTION 3 – ADDITIONAL EXPENSES

The CTC Treasurer must monitor compliance with the approved CTC Budget. Following approval of a proposed league budget, additional non-budgeted expenses may be approved by the Advisory Committee.

Article X Section 3 Approved 11/8

## **ARTICLE XI – EDUCATION**

### SECTION 1 – ATHLETIC ELIGIBILITY

The Connecticut Technical Conference supports and will enforce the policies of the CTECS and the CIAC, regarding athletic eligibility,

### SECTION 2 – EDUCATIONAL PROGRAMS

The Connecticut Technical Conference strongly supports and to the best of its ability will sponsor programs/initiatives to educate student-athletes in the areas of leadership, sportsmanship, and diversity.

#### SECTION 3 – COACHES

The Connecticut Technical Conference encourages the conference/ each school to offer the courses needed to meet coaching certification requirements.

Article XI approved 11/8

### **ARTICLE XII – POLICIES & PROCEDURES**

#### SECTION 1 – GOVERNANCE

The rules contained in the current edition of *Robert's Rules of Order*, newly revised, shall govern the CTC in all matters to which they are applicable. Any special rules established by the CTC or deviations to Robert's Rules are limited to those stated in this Article.

#### SECTION 2 – CHANGES

At a regularly-scheduled or special meeting, the CTC Executive Council may change any CTC policy or procedure, based upon the recommendation of the Advisory Committee.

#### SECTION 3 – QUORUMS

Seventy percent (70%) of the CTC Advisory Committee must be present to establish a quorum for an Advisory Committee Meeting. Sixty percent (60%) of CTC schools must be represented to establish a quorum for an Executive Council Meeting.

#### SECTION 4 –BY-LAWS

The by-laws of any sport may not conflict with the CTC Constitution.

Approved 12/5/2023

### **ARTICLE XIII – AMENDMENTS**

#### SECTION 1 – PROPOSALS

A proposed amendment to the CTC Constitution & By-laws must be submitted in writing to the CTC Secretary.

#### SECTION 2 – ANNOUNCING PROPOSALS

The CTC Secretary shall forward the proposed amendment to the CTC Advisory Committee at least one week prior to the next regularly-scheduled meeting.



### SECTION 3 – APPROVAL PROCESS

The proposed amendment will be discussed at the Advisory Committee Meeting and voted upon at its next meeting. Seventy percent (70%) vote by the Advisory Committee is required, and results in forwarding the proposal to the CTECS Principals, with a recommendation to approve. A majority vote by the CTECS Principals, either at an Executive Council Meeting or a district-wide principal meeting, can be used to approve the amendment.

Approved 12/5/2023

## **ARTICLE XIV – GENERAL PROVISIONS**

### SECTION 1 – GUIDANCE

The Connecticut Technical Conference will be guided by the rules and regulations of the Connecticut Technical Education and Career System, the Connecticut Interscholastic Athletic Conference, and the Connecticut Association of Schools.

### SECTION 2 – PARTICIPATION

Member schools must follow CTC schedules for all sports offered/hosted by the school.

### SECTION 3 – REPORTING

Head coaches or a designee must report the results of conference and non-conference contests in a timely manner. The results should be reported to local newspapers, websites as well. In addition, coaches must periodically report results to that sports committee chairperson or designee as requested.

### SECTION 4 – SPOKESPERSON

The CTC Commissioner is the spokesperson for the CTC. All media requests for comment on league-related issues, must be forwarded to the CTC Commissioner.

Approved 12/5/2023