

# Randolph Southern School Corporation Athletic Handbook



# Athlete-Coach-Parent Handbook

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## **FOREWORD**

The purpose of this handbook is to serve as a guide for the operation of the Randolph Southern School Corporation Athletic Program. The rules, regulations, policies and procedures stated herein and approved by the Board of School Trustees of the Randolph Southern School Corporation provide the basis for the administration of the athletic program.

From this handbook, each athlete will know what is expected of him/her and how he/she can best create a winning and competitive spirit. It is to be noted that the term "athlete" refers to students taking part in cheerleading, managing, and interscholastic athletics at Randolph Southern Elementary and Randolph Southern Jr. Sr. High School.

## **PHILOSOPHY OF ATHLETICS**

A vital and integral component of the curriculum for students at Randolph Southern High School is athletics. Through participation in athletics, students are offered the opportunity to achieve maximum development of their potential. It is through this participation that the athlete will gain an appreciation and understanding of teamwork, competition, leadership, dedication, and personal sacrifice. The standards and ideals established and practiced by the Athletic Department at Randolph Southern High School should foster these traits, and will greatly influence not only the student, but also the school and community.

To realize this philosophy, the administration, coaches, athletic director, parents, and support organizations must dedicate themselves to develop these traits. Staying within the framework of rules and sportsmanship, everyone involved with the athlete must help him/her pursue and strive for excellence. Though the motivation to pursue excellence lies with the athlete, it is the pleasure and duty for all to mold, encourage, work, and develop the young athlete at Randolph Southern.

## **ATHLETIC PROGRAM PROFILE**

Randolph Southern Jr. Sr. High School currently supports 14 varsity sports including cheerleading. A number of jr. high and elementary athletic programs exist to provide opportunities at lower levels. Participation encompasses 36 teams with over 200 athletes from grades 5-12. There are 5 elementary coaching positions while there are 31 jr.-sr. high school coaching positions. During the fall, winter, or spring sport season, about 60 to 70 male and female athletes participate on a high school athletic team. Randolph Southern is a member of the Mid Eastern Conference (MEC). Members include Blue River, Cowan, Daleville, Monroe Central, Union, Wapahani, and Wes-Del. Randolph Southern is also a member of the Indiana High School Athletic Association (IHSAA). Randolph Southern Jr.-Sr. High School competes in the IHSAA tournaments at the class A level in all team sports.

**UPDATED: September 20, 2015**

## **CODE OF CONDUCT**

The athlete at Randolph Southern is a young person who prides him/herself on striving for excellence, both as a student and an athlete. As a member of the athletic program, he/she represents not only him/herself, but also family, teammates, coaches, school and community. He/she will constantly be in the eye of fellow students and the general public. Accepting this responsibility, he/she strives to be a leader both on and off the floor. The athletes at Randolph Southern conduct themselves in such a manner as to be praised, not only as an athlete, but more importantly as a person.

The athlete bases his/her life-style on hard work, sacrifice, second-effort, determination, punctuality, and persistence. Just as these ideals will bring him/her success on the playing floor, they will bring him/her rewards in the classroom, earn his/her greater respect as an individual, and serve him/her well all throughout life.

## **CONDUCT IN PARTICIPATION**

Be a modest winner.  
Be a gracious loser.

It is a courteous gesture to congratulate your opponent after a contest. Therefore, it is expected from all Randolph Southern athletes.

A true athlete has complete control of him/herself at all times. Unsportsmanlike conduct, vulgar and/or inappropriate language will not be tolerated.

Athletes are to treat contest officials and coaches with respect at all times. Any questions as to a violation should be directed toward the coach, who may then address the official for clarification.

Penalties for violation of this section are as follows:  
Offenses will be addressed by the administration that include running during practices, quarter suspension, game(s) suspension depending on the severity of the offense.

## **MEDICAL/ELIGIBILITY**

All athletes are required to have a complete physical before participating on an athletic team. A complete physical form must be on file in the office before an athlete can begin practicing. The athletic department will offer a discounted physical for all athletes during the spring of each school year. (Note: These physicals will be limited to one or two days and that is the only time the cost will be reduced – otherwise at the expense of the athlete.)

Any athlete with special medical concerns should notify the office.

Any athlete required to miss practices by a doctor's order must present a release to the coach and athletic director from the doctor stating the date when he/she may begin practicing again.

Any athlete that misses more than five practices consecutively, due to an illness or injury, must obtain a doctor's release and follow the rules as established by the IHSAA before returning to participation.

In case of an injury, Randolph Southern School Corp. does not supply insurance for athletes and will not be held responsible for any medical expenses that might result from such injury.

## **PRACTICE REGULATIONS**

An athlete must have a good reason for missing practice. (Illness, funeral, or emergencies constitute a good reason.) The coach, athletic director, and principal will have the final say concerning the missing of practice or contests. The athlete is to obey the specific rules of each coach. If a student misses school due to illness he/she is not permitted to attend practice, game or event. **If problems occur between an athlete/parent and the coach, please contact the athletic director immediately.**

**To use school facilities you must have supervision at all times. A student is not permitted to use school equipment or facilities without supervision. First offense will be gym laps; second offense will be game/meet suspension.**

## **SCHOLASTIC ELIGIBILITY**

**The IHSAA and school regulations require the following academic standards for eligibility:**

**An athlete in grades 9 thru 12 must be enrolled and passing a minimum of 70% of the class periods offered. On a traditional seven period schedule the minimum is five out of the seven classes.**

**Eligibility periods will begin or end the day that grade cards are issued.**

Junior high and elementary students must pass all classes to be eligible. Students may regain eligibility if they are passing all classes or making progress bi-weekly. Teachers will provide a progress report per athletic director request. Maintaining passing grades is necessary for students to remain eligible.

**An elementary student must be enrolled in the fifth grade in order to be eligible to participate on a junior high team.**

**Any student/athlete that is academically ineligible at the conclusion of a respective school year, will not be eligible when the next school year begins. Eligibility may begin when the first grade cards are issued.**

**Each coach is responsible for permitting only academically eligible athletes to participate. The athletic director will provide a list of all ineligible athletes to coaches the day that grade cards are issued.**

**A student who is twenty (20) years of age on a scheduled date of the IHSAA state tournament in a sport shall be ineligible as to age for athletic competition in that sport.**

**In addition to maintaining satisfactory grades, an athlete should give respectful attention to classroom activities and respect for students and faculty members. If an athlete becomes a problem in the classroom, he/she should expect disciplinary action from the athletic department.**

**An athlete should have a good attendance record. He/She should seldom be absent or tardy from school. Athletes must be in school by the start of their fourth period on the day of an athletic contest in order to participate that day. Exceptions will be made for the following:**

- 1. Legitimate doctor, dentist appointment.**
- 2. Funeral**
- 3. All other absences must be cleared with the principal or athletic director.**

**If an athlete is suspended from school, he/she may also be suspended from one or more athletic contests upon his/her return.**

## **GENERAL RULES**

All athletes must adhere to the standards and rules established by the Indiana High School Athletic Association.

**Participation of 5<sup>th</sup> grade athletes in jr. high athletic events is not sanctioned by the Randolph County Principals and Athletic Directors Association. Fifth grade athletes may participate in all events and the Randolph Southern September Cross Country Invitational.**

Once the season begins, all athletes shall attend the high school sport in season and shall not miss an event for something not school related. Each coach will address absences to practices and/or games in their rules.

All penalties in this handbook must be acted on and completed before the athlete can participate in the next contest.

Any member of the high school coaching staff that recognizes a violation by an athlete will result in assessment of penalties as outlined in the Student Athletic Handbook and Student School Handbook.

Coaches may have additional rules.

Parents need to communicate with the athletic director over any problems that they may be having with a coach. Do not talk with the coach after a contest. Please set up an appointment with the athletic director and coach if needed.

## **CONDUCT ON ROAD TRIPS**

Athletes represent the community, school, and athletic department. Therefore, it is expected that all athletes will act as good citizens when traveling to and from the event. Equipment and facilities of the opposing school will be respected and cared for just like personal equipment. Any breaking, defacing, etc., which is purposefully done, will result in restitution by that person as well as punishment by the athletic department.

All students involved in an athletic contest will ride the transportation provided by the school. Participants may ride home with their parent(s) only after permission is given from the coach and the parent(s) have signed the transportation waiver form.

Any students that drive to an athletic practice or event (i.e golf) must have a waiver of transportation form signed by their parent(s), on file in the office. Student drivers are not permitted to take another student with them. The school will provide transportation for all other students.

## **SCHOOL EQUIPMENT**

An athlete is financially responsible for all equipment checked out to him or her. Athletes are not to use the equipment for anything other than the school contest for which it is designated. Athletic apparel is not to be worn in PE classes or during school. Any athlete, who has not turned in equipment at the conclusion of a season, will not be permitted to compete in another sport until it is returned or replaced. If the equipment is lost, the athlete must reimburse the athletic department.

## **DROPPING AND/OR REMOVED FROM A SPORT**

Any athlete who does not finish the season will forfeit his/her awards in that sport.

## **GENERAL TRAINING RULES SUBSTANCE ABUSE POLICY**

Athletes are to obey the specific training rules of each coach and the athletic department. Violation of the training rules will result in punishment by the athletic department and could result in permanent expulsion from the team.

### **Definitions:**

1. **Controlled Substance-** is any narcotic drug, over-the-counter, prescription, hallucinogenic drug, amphetamine, barbiturate, steroid, or mood altering drug, or any intoxicant of any kind including alcoholic beverages. Such term further includes marijuana and any other substance (look-alike), whether in fact such substance actually is a controlled substance.
2. **Confirmed violation-** takes place when a student uses, possesses, or transmits a controlled substance and is identified by means of one of the ways described below:
  - a. Communication from law enforcement officials.
  - b. A voluntary admission of guilt by the student.
  - c. Finding by school officials, based on observations and/or first-hand information, that a student violated this policy.
  - d. A positive test through the Randolph Southern Random Drug/Substance Abuse Testing Program. (Excluding 5<sup>th</sup> and 6<sup>th</sup> Grade)

### **By-Laws**

1. Rules regarding substance abuse violations are in effect year-round.
2. Substance abuse violations are not erasable as they relate to subsequent violations.
3. An athlete who does not successfully complete a penalty during the sport/season in which it was imposed must serve the penalty in full in each subsequent sport/season until such time they have successfully completed the penalty.

## **OTHER VIOLATIONS**

### **Theft**

Depending on the severity of the offense in question, all cases of this type of conduct will be heard by the administration and those deemed appropriate, and penalties will be followed according to the Athletic Handbook.

### **Vandalism**

All acts of vandalism will be acted upon by the administration and those deemed appropriate, and penalties will be followed according to the Athletic Handbook.

### **Conduct Unbecoming of an Athlete**

Circumstances on or off the court sometimes occur which would fall into this category (unsportsmanlike conduct, hazing, harassment, etc.) All cases of this type of conduct will be heard by the administration and those deemed appropriate, and penalties will be followed according to the Athletic Handbook.

## **PENALTIES FOR VIOLATING SUBSTANCE ABUSE POLICY, USE/POSSESSION OF TOBACCO PRODUCTS, THEFT, VANDALISM, AND CONDUCT UNBECOMING OF AN ATHLETE**

These rules are in effect 365 days a year. The junior high will follow these rules and regulations until the summer of their eighth grade year. The summer of their eighth grade year they will follow these offenses during their high school career. For example: (First offense in 7<sup>th</sup> grade when I become a freshman if I have another offense after or during my freshman year I would be on the first offense for high school.) The athlete will use their penalty during their next or current IHSAA sanctioned sport. If the athlete only participates in a non-IHSAA sport then that athlete must use their penalty during that non-IHSAA sport.

### **FIRST OFFENSE**

Upon being identified, as a confirmed violator the athlete will not be permitted to participate in a number of contests equal to 25% of the regular season scheduled contests.

In calculating the number of contests to be missed, any fraction of a contest shall be counted and the next highest number shall be used.

Any suspension-overlapping season shall be served in the subsequent season in which the athlete participates.

The suspended athlete will be permitted or required to practice.

### **SECOND OFFENSE**

After confirmation of a second violation, the athlete is ineligible to participate in athletics for one calendar year (365 days). This period of time can be decreased to 50% of a season by the building principal if the student produces documentation of satisfactory assessment/ counseling by a school approved agency.

### **THIRD OFFENSE**

Indefinite suspension – if there is a third violation, the student will forfeit all participation in athletics for the remainder of his/her middle or high school career.

**On any offense the student must test negative before being allowed to participate in a contest for Randolph Southern.**

## **APPEAL PROCESS**

For any offense, the athlete may request a hearing. The athlete will have three days to make a written appeal to the athletic director. The disciplinary action rendered by the athletic director will remain in effect until the Athletic Council hears the case and makes a recommendation to the administration. The recommendation of the council will not be more severe than the punishment rendered by the athletic director. The council can only recommend the disciplinary action. The decision of the administration team will be final.



## STUDENT PROFILE SITES

Randolph Southern High School respects the student's right to post profiles on student-profile sites like MySpace, Facebook, Instagram, Xanga, Bebo, and others. We also understand that students who use these sites use them as a means of communicating with friends. Students must understand the public nature of these sites and the risks, responsibility, and accountability that they, as site manager, must assume if they participate. They also must understand that their names and sites are linked with Randolph Southern High School, and as a result, the school may monitor the content of these sites because of the impact of such sites can have on school accountability, public image, and student safety. Anything posted on a website by a student constitutes public speech and will be held to all the standards and expectations expressed in this handbook

## INSURANCE

Neither the IHSAA nor Randolph Southern High School carries any kind of medical insurance for athletic injuries. Parents of athletes shall be offered the opportunity to participate in an optional student accident insurance. A signed statement of insurance coverage from the IHSAA physical by the student's parent or guardian shall be a prerequisite for student participation in athletics

## DUAL PARTICIPATION

An athlete may participate in a maximum of two (2) sports simultaneously. The athlete must abide by the following guidelines:

1. Must attend required number of practices as set by the IHSAA for that sport, before participating in any event.
2. Must choose a **primary** sport. Athletes must notify coaches in writing as to which sport is their primary sport and which is their secondary. When events conflict, the athletes must go to the event of their declared primary sport. An event of a secondary sport will take precedent over practice of a primary sport.

**Note: If primary and secondary sport events conflict, which will try to be prevented by the athletic department: The athlete will be required go to the following meets.**

- a. Sectional Tournament
- b. Conference Tournament (Not game just tournament)
- c. County Tournament (Not game just tournament)

## REQUIREMENTS FOR ATHLETIC JACKETS

To receive an honor jacket, an athlete must have earned varsity letter awards as follows:

1. Award jackets are for varsity competition only.
2. When an athlete has earned his/her first varsity letter, he/she will be permitted to purchase a letter jacket (\$125). Only those jackets purchased through the athletic department will be recognized as official "honor jackets."
3. Failure to represent Randolph Southern in a manner which is becoming forfeits the chance of an athlete to earn a jacket.
4. The honor jacket is only to be worn by those athletes in good standing. The athletic department may prohibit the athlete from wearing the honor jacket to school sponsored events if he/she fails to represent the school in a way that is becoming.

## AWARDS

At the conclusion of each sports season, the athletic department will recognize all athletes at an awards ceremony. All athletes must attend awards ceremony or they will forfeit all awards. (NOTE: coaches may waive attendance requirement if he/she deems necessary for special circumstances.)

### **CERTIFICATES:**

Awarded to athletes who have successfully completed the season and did not earn a varsity letter.

### **LETTERS:**

Listed below are the requirements to earn a letter for all varsity sports.

### **REQUIREMENTS FOR EARNING LETTER**

Note: In order to earn a letter in respective sport, an athlete must achieve a minimum of 1 (one) of the set requirements for that sport.

#### **BASEBALL**

- Participate in ½ of innings played during the season.
- On recommendation of coach.

#### **BASKETBALL**

- Participate in ½ of quarters during the season.
- On recommendation of coach.

#### **BOWLING**

- Participate in ½ of the games.
- On recommendation of coach

#### **CROSS COUNTRY**

- Place in first 7 (our team) in at least ½ of meets.\
- On recommendation of coach.

#### **GOLF**

- Participate in ½ of varsity matches.
- On recommendation of coach.

#### **TENNIS**

- Participate in ½ of varsity matches.
- On recommendation of coach.

#### **TRACK**

- Average a minimum of 2 points per meet.
- On recommendation of coach.

#### **SOFTBALL**

- Participate in ½ the innings played during the season.
- On recommendation of coach.

#### **WRESTLING**

- Wrestle in ½ of varsity matches.
- On recommendation of coach.

## **VOLLEYBALL**

- **Play in at least ½ of the varsity total games.**
- **On recommendation of coach.**

## **MANAGERS**

- **Attend practices and events. Must work and keep track of all equipment and put equipment up at end of practice.**
- **Abide by all athletic handbook rules and coaches rules.**
- **On recommendation of coach or Athletic Director.**

## **VARSITY CHEERLEADERS & SUPPORTMEN**

- **Attend practices and events. Must compete in at least 1 cheerleading competition during the season.**
- **Abide by all athletic handbook rules and coaches rules.**
- **On recommendation of coach and athletic director and/or principal.**

## **BULLYING, HARASSMENT, & HAZING**

Harassment and/or hazing are inappropriate and potential dangerous behaviors. The athletic department will not tolerate and any all forms of harassment or hazing. Both are considered flagrant violations of the Code of Conduct and School Board Policy ( 530 & 531).

1. Student-athletes should report any incidence of harassing behavior or hazing to their coach and/or athletic director.
2. Coaches should report any incidence of harassing behavior or hazing among their athletes to the athletic director.
3. Coach to student-athlete harassment or hazing should be reported to the athletic director.

## **OUTSTANDING REBEL SCHOLARSHIP AWARD**

Upon recommendation of the athletic council, any senior athlete may be given a “Randolph Southern Outstanding Rebel Award” which is the highest athletic award an athlete may receive at Randolph Southern. The athlete must meet the following criteria to be qualified for this award: (1) Receive a minimum of eight (8) letters during their four years of high school: (2) Have accumulated a grade point average of no less than 3.25 after seven semesters of school; and (3) Have received approval to be considered as a candidate by a majority of faculty members.

**RANDOLPH SOUTHERN SCHOOL CORPORATION  
CONCUSSIONS AND HEAD INJURIES  
IC 20-34-7**

Concussions and head injuries are dangerous and life threatening. It is imperative that they are handled appropriately. The goal of this policy is to safely return the athlete to play following a concussion or head injury. A student athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed at the time of the injury and may not return to play until certain criteria have been met.

**Training and disseminating information**

A. Starting July 1, 2015 and forward, each coach for high school interscholastic and intramural sports, must annually be educated of the nature and risk of concussion and head injury, including the risks of continuing to play after a concussion or head injury. The RSSC Athletic Trainer will train coaches or coaches must use the CDC free training tool by logging on to

[http://www.cdc.gov/concussion/headsup/online\\_training.html](http://www.cdc.gov/concussion/headsup/online_training.html).

After completing the 5 sessions a certificate must be printed off and given to the Athletic Director.

B. Each year, before beginning practice for an interscholastic or intramural sport, a high school student athlete and the student athlete's parent:

(1) Must be given the information sheet and form to educate them of the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after a concussion or head injury.

(2) Shall sign and return the form acknowledging the receipt of the information to the student athlete's coach.

**The athlete will not be allowed to participate in practice or any sport related activity until that form is turned in.**

C. All student athletes must take the ImPACT neurocognitive baseline test before practices begin. This baseline test is valid for 2 years.

**Action Plan**

A. A student athlete suspected of sustaining a concussion or head injury in a practice or game shall immediately be removed from play. If the student athlete is suspected of sustaining a possible concussion or head injury at any time during the school day he/she will be referred to the Athletic Trainer. If you are employed at RSSC and you are aware of a student athlete that is suspected of having sustained a concussion or head injury you **must** report it to the School Nurse or Athletic Director who will then refer the athlete to the Athletic Trainer.

B. If a Certified Athletic Trainer or the School Nurse is available, he/she must do an initial assessment. If the student shows even one sign of a concussion or head injury, he/she may not return to play. If the Certified Athletic Trainer is not present, he/she must be notified of the concussion or head injury.

C. The student athlete's parents must be notified of the incident.

D. The student athlete may not begin the return to play protocol until:

1. The athlete is asymptomatic at rest and with exertion (including mental exertion in school) AND

3. The athlete is evaluated by a neurologist or a physician (MD or DO), that has been certified by The Athletes Concussion Alliance (ACA), Indiana Sports Concussion Network (ISCN) or ImPACT, who has interpreted the athlete's ImPACT test results and given written clearance to begin the progression to activity. An ER physician cannot evaluate the athlete. The athlete cannot be cleared on the same day as the injury.
  - 4.
- E. Once the criteria in letter D are met, the athlete will be progressed back to full activity following a stepped progression, under the supervision of the Certified Athletic Trainer.
  - F. Progression is individualized, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates. An athlete with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport should be progressed more slowly.
  - G. Stepped progression - Each step is a minimum 24 hr. period.
    - Step 1. Light aerobic exercise – walking, stationary bike
    - Step 2. Sport-specific **Non-contract** training (e.g., skating in hockey, running in soccer)
    - Step 3. Moderate **Non-contact** training drills
    - Step 4. Heavy **Non-contact** training
    - Step 5. Return to Full contact **practice**
    - Step 6. Return to Full **Game play**

**Note: If the athlete experiences post-concussion symptoms during any step, the athlete will drop back to the previous asymptomatic step and resume the progression after 24 hours. Additionally, a qualified physician may indicate to begin the progression at step 1, 2, or 3 or to have greater than 24 hours at any or all steps.**

- H. The Athletic Trainer and athlete will discuss appropriate activities for the day. The athlete will be given verbal and written instructions regarding permitted activities. The Athletic Trainer and athlete will each sign these instructions. One copy of this form is for the athlete to give to the coach, and the Athletic Trainer will maintain one.
- I. The athlete **MUST** see the Athletic Trainer daily for re-assessment and instructions until he or she has progressed to Step 6 (unrestricted activity), and been given final clearance from the Athletic Trainer.

# COACHES ATHLETIC HANDBOOK

## PHILOSOPHY

The philosophy of the Randolph Southern Athletic Department is to provide the best opportunities for its student-athletes to achieve success. It is through participation in athletics that students will gain an appreciation and understanding of teamwork, competition, leadership, dedication, and personal sacrifice.

As a coach, there are certain traits one must possess in order to create these opportunities. One must have pride, discipline, knowledge of the sport, enthusiasm and a total commitment in what he/she is doing. The foundation of our athletic programs must be centered around this approach.

To realize this philosophy, the administration, coaches, athletic director, parents, and support organizations must dedicate themselves to develop these traits. Staying within the framework of rules and sportsmanship, everyone involved with the athlete must help him/her pursue and strive for excellence. Though the motivation to pursue excellence lie with the athlete, it is the pleasure and duty for all to mold, encourage, work, and develop the young athlete at Randolph Southern.

## GENERAL COACHING POLICIES

1. All rules should be stated very clearly and should be enforced.
2. All practices should be well-planned. Write down what you want to accomplish.
3. All coaches should promote varsity attendance. All coaches are encouraged to attend as many games as possible.
4. Develop interest in the program. Ask yourself – when was the last time I saw an elementary game, a junior high game, a freshman game?
5. There should never be any criticism of the programs by any coach. If you have a complaint – take it to the head coach or athletic director.
6. Spend a lot of time with your players developing characteristics and qualities essential to becoming a winner.
7. Be a strong disciplinarian.
8. Stress the importance of off-season play and conditioning.
9. Know what your players are doing in the off-season. Your relationship with your players should not end with the last game. Know how they're doing in school and be aware of any problems they may be having.
10. Attend all coaches' meetings.

1st Parent/Team meeting

IHSAA Entries

Individual/Team Awards

Physical Examinations

Eligibility

Uniform distribution /collection (see form)

Concussion Paperwork

Rosters

Inventory/Ordering

Transportation

Athlete-Parent-Coach Handbook

Public Relations

Building Access Cards

Coach Conduct Expectations

## COACHES CHECKLIST OF RESPONSIBILITIES

The following items are to be taken care of by our athletes through the cooperation of the coaching staff and athletic office. Each coach will meet with the athletic director at the beginning of a sport season to discuss these items and any new concerns.

### LEGAL DUTIES OF COACHES

#### Legal Duties of Coaches

Along with the duties of organization, teaching, and training for competition, coaches must be aware that the attitude of today's society forces all professional educators to always keep in mind their legal duties as well. All coaches need to know and understand their legal obligations, which are being more clearly defined with each new court case. The following information should be helpful to understand one's responsibilities and will help to protect coaches and our school corporation from litigation.

#### **LEGAL DUTIES THAT HAVE BEEN ESTABLISHED BY COURTS THROUGH LITIGATION INCLUDE THE FOLLOWING:**

1. *Properly plan the activity.*
  - a. *Develop a season plan, including daily practice plans.*
  - b. *Keep a copy of your season plans.*
2. *Provide Proper Instruction.*
  - a. *Consider readiness and move from simple to complex.*
  - b. *Know and practice proper skill progression.*
  - c. *Include these factors on the written season plan.*
  - d. *Document your attendance at coaching courses and clinics.*
3. *Provide a Safe Physical Environment.*
  - a. *Inspect courts, fields, and locker rooms.*
  - b. *Warn athletes and others of misuse.*
4. *Provide Adequate and Proper Equipment.*
  - a. *Check regularly for fit and wear.*
  - b. *Repair and replace regularly.*
  - c. *Keep inspection checklists, including age and repair dates.*
5. *Match Your Athletes.*
  - a. *Match according to size, strength, ability, and maturity.*
  - b. *Document on practice plans.*
  - c. *Keep written skill test records.*
6. *Evaluate Athletes for Injury and Incapacity.*
  - a. *Know and practice proper procedures for injury evaluation.*
7. *Supervise the Activity Closely.*
  - a. *Check or establish standard coach-athlete ratios for the sport with the AD.*
  - b. *Insure locker rooms are supervised.*
  - c. *Never leave athletes unattended.*
  - d. *See the athletes gone.*
  - e. *Include supervision notes on practice plans.*
8. *Warn of Inherent Risks.*
  - a. *Practice plans should reflect what and when things were said.*
  - b. *Repeat warnings on several occasions.*
9. *Provide Appropriate Emergency Assistance.*
  - a. *Provide appropriate emergency assistance.*
  - b. *Create/follow an emergency medical plan.*
  - c. *Have emergency medical cards and plan on file and at practices and contests.*

*Coaches also have the duty of taking reasonable care of the student-athlete. This legally means that each coach is to act in a way that avoids creating unreasonable risk of injury to others. Not performing to a standard of care/performance can result in negligence. Standard is the conduct expected of an ordinary reasonable person (coach) under like circumstances. Coaches should also have plans for allowing adequate time to warm-up and warm down, consistently and fairly enforcing rules, and dealing with potentially dangerous situation (storms, equipment failure, facility...)*

### **Parent Meeting at Beginning of Each Season**

Parent meetings will be conducted at the beginning of each season. In that meeting, a basic outline of expectations will be established in order to eliminate or reduce misunderstandings that may occur during the season. A pamphlet, which covers parent/coach communications, will be provided by the Randolph Southern Athletic Department and should be given to each set of parents. Coaches and parents should be familiar with the pamphlet.

**Parent meetings** are mandatory for all sports. Please provide the athletic director with a copy of the handout (or outline) you used for this meeting. I will place it in your sports binder for future reference. You need to cover the following in your meeting: (create a paper trail to cover yourself)

- a. Warning that players may be injured in your sport.
- b. The Athletic Policy Form which must be signed and turned in to the athletic director.
- c. Ask if anyone (grades 9-12) has moved into the school corporation in the past 365 days. If so, ask if an Athletic Eligibility Form has been filled out. (This can be a red flag regarding eligibility)
- d. Specify in writing the requirements necessary to letter in your sport and provide the athletic director a copy of your requirements before the season.
- e. Notes for travel home with parents must be turned in to the athletic director's office one day prior to the event. This practice is very strongly discouraged in cases other than emergencies. We have many coaches and many policies could exist. Different policies in travel home after events can present accountability and liability problems for our coaches and school. It can become more difficult to account for the location of the students and increases the probability that a student will be left somewhere. We view the ride home as a part of the activity and a time when coaches may need to communicate with the players.
- f. Your rules and expectations as a coach should be made clear to the athletes and parents. You should put these down on paper and give them to the parents.
- g. Athletics does not carry insurance on athletes. Inform parents insurance is available through the school.
- h. Pass out 'Parent/Coach Communication' Handout.
- i. Create a 'Phone Tree' or communication network for your team.
- j. Students must be at school **BEFORE 11:30 AM** in order to participate in practices or events that day.
- k. Reid services are available to our athletes.

### **AWARDS**

At the conclusion of each sports season, the athletic department will recognize all athletes. All winter athletes will be recognized at the conclusion of the winter season at an awards night. It should be noted that the awards night is considered the completion of the season for the athlete. Coaches should plan to attend. It is the responsibility of each coach to record and keep records of the respective awards for each of the athletes each year. Following is the basic awards system for athletes of Randolph Southern.



## **SPECIAL ACHIEVEMENT AWARDS**

Each coach is permitted to present a special award (i.e. plaque, trophy) to those athletes that are deserving. The athletic department will purchase all awards. The following is a list of the types of awards that may be given and the number each coach is permitted to give each year.

### **JUNIOR HIGH**

All junior high coaches will given 4 ( Four) awards. Coaches may choose which four they want to give if more than four choices are mentioned additional cost will be charged to the Coach.

#### **Junior Varsity Awards**

All junior varsity coaches will given 5 (Five) awards. Coaches may choose which Five they want to give if more than 5 choices are mentioned additional cost will be charged to the Coach.

#### **Varsity Sports**

All varsity coaches will given 8 (Eight) awards. Coaches may choose which eight they want to give if more than eight choices are mentioned additional cost will be charged to the Coach.

##### Girls and Boys Jr. High Track

Most Running Event Points  
Most Field Event Points  
Most Improved  
Mental Attitude  
MVP  
Most Total Points

##### Junior High Baseball and Softball

Highest Batting Average  
RBI's  
Stolen Bases  
Runs  
Mental Attitude  
Most Improved  
MVP

##### Junior High Cross Country

#1 runner  
#2 runner  
Most Improved  
Mental Attitude

##### Junior High Basketball

Free Throw %  
Mental Attitude  
Most Improved  
Mr./Miss Hustle  
Field Goal %

##### Junior High Wrestling

Most Wins  
Total Pins  
Most Pins  
MVP  
Most Takedowns  
Most Pins

Most Points  
Most Steals  
Most Assists  
Most Rebounds  
MVP

##### Junior High Volleyball

Top Server  
Top Offensive Player  
Top Defensive Player  
Most Improved  
Mental Attitude

**Junior Varsity Basketball (Boys/Girls)**

Field Goal %  
Free Throw %  
Most Rebounds  
Total Points  
Most Assists  
Most Steals  
Mr./Miss Hustle  
Most Improved  
Mental Attitude  
MVP

**Junior Varsity Volleyball**

Bumping %  
Serving %  
Spiking %  
Setting %  
Top Defensive Player  
Top Offensive Player  
Most Improved  
Mental Attitude  
MVP

**Basketball (Boys & Girls)**

Field Goal %  
Free Throw %  
Most Rebounds  
Total Points  
Most Steals  
Most Assists  
Most Improved  
Mr./Miss Hustle  
Mr/Miss Defense  
MVP  
3 Point Field Goal %

**Baseball & Softball**

Most Wins  
Most Home Runs  
Batting Avg.  
RBI's  
Stolen Bases  
Earned Run Average  
Most Hits  
Most Improved  
Mental Attitude  
MVP

**Wrestling**

Most Wins  
Most Pins  
Most Takedowns  
Most Reversals  
Most Escapes  
Most Improved  
Mental Attitude  
MVP

**Cross Country (Boys & Girls)**

#1 Runner  
#2 Runner  
Mental Attitude  
Most Improved

**Tennis (Boys & Girls)**

Most Wins  
#1 Singles  
#1 Doubles  
Mental Attitude  
Most Improved

Golf

- #1 Golfer
- #2 Golfer
- Mental Attitude
- Most Improved

Track (Boys/Girls)

- Most field event points
- Most running event points
- Total Points
- Most Improved
- Mental Attitude

Volleyball

- Bumping %
- Spiking %
- Setting %
- Top Server
- Top Defensive Player
- Top Offensive Player
- Most Improved
- Mental Attitude

**ACCIDENTS**

All accidents or injuries, home or away, are to be reported to the athletic director as soon as possible. An accident/injury form must be filled out by the coach.

**CLINIC ATTENDANCE**

The athletic office wants coaches to remain current in each of their fields. Possible reimbursement for clinics must be handled prior to attendance at a clinic. School transportation may be available for transportation.

**COACHES CONDUCT**

It is imperative that each coach is continually aware of his or her appearance, behavior, etc.... Each of us is representative of our own values and philosophy. We are charged with the responsibility of being seen and judged by our actions. We are to be a positive role model for all to see.

**COLLEGE BOUND ATHLETES AND RECRUITERS**

NCAA and NAIA bylaws affect all high school athletes eligible for NCAA division I and II and/or NAIA athletic scholarships or those who plan to participate in any division I or II and/or NAIA athletic programs as a non-scholarship athlete (walk-on). These rules are available in the athletic office. These guidelines should be posted in respective locker rooms.

**EVALUATION**

The athletic office will evaluate each coach through personal contact and visitation of the coach's programs. All head coaches will be evaluated through a written evaluation by the athletic director. It is recommended that each coach evaluate his/her assistants through the same procedure.

## **FACILITY, EQUIPMENT, AND UNIFORM INSPECTIONS**

All head coaches are responsible for routine inspection of the equipment, uniforms, and facilities they use in conjunction with their sport. They are to make sure these are safe for use. Any questionable situations are to be reported immediately to the athletic director.

## **FUNDRAISING**

Any fundraising must first be approved by the school corporation. There are forms in the athletic office for fundraising that must be filled out and turned in for school board approval. The athletic office will do everything in its power to provide for the needs of the teams. It is in the best interest of the school and community to refrain from the selling of cheap items, i.e. jewelry, candy, etc. The coaching staff should first seek help from the athletic boosters in purchasing items that the athletic office is unable to.

## **IHSAA STATE ENTRY LISTS**

All entry list work copies are due in the athletic office seven (7) days before entry deadline. Coaches are to pick up these copies in the athletic office.

## **INVENTORY**

At the beginning and conclusion of each season each coach shall turn in an inventory of all athletic equipment and uniforms used in their sport. **Each coach is responsible for collecting all uniforms from the athletes. The athletic office will not accept any uniforms or equipment from an athlete. All equipment and uniforms must be turned directly into the coach.**

## **MEALS**

The athletic department will purchase each varsity team one meal during sectionals. Each coach must inform the athletic department of the date of the meal at least three (3) days in advance. The amount allocated for each player will be \$8.00.

## **PRACTICES**

All coaches are to meet with the athletic director to schedule practices prior to the start of the season. Only those scheduled practices will be permitted to use the facilities. Practices during a school closing time (snow, etc.) will be permitted to varsity level teams only. These practices will be permitted only after 11:00 a.m. on the second day of the closing, and only after the coach has received approval from the athletic director or building principal. Attendance at these practices are to be considered voluntary.

## **PURCHASING**

Coaches shall work with the athletic director in purchasing equipment and supplies for their sports.

## **TRANSFER ATHLETES**

Each coach is responsible to check their candidates for the team to see if any athlete is new to our school. IHSAA rule: Transferring students shall not be eligible to participate until an athletic transfer is received from the previously attended school and approved by the IHSAA.

## **TRANSPORTATION**

Transportation to all events or practices by bus or mini-bus is provided by the athletic department. The athletic director will provide each coach a transportation schedule. Coaches may be required to drive a school van to practice or events.

## **UNIFORM ROTATION SCHEDULE**

<u>Year</u>	<u>Uniforms to be purchased</u>
2015 – 2016	Varsity Boys Basketball Uniforms (Home & Away) Varsity Girls Basketball Uniforms (Home & Away) Varsity Boys Baseball Uniform (Jersey) Varsity Softball Uniform (Jersey)
-----	
2016 – 2017	Varsity Wrestling Warm-ups & Singlets Varsity Boys & Girls Track/Cross Country Warm-ups
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2017 – 2018	Varsity Volleyball Uniforms Boys and Girls Tennis Shirts Boys and Girls Golf Shirts
-----	
2018 – 2019	Varsity Boys Track/Cross Country Uniforms Varsity Boys/Girls Basketball Warm-ups

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**\*\* Uniforms for Feeder programs will be distributed by using the past varsity/junior varsity uniforms if conditions are suitable.**

**\*\*Golf and Tennis equipment for these sports is covered entirely by the athletic department. If we have Bowling, Swimming, or any other athletic program the financial responsibility will be on the student athlete.**

**\*\*Team uniforms will be worn a minimum of four years, and not more than five years (if financially feasible).**

## PARENT/COACH COMMUNICATIONS

### Parents and Coaches Helping Student-Athletes Succeed

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to our children. Parents and coaches are important role models for students; they both provide necessary guidance to young adults in their development and in their understanding of the world in which they will live and work as adults. By understanding and respecting each other, parents and coaches, working together, can greatly benefit children. When your children become involved with the athletic program at Randolph Southern High School, you, as parents, have a right to understand the expectations that will be placed upon them. Clear communication between parents and coaches facilitates this understanding.

The following information is intended to be used as guidelines to establish an environment in which open communication and mutual respect are fostered.

#### **Communication You Should Expect From Your Child's Coach**

- Philosophy of the Coach
- Explanation of athletic department training rules
- Locations and times of all practices and contests
- Team requirements and/or expectations
- Discipline that may result in the denial of your child's participation

#### **Communication Coaches Expect From Athletes and Parents**

As your children become involved in the athletic program at Randolph Southern High School, they will experience some very rewarding moments.

It is important to note that there also may be times when things do not go the way your children wish. At these times discussion with the coach is encouraged.

- Concerns should be expressed directly to the coach.
- Notification of any schedule conflicts well in advance.
- Specific concerns with regard to a coach's philosophy and/or expectations.
- The treatment of your child, mentally and physically.
- Concerns about your child's attitude.
- Ways to help your child improve.
- Academic support, college opportunities

#### **Issues Not Appropriate To Discuss With Coaches**

Coaches are professionals who make judgments based on what they believe to be best for all students involved. Certain things can and should be discussed with your child's coach. But, other things should be left to the discretion of the coach such as

- Team strategy
- Playing time
- Other student-athletes' positions or playing time
- Play calling

#### **Procedure To Follow when You Discuss A Concern With A Coach**

There are situations that may require a parent conference with a coach(s). These are encouraged! It is important that both parties involved have a clear understanding of the other's position. The following procedures should be followed to help promote resolution:

1. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach and seldom promote a resolution.
2. Call the athletic office (874-2541 ext. 226) to set up an appointment with the coach.

## **Fundamentals of Sportsmanship**

- Show respect for self and others at all time.
- Show respect for the officials. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
- Know, understand and appreciate the rules of the contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
- Maintain self-control at all times. Prevent the desire to win from overcoming irrational behavior.
- Recognize and appreciate skill in performance regardless of team affiliation.

## **Expectations for Coaches**

The actions of the coach have a great deal to do with how sportsmanship is valued by members of the team. In order for good sportsmanship to become a reality, the coach should

- Act like an educator and a leader, which is an expectation of the IHSAA and RSHS
- Set a good example for participants and fans to follow.
- Exemplify the highest moral and ethical behavior.
- Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the number one priority.
- Respect the judgment of contest officials; abide by all rules and do not display behavior that could incite fans.
- Treat opposing coaches, participants, and fans with respect.
- Shake hands with officials and opposing coaches before and after contests.
- Develop and enforce penalties for participants who do not abide by sportsmanship standards.

## **Expectations for Student-Athletes**

- Treat teammates/opponents with respect.
- Respect the judgment of contest officials.
- Abide by all rules and do not display behavior that could incite fans.
- Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
- Accept the responsibility and privilege of representing the school and community.
- Display positive behavior at all times...no trash talking!
- Live up to the high standards of sportsmanship established by the IHSAA, RSHS and your coaches.

## **Expectations for Parents and Other Fans**

- Realize that athletics are a part of the educational experience and that the benefits go beyond the final score of the contest.
- Realize that a ticket is a privilege to observe a contest and support the activities of our youth. It is not a license to verbally assault others.
- Respect decisions made by the contest officials.
- Be an exemplary role model by supporting teams in a positive manner.
- Respect fans, coaches, officials, administrators and participants.
- BE A FAN...NOT A FANATIC!

### **Expectations for Cheerleaders and Student Spirit Groups**

- Encourage the desired crowd response. Use only positive cheers, signs and praise. Do not antagonize or demean opponents.
- Treat opposing spirit groups and fans with respect.
- Recognize outstanding performances on either side of the playing field or court.
- Know the rules and strategies of the contest in order to cheer at proper times.
- Maintain enthusiasm and composure.
- Serve as a role model.

### **Acceptable Behaviors**

- Applaud during the introduction of players, coaches, and officials.
- Graciously accept all decisions of the officials.
- Shake hands with participants and coaches at the end of a contest, regardless of the outcome.
- Coaches/players should seek out opposing participants to recognize them for an outstanding performance or coaching.
- Applaud at the end of the contest for performances of all participants.
- Show concern for injured players, regardless of team.
- Encourage surrounding people to display good sportsmanship.
- Treat competition as a game, not a war.

### **Unacceptable Behaviors**

- “Coaching” from the stands or the sidelines by spectators, fans, or parents.
- Confronting a coach, player or official after the athletic contest.
- Disrespectful actions or derogatory yells, chants, songs, or gestures.
- Criticizing officials in any way.
- Cheers that antagonize opponents.
- Refusing to shake hands.
- Trash talking
- Directing negative comments at opponent (s) to distract and upset them.
- Using profanity, racial comments or displaying anger that draws attention away from the game.
- Throwing objects onto the floor or at an opponent.
- Entering the floor or playing field at any time.
- Refusing to comply with the directives of any school official.
- Blaming the loss of a game on officials, coaches, or athletes.

### **Coaches and Athletes**

- Adhere to the RSHS. and IHSAA sportsmanship guidelines.
- Any unsportsmanlike behavior exhibited by an RSHS coach or athlete will be subject to a warning or a one game suspension, dependent upon the severity of the act, which will be determined by the Director of Athletics, assistant director, and a coaches’ representative.
- Any RSHS athlete or coach who received an unsportsmanlike ejection at an athletic contest will be suspended for up to two athletic contests at that level of competition to be determined by the Director of Athletics, assistant director(s), and a coaches’ representative.
- Any subsequent ejections will be reviewed by the Director of Athletics, assistant athletic director, and a coaches’ representative and may result in more game suspensions and/or dismissal from a team..



## **Parents and Spectators**

Because the actions of spectators, parents and/or fans may warrant sanctions placed by the IHSSA on RSHS athletic programs, the following are consequences, to be determined by the school administration/event supervisor at athletic events or the **Athletic Council for severe or repeated acts of unsportsmanlike behavior( s) at RSHS athletic events:**

- Verbal Warning
- Removal from competition site by administration or law enforcement.
- Warning letter
- Suspension from attending future contests.
- Charges filed with law enforcement.
- Exclusion from all extra-curricular events.

**\*The level of intervention for unsportsmanlike behavior is dependent upon the severity of the behavior exhibited.**

### **Randolph Southern Athletic Annex and Cafeteria Picture Policy**

- 16 x 20 picture of all jr. high and high school athletic teams will be placed in the Locker Room Hallway.
- 8 x 10 picture of all individual and relay sectional champions, regional champions, and state qualifiers
- 16 x 20 to 18 x 24 Sectional Championship pictures to be placed in the Locker Room Hallway.
- If a player is selected to an Indiana All-Star Team and it is not a pay to play All-Star team then the school will honor that student athlete accordingly .

## Athletic Handbook Agreement

I have read the 2015-2016 version of the athletic handbook and agree to uphold all rules, regulations, policies and procedures as outlined in the handbook. I further understand that a violation of any of these rules, policies and procedures will result in penalties assessed as outlined in this handbook.

Note: This agreement **must** be signed by both the athlete, parent/ and or guardian **along with** updated Physical and all other consent forms given. These forms **must** be on file with the Athletic Director before the athlete will be permitted to participate in a contest.