

Coaches Manual



ATHLETICS

2010-2011

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Athletic Department Philosophies

**Reference: Athletic Philosophy as stated in the Bremen High School Student Handbook*

The goal of the Bremen High School Athletic Department is to provide an environment where students have the best opportunity to be successful. As defined, in regards to Bremen athletics: Success is peace of mind that is the direct result of self-satisfaction in knowing you did your best to become the best that you are capable of becoming (John Wooden.)

Winning is important, when kept in perspective, but is not the ultimate factor in determining success. Although winning will be an assumed goal of every contest, the role of the Athletic Department will be to prepare and direct athletes physically, socially and emotionally to win. Evaluation of success will be focused on this ability to prepare and direct. A focus will be placed on individual and team performance rather than outcome. Individual and team records may indicate areas of concern, but will not be the sole criteria for evaluation.

Participation in interscholastic athletics is a privilege, not a right, and carries with it responsibility and sacrifice on the part of the student-athlete. Realizing that all student-athletes (including managers, student trainers, statisticians, cheerleaders) represent their school and community, it is the athletes' duty to conduct themselves on and off the field of play in a manner that is becoming to themselves, their team, the Bremen High School student body and community.

The Athletic Department fully supports the Bremen Public School Mission: To work collaboratively to provide a safe, nurturing environment where students are empowered academically and socially to succeed in life. In addition, the Core Values of Mutual Respect, Caring School Community and Great Expectations are paramount.

A Bremen High School Athlete will possess a teachable spirit, discipline, integrity and servant leadership. If only those students with a high level of physical skills are considered or described as a "Bremen Athlete" then it does a disservice to the majority of students participating in our athletic programs.

The Athletic Department recognizes the benefits of being a two or three-sport athlete. Coaches will promote and encourage athletes to participate in sports during each athletic season. Coaches will avoid selfish motives to discourage multi-sport participation and will be expected to support each other's programs. **Reference: Student Athletic Participation*

Responsibilities of a Bremen High School Coach

**Reference: Legal Duties of Coaches, Coaching Code of Ethics*

When a school administrator is not present at a contest, the coach is the official representative of the school. With this representation come responsibilities for student conduct and after contest matters.

Attend Athletic Department staff meetings scheduled by the Athletic Director.

Adhere to the by-laws governing the Northern State Conference and IHSAA.
Reference: NSC By-Laws, IHSAA Sports Seasons, IHSAA Participation By-Laws, Summer Deadline Dates, IHSAA By-Laws at www@ihsaa.org

The coaches in each sport must have an organized work effort. (Statistics, scouting, off-season programs, practice plans, etc.)

Coaches are responsible for contest support including, but not limited to, ball runners/retrievers, statisticians, managers, mat maids, official scorebook, timers, chain gang, line judges, facility preparation and other responsibilities as assigned by the Athletic Director.

Head Coaches are expected to seek assistant coaching candidates and take an active role in filling their open staff positions.

Coaches are responsible for promoting their program to the student body and developing relationships with feeder systems to ensure future participation levels and skill development are adequate for a competitive program.

For home events, coaches must report scores to be publicized on the day following the contest. This means reporting results, win or lose, to the news media.

**Reference: Media and Contest Results*

Be a positive role model for our student/athletes.

All coaches are expected to help if and when needed at athletic events.

Use careful judgment with your comments to others about our athletic programs and student-athletes.

It is the responsibility of each coach to provide the best possible athletic experience for our students. If you ever perceive an obstacle to your being able to perform this responsibility, please see the Athletic Director. Disagreement among staff members can be healthy and often the sign of productive thought. Mature coaches can disagree agreeably, resolve their differences, and move ahead with a unified front.

Accidents and Injuries

All accidents and/or injuries incurred as a result of athletic participation that require the services of a physician or emergency ambulance or other transportation must be reported to the Athletic Trainer by the Head Coach responsible for that sport. An accident injury report must be completed and submitted to the Athletic Director within forty-eight (48) hours. **Reference: Athletic Trainer Responsibilities, Standard School Incident Report*

Guidelines:

- The potential seriousness of the injury should be determined by the Athletic Trainer or physician, if present. If neither is available, this is the responsibility of the supervising coach.
- If an injury requires an ambulance then a doctor, trainer, supervising coach or other qualified person should immediately request an ambulance. If there is any doubt about whether the injury requires emergency treatment, then emergency treatment should be obtained.
- The parents or guardian of the injured athlete must be notified as soon as possible and advised of the situation. This shall be the responsibility of the supervising coach/Athletic Trainer.
- If an injury does not require an ambulance, but sufficiently serious to warrant immediate medical attention, the parents shall be notified by the supervising coach/Athletic Trainer and requested to provide transportation. Another student; a student trainer, or the student himself shall NOT be permitted to drive for medical treatment.
- Any injury requiring the care of the Athletic Trainer will require clearance from the Athletic Trainer in order for a student-athlete to resume participation. Any injury requiring the care of a physician will require written clearance from a physician. Athletes precluded to practice under the direction of a parent, if contrary to the opinion of the Head Coach and Athletic Trainer, will require written clearance from a physician.
- Any medication (including non-prescription) administered to students must be done so by the school nurse, Athletic Trainer or other school employee designated by the Principal. In addition, parents must provide a written request to administer medication to students. **Reference: School Board Policy 438 and Request to Administer Medication*
- In the event that an athlete from a visiting school is injured in an athletic contest hosted by Bremen High School, it is advisable that supervising individuals from the visiting school take charge of the situation with assistance provided to them by Bremen High School personnel.
- Bremen High School does not provide any insurance coverage for athletes; however, accident insurance coverage is offered to every student.
- It is recommended that all coaches hold current CPR/AED certification.

Athletic Eligibility

Each Head Coach shall be responsible for making certain that an athlete is scholastically eligible before allowing that athlete to participate in an interschool contest. In this regard, the coach's primary responsibilities are reviewing the Ineligibility List published at the end of each trimester and keeping their roster list submitted to the Athletic Office up-to-date. In addition, all athletes must submit a Participation Permit, issued from the Athletic Office, to the Head Coach in order to participate in official practices.

It shall be the responsibility of the Head Coach to inform athletes of factors and rules affecting their eligibility. Particularly important are the following:

- Students whose twentieth birthday occurs prior to or on the scheduled date of the IHSAA State Finals tournament of a sport are ineligible.
- Transfer students must have approval from the IHSAA on file at the Athletic Director's Office.
- Foreign exchange students must have approval from the IHSAA on file at the Athletic Director's Office.
- All athletes are required to be in attendance in school at least half of the regular school day on the day of any contest or practice in order to be eligible to participate. Students who are absent during their 4th or 5th class periods on the day of events or practice, for reasons other than an approved appointment, will be ineligible to participate. Appointments must be approved by the administration.
- An athlete becomes eligible or ineligible on the certification date at the end of the grading period. An incomplete at the end of the grading period is considered a failure until the deficiency is removed.
- All IHSAA rules pertaining to eligibility of athletes shall be followed.
**Reference: Athletic Eligibility, IHSAA By-Laws on Athletic Website*

Transportation

The head coach must schedule their transportation needs through the Athletic Office. The Bremen Public School Corporation will provide transportation by regular bus, mini-bus or other authorized vehicle for all athletes to and from events. Athletes are required to travel to and from events by transportation provided by the school district unless an emergency exists. Students may be released to parents if extraordinary circumstances exist and a written request is submitted to the supervising coach or Athletic Office for approval prior to the event. **Reference: Travel from Contests with Parents*

Written parental permission and approval from the Athletic Director are required for all team functions requiring transportation, other than regularly scheduled contests.

Facility and Equipment Care

Coaches shall be responsible for the proper care and utilization of facilities. Athletes are to be properly supervised and educated as to the proper use of facilities. Coaches are encouraged to offer suggestions and recommendations for improvement of existing facilities.

The following guidelines and policies are applicable to the use of athletic facilities:

- The use of facilities for practice shall be scheduled through the Athletic Office.
- Athletes shall not be permitted to practice unsupervised. All practices, team or individual, must be under the direct supervision of a coach. Coaches shall not leave practice areas unsupervised.
- Locker room supervision is mandatory. Coaches must be present in the locker room when athletes are there to ensure timely departure by the athletes and eliminate horseplay. To secure personal items, locks will be made available to all coaches requesting them.
- No students will be permitted in the weight room unless a coach is physically present in this area supervising. A lifeguard must be on duty for anyone to use the swimming pool. **Reference: Weight Room Guidelines*
- When a problem with a facility exists or develops, notify Maintenance. If not resolved, notify Athletic Director to correct the situation.
- Head coaches shall notify the Athletic Director a minimum of one week in advance concerning vacation period practice plans. The plans must be in writing.
- Coaches are responsible to insure that all facilities are secure following the completion of practice. The coach shall stay until all athletes have left the building.
- When equipment that could cause injury by malfunction or misuse is involved, coaches are responsible to teach and enforce rules of safety.
- When school is closed due to weather, coaches will need to make special requests for practice to the Athletic Director.

Purchases of Equipment and Supplies

The Bremen High School athletic programs are financed entirely through gate receipts, fundraisers and contributions. Since there are twenty programs, careful consideration shall be given to all expenditures. As a rule of thumb: Items kept as school property at the conclusion of the season will be purchased by the Athletic Department. Those items kept by the athletes at the conclusion of the season will be purchased by the athletes.

The following guidelines and procedures relative to purchasing and finances shall be observed:

- All equipment, supplies or services must be requisitioned through the Athletic Director.
- Head coaches are responsible for initiating purchase requests.
- A detailed description of what is to be ordered, sizes, the price including shipping charges if known, the firm from which the item(s) is to be purchased, desired date of delivery, etc., will be completed by the Head Coach and submitted to the Athletic Director prior to the purchase.
- The Athletic Director will order the equipment or give permission to the Head Coach to make the purchase.
- When athletes are making a purchase through a coach, the coach should only accept payment by check and submit the money to the Bremen High School Treasurer to be deposited in the Athletic Program Funding account. Under no circumstances should a coach accept cash. **Reference: Athletic Program Purchases*

Conflicts in Co-Curricular/Extra-Curricular Activities

Bremen High School offers a wide variety of activities, many of which occur at the same time. It is the students' responsibility to inform the coaches/sponsors of conflicting schedules well in advance. Coaches and sponsors are expected to work together and reach an understanding when resolving schedule issues. It is not always possible, but every effort will be made to eliminate the conflict. When the issue cannot be resolved through adjustments in the schedule, the following policy will determine his/her attendance:

1. Practice vs. practice – Student attends 50% of each activity.
2. Contest vs. practice – Student attends the contest.
3. Contest vs. Contest – Student makes decision without undue influence from sponsors/coaches.

Fund Raising

The Athletic Director must approve all fundraisers. The proceeds from approved fundraisers must be fully accounted for and turned over to the Bremen High School Treasurer for deposit into the appropriate account. There will be no exception to this policy. If needed, each sport will be allowed one fund raising activity.

Staff Development/Clinics

Coaches are expected to keep abreast of current developments in their respective sports. It is highly recommended that coaches participate in clinics regularly and become active members of professional coaching associations. Also, nominations for awards, such as Academic All-State, can only be made through sponsoring coaching associations. The following guidelines shall apply to clinic attendance.

- Athletic Department subsidization of clinic expenses and membership dues is dependent upon and contingent upon available financial resources. Expenses in excess of the maximum allotment must be borne by the coaches, themselves.
- All requests and correspondence in regard to clinic attendance shall be submitted to the Athletic Director.
- Receipts must accompany all expenses if reimbursement is to be made. Legitimate expenses may include transportation allotment, lodging, and tuition/registration. Meal expenses are the responsibility of attendees. All expenses must be approved by the Athletic Director before incurred.

Extra Curricular Code of Conduct

It is the responsibility of each coach to determine that each student under his or her charge complies with the standards set forth in the Extra Curricular Code of Conduct. Students who do not meet the academic and behavioral standards must be told of their ineligibility by the Head Coach and their names given to the Athletic Director.

It is extremely important that each head coach support and enforce the Extra Curricular Code of Conduct for students representing Bremen High School. Our code is only as good as we collectively make it. **Reference: BHS Extra Curricular Code*

Hazing

Hazing is defined as “activity that humiliates, degrades, abuses or endangers regardless of the person’s willingness to participate.” In some way, hazing humbles a newcomer who lacks the power to resist, because he or she wants to gain admission or acceptance on a team. Simply stated, hazing is bullying and will not be tolerated as part of the Bremen Athletic Department. If a coach suspects any form of hazing taking place, he/she must request that it ceases immediately and notify the Athletic Director of the situation as soon as possible. All school rules and the Extra Curricular Code of Conduct will be applied to violators of this guideline.

What Must Be Done Before First Practice

Every student must receive an *Athletic Participation Permit* issued by the Athletic Office and submit it to their coaching staff prior to his/her participation in the first official practice of the current season. The following items are to be completed by the athlete and parent/guardian prior to receiving a Participation Permit:

- Take and pass the IHSAA physical examination with all supporting student, parent and doctor signatures. All physicals are to be submitted directly to the Athletic Office – *Not to the coaches*. *Athletes cannot practice until the Head Coach receives a Participation Permit issued from the Athletic Office.*
- A signed Extra Curricular Code of Conduct must be submitted directly to the Athletic Office – *Not to the coaches*.
- A completed Emergency Information Card must be submitted directly to the Athletic Office – *Not to the coaches*.
- All outstanding student obligations (financial, uniform return, equipment return, etc.) to the Athletic Department must be satisfied or arrangements made prior to obtaining a participation permit.

Pre-Season Coach/Parent Meeting

Coaches are required to conduct organizational meetings before the first contest for each season. Coaches will explain code of conduct, training rules and any additional expectations set by the coach. **Reference: Parent-Coach Relationship*

Cut Policy

The coaching staff is hired for their knowledge and expertise in each particular sport. It may be necessary from time to time to cut athletes trying out for the team. Coaches at Bremen High School have their own criteria on how they will choose their teams. Coaches are expected to explain their criteria to candidates prior to the first tryout and keep a detailed written chart/log of each athlete's results. Every athlete trying out for a squad will be given at least a five (5) day tryout period in which to demonstrate his/her attitude, skills and abilities.

It is strongly recommended that the Head Coach have an individual conference with each athlete cut from the squad to explain the reasons for the decision and provide suggestions for improvement. If approached in a considerate and constructive manner, this is an opportunity for a coach to have a positive impact on a student. Athletes not making a particular team should be encouraged to try another sport or help with the team in another fashion (manager, keep stats, etc.)

Evaluation

Each Head Coach will be evaluated annually. The Athletic Director will evaluate Head Coaches. Each Head Coach is responsible for evaluating their staff members annually. All post-season responsibilities should be completed in a timely manner in order to be discussed during the annual evaluation. **Reference: Post-Season Checklist for BHS Coaches*

REFERENCES

Athletic Philosophy as Stated in the Student Handbook
Student Athletic Participation
Legal Duties of Coaches
Coaching Code of Ethics
Northern State Conference By-Laws
IHSAA Sports Seasons
IHSAA Participation By-Laws
Summer Deadline Dates
Media and Contest Results
Athletic Trainer Responsibilities
Standard School Incident Report
Policy 438 Administration of Medication
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Athletic Eligibility
Travel from Contests with Parents
Weight Room Guidelines
Athletic Program Purchases
BHS Extra Curricular Code
Parent-Coach Relationship
Post-Season Check List for BHS Coaches
Varsity Letter Jacket Requirements

Athletic Philosophy as stated in the BHS Student Handbook

- We believe that interscholastic athletics are an integral part of the total school's curriculum.
- We believe that participation in athletics should be a part of the total educational experience for all youth who attend B.H.S.
- We believe that the participation in a sound athletic program contributes to the development of health, happiness, physical skills, emotional maturity, social competence, moral values and self-discipline.
- We believe that a sound athletic program teaches the participants the values of cooperation, as well as the spirit of competition so important to our society. The student learns how to work with others for the achievement of group goals, and the understanding that individual needs can be shared by a group effort.
- We believe that the ability to take it when things are going against them in vigorous play, experiencing defeat without gloating, and disciplining one's self to comply with the rules of the game and self-conduct, and of good sportsmanship are all necessary to the development of our youth.
- We believe that athletics are a wholesome equalizer because individuals are judged for what they are, and for what they can do; not on the basis of the social, ethnic, or economic group to which their families belong.
- We believe that the child is an entity who should become an integrated whole as a result of our total educational program, of which athletics is an important phase.

Student Athletic Participation

The Bremen Athletic Department offers nineteen different athletic programs to a student population of approximately 500. In order to adequately field teams and be competitive in all programs, students must participate in multiple sports. It is the responsibility of all members in the Bremen High School Athletic Department to promote student participation in multiple athletic programs.

Following are rules regarding the participation of athletes in multiple sports:

- Any athlete who quits a sport, without the Head Coach's consent, shall not participate in the next sport season until the season in which the athlete quit is completed. This includes open gym and conditioning programs.
- An athlete who is suspended or removed by the Athletic Department, Head Coach or administration shall not participate in the next sport season until the season in which the suspension or removal occurred is completed. This includes open gym and conditioning programs.
- An athlete who is cut for reasons other than described above can participate in all activities sponsored by the Athletic Department.
- Rarely will an athlete be allowed to participate in 2 sports during the same athletic season (dual participation.) As a rule, the Athletic Department does not promote dual participation. Instead, the Athletic Department encourages athletes to participate in each of the three sports season and to focus on only one sport per athletic season. Athletes expressing an interest to participate in two sports during the same sports season will be reviewed on a case by case basis.
- Dual participation must be approved by the Athletic Director and will meet the following guidelines and procedures listed below:
 1. Both Head Coaches involved must be in agreement with sharing the athlete during the same season.
 2. Dual participation requires parental approval.
 3. A meeting with the Athletic Director and both Head Coaches must be held prior to athlete's participation in both practices.
 4. Agreement on parameters regarding participation in practices, contests and other team functions must be met by Athletic Director, Head Coaches and athlete.
 5. If schedule conflicts arise, then the student-athlete will make the decision without repercussions from either program.
 6. Student must be considered an "outstanding athlete" and, at a minimum, must be considered a varsity level player in both sports, otherwise, the athlete will be encouraged to focus on one sport only.
 7. Student must be in good academic standing.
 8. If the athlete quits one sport during the contest season without consent of the Head Coach, then he/she shall not participate in either sport during the remaining sport season.

Legal Duties of Coaches

Coaching comes with very significant responsibilities. As Bremen High School coaches, you are expected to manage the risks associated with sports. In order to perform your coaching duties in a satisfactory manner, *you must be able to plan, keep records, and foresee circumstances*. Following are 9 legal duties of coaches and guidelines on how to work effectively with our athletes:

1. Plan the activity properly. Make sure that your athletes are in proper condition. Your athletes' skills should be developed in progression so that they will be adequately prepared to handle more difficult skills.
2. Provide proper instruction. Always be informed of safety measures when it comes to performing sports techniques. Teach your athletes the rules, correct skills, and strategies of the sport.
3. Provide a safe physical environment. Monitor current environment conditions (i.e. severe storm, lightning, wind chill, temperature, humidity). Periodically inspect areas for hazards, remove all hazards, and prevent improper or unsupervised use of facilities.
4. Provide adequate and proper equipment. Make sure that the equipment your athletes are using is in good shape. Regular maintenance and inspection is essential. Teach your athletes how to fit, inspect, and use the equipment properly.
5. Match your athletes according to size, physical maturity, skill level and experience.
6. Evaluate athletes for injury and incapacity. Have all your athletes undergo health screening before resuming play. If any of them is unable to compete due to pain or loss of function (i.e., inability to walk, run, jump, or throw), remove him/her from the activity immediately.
7. Supervise the activity closely. Do not allow your athletes to practice difficult or potentially dangerous skills without proper supervision. Forbid horseplay.
8. Warn of inherent risks. Parents and athletes are provided with written statements of the inherent health risks of athletics (part of their IHSAA physical examination form).
9. Provide appropriate emergency assistance. Learn first aid for sports, CPR, and how to use the defibrillator and only use the skills that you are qualified to administer.

Coaching Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she was the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for Bremen High School coaches:

1. The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
2. The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the Indiana High School Athletic Association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
4. The coach shall avoid the use of alcohol and tobacco products when in contact with players.
5. The coach shall promote the entire interscholastic program of Bremen High School and direct his or her program in harmony with the total school program.
6. The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
7. The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, parent-booster clubs, and administrators.
8. The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
9. Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.
10. A coach shall not exert pressure on faculty members to give student-athletes special consideration. A coach shall not scout opponents by any means other than those adopted by the Northern State Conference and/or the Indiana High School Athletic Association.

Northern State Conference By-Laws
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By-Laws

Article VIII--Sports

Baseball

A. Conference Competition Requirements

1. A spring home and home series shall be played with both home games counting toward the NSC standings.
2. Conference games will be played on Monday, Wednesday and Friday. Games that are rained out will be played on the first available school day that does not interfere with another NSC game.
3. All scheduled NSC games that are called with a tie score shall remain a tie.

B. All sports Standing/Conference Championship

The varsity baseball championship shall be decided on a straight won-loss percentage basis. (Points toward the All-Sports-Trophy shall be awarded according to the order of finish)

C. Definition of All-Conference Team

The team shall consist of six (6) infielders, five (5) outfielders, two (2) catchers, four (4) pitchers, plus one (1) additional player, (18 total).

D. Method of Determining All-Conference Team

1. Composition of Selection Committee

- a) The head baseball coach or designee from each member school will form a committee for the selection of an All-Conference Team.
- b) The All-Conference selection meeting will be held on the Wednesday of week #48 of the IHSAA calendar. (Baseball Sectional Week)

2. Nomination Process

- a) Each member coach will nominate deserving players from their school.
- b) Following nominations, each coach will comment on the merits of their players to be voted on in the election.

3. Voting Procedure

- a) Each coach will be allowed one (1) vote for each of the positions from the group of players nominated.
- b) Coaches are not allowed to vote for their own players.
- c) Honorable Mention Status
 - 1. Any player that receives at least one (1) vote in a balloting for an All-Conference position shall be listed as Honorable Mention.

4. Awards

- a) Each All-Conference player shall receive a medal
- b) A suitable certificate of award shall be presented to players receiving Honorable Mention.

E. Special Consideration Related to the Sport

*****None*****

Boys and Girls Basketball

A. Conference Competition Requirements

1. Home teams wear light and visiting teams wear dark jerseys.
2. The official timing and scoring shall be supervised by faculty members or competent adults of the home school.

B. All Sports Standing/Conference Championships

1. The Varsity Basketball championship shall be decided on a straight won-loss percentage basis.
2. A team trophy will go to the conference champion.
3. The first regular season game between the two conference schools is the conference game and will count toward the conference standing of the teams involved.

C. Definition of All-Conference Team

1. Twelve (12) players are to be selected for an All-Conference Basketball Team.

D. Method to Determine All-Conference Selections

1. Composition of Selection Committee

- a. The head coach of each member school will form a committee for the selection of an All-Conference Basketball Team
- b. The President/designee of the Board of Control will preside at the meeting.
- c. The All-Conference selections shall be made at the March meeting. The meeting will be held on the second Monday of March at the regular Board of Control meeting.

2. Nomination Process

- a. Nominations from each member school will be governed by the final order of finish by conference schools in Northern State Conference competition. All nominations must be submitted by

the first Monday in March at the Athletic Directors meeting. The nomination quota by order of finish is as follows:

First place (1 st)	= 4 total nominations
Places 2, 3, 4	= 3 total nominations each
Places 5, 6, 7	= 2 total nominations each
Place 8	= 1 total nomination

- b. In the event of a conference tie in final standings the involved teams will be given the higher nomination quota.
- c. Following the nominations, each coach will comment on the merits of their players to be voted on in the election.

3. Voting Procedure

- a. Each coach will be allowed one (1) vote for each of the positions from the group of players nominated.
- b. Coaches are not allowed to vote for their own players.
- c. Honorable Mention Status

- 1. Any player that is nominated for an All-Conference position shall be listed as Honorable Mention.

4. Awards

- a. Medals will be given to All-Conference Team members composed of twelve (12) players. Each player will receive a medal.
- b. A suitable certificate of award will be presented to players receiving Honorable Mention.

E. Special Considerations Related to the Sport

*****NONE*****

Boys and Girls Cross Country

A. Conference Competition Requirements

1. The NSC meet for both boys and girls will be held on Tuesday of week #14 in the IHSAA Calendar, prior to the State Sectional Meet.

B. All-Sports Standing/Conference Championships

1. A conference meet shall be held on the Thursday of week #14 in the IHSAA Calendar before the sectional meet. The conference champion will be determined by the results of this meet.
2. A trophy will be given to the championship team in the NSC meet.
3. A boy's team is limited to seven (7) runners that will be considered for scoring purposes. The top five (5) runners on each team shall score for their team.
4. A girl's team may consist of more than seven (7) seven; however, the coach must declare the seven (7) runners that will be considered for scoring purposes. The top five (5) finishers on each girl's team shall score for their team.
5. Seven (7) ribbons will be awarded to the members of the first place team.

C. Definition of All-Conference Team

1. The top ten (10) individual finishers in the Conference Meet will receive All-Conference Status.
2. Awards
 - a) Conference medals will be awarded to individual finishers in places 1st through 10th.
 - b) Ribbons will be awarded to the individuals in places 11th through 25th.

D. Special Considerations Related to the Sport

*****NONE*****

Football

A. Conference Competition Requirements

1. The home teams will wear dark jerseys and visiting teams light jerseys.

B. All Sports Standing/Conference Championships

1. The conference championship will be determined on a percentage basis.

C. Definition of ALL-Conference Football Team

1. The ALL-Conference Football Team shall consist of:
 - a. Offense: five (5) down linemen, one (1) tight end, five (5) backs, and two (2) wide receivers
 - b. Defense: five (5) linemen, four(4) backs, and four (4) linebackers
 - c. Specialists: Allow for the selection of two (2) deserving specialists not included on the teams listed above. (Examples: punter, kickoffs, P.A.T., return specialist, etc.)

D. Method to Determine the ALL-Conference Selections

1. Composition of Selection Committee

- a. The Head Coach or designee of the varsity football team of each school will be a part of the committee to select the ALL-Conference Football Team.
- b. This committee will meet at the site selected by the Conference President on the first Monday of November.
- c. The Conference President or his/her designee will preside at this meeting.

2. Nomination Process

- a. Each Head Coach shall list his players and comment on their merits.
- b. Each Head Coach will then nominate his own players to be voted upon.

3. Voting Procedure

- a. Each Head Coach will be allowed one (1) vote for each of the positions to be selected.
- b. Coaches are not allowed to vote for their own players.
- c. Honorable Mention Status
 1. Any player that receives at least 1 vote in the balloting for an ALL-Conference position shall be listed as Honorable Mention.

4. Awards

- a. Each member of the ALL-Conference Football Team will receive medals.
- b. Certificates will be presented to each player receiving Honorable Mention status.

E. Special Considerations Related to the Sport

*****NONE*****

Golf

A. Conference Competition Requirements

1. A conference meet will be held on or about the third (3rd) Saturday of May for Boy's Golf depending on course availability.
2. A conference meet will be held on or about the second Saturday of September for Girl's Golf depending on course availability.

B. Conference Championship/All Sports Standing

1. A conference champion will be determined by the order of finish (team order) at the conference meet.

C. Definition of the ALL-Conference Team

1. The top ten (10) individual finishers in the conference meet will receive ALL-Conference Status.

D. Awards

1. Conference medals will be awarded to the individual finishers in places 1st through 10th.
2. Ribbons will be awarded to individuals in places 11th through 20th.

E. Special Considerations Related to the Sport

*****NONE*****

Softball

A. Conference Competition Requirements

1. A spring home and home series shall be played with both games counting toward the NSC standings.
2. Conference games will be played on Monday, Wednesday, and Friday. Games that are rained out will be played on the first available school day that does not interfere with another NSC game.
3. All scheduled NSC games that are called with a tie score shall remain a tie.

B. All Sports Standing/Conference Championship

1. The varsity softball championship shall be decided on a straight won-loss percentage basis. Points toward the all sports trophy shall be awarded according to the order of finish.

C. Definition of ALL-Conference Team

1. The team shall consist of six (6) infielders, five (5) outfielders, two (2) catchers, four (4) pitchers, plus one (1) additional player. (18 total)

D. Method of Determining All-Conference Team

1. Composition of the Selection Committee
 - a. The head softball coach or designee from each member school will form a committee for the selection of an ALL-Conference Team.
 - b. The All-Conference selection meeting will be held on the Wednesday of week #48 of the IHSAA calendar.
(Baseball Sectional Week)
2. Nomination Process
 - a. Each member coach will nominate deserving players from the school.
 - b. Following nominations, each coach will comment on the merits of their players to be voted on in the election.

3. Voting Procedure

- a. Each Coach will be allowed one (1) vote for each of the positions from the group of players nominated.
- b. Coaches are not allowed to vote for their own players.
- c. Honorable Mention Status
 - 1. Any player that receives at least one (1) vote in a balloting for an ALL-Conference position shall be listed as Honorable Mention.

4. Awards

- a. Each ALL-Conference player shall receive a medal.
- b. A suitable certificate of award will be presented to players receiving Honorable Mention.

E. Special Consideration Related to the Sport

*****NONE*****

Boys and Girls Tennis

Section I

Schedule

The tennis schedule shall consist of a round-robin (dual-matches) and conference tournament. The NSC champion shall be determined by combining the points earned from the round-robin standings and the points earned from the finish in the NSC tourney. (See section III-I)

Section II

Dual Match Rulings

- A. It would be beneficial for all schools, before the season starts, to designate where their home meets are to be played, and submit to each of the other member schools a map showing its location from the school.
- B. In case of rain or other unplayable conditions, it is the duty of the host school to contact the visiting school by no later than 2:30pm on the day of the match. It is then up to both schools to make up this match at the earliest possible open date, including Saturdays.
- C. A "line-up" card or score sheet should be filled out and exchanged by the coaches simultaneously before the introduction of players.
 1. In the event a player is unable to participate in singles on the day of the dual match or conference tournament his/her coach may exercise any one of the following options:
 - a. He/She may default the one match and allow the other entries to maintain the same rank.
 - b. He/She may make a substitution at the lowest level, and move each of his remaining players up one (1) position.
 - c. He/She may directly sub in, like in the IHSAA tourney format.
 2. No change in line-ups will be permitted after the start of the match, (i.e.: first point played)

- a. Fifteen (15) minutes allowed for injury, and then the player must go ahead and play, or retire from the match.
 1. List on score sheet as (e.g.) 4-2 retired.
 2. no substitutes allowed after matches have started (see point 2 above)

Section III

Conference Tourney Rules

A. ETHICS in line-ups: Coaches are encouraged to be very ethical in the listing of their line-ups for match play. EVERY COACH KNOWS WHO HIS/HER BEST PLAYERS ARE.

B. ~~The NSC tournament should start the week preceding the IHSAA Sectional Tournament~~

THURSDAY— ~~as soon as participants arrive~~
(1 round of singles and 1 round of doubles)

SATURDAY— ~~10:00 A.M. E.S.T.~~
(remaining matches and consolations matches)

RAIN DATES: The rain date for 1st round play will be Friday. Play will resume on Monday-Tuesday or Tuesday-Wednesday for the NSC Tourney in case of rain on Saturday. If the tourney is unable to be completed by Wednesday, the NSC Champions will be decided by the round robin standings and the ALL-Conference team will be voted upon by the coaches by ballot.

C. DIVISIONS:

~~There shall be separate tournaments consisting of #1, #2, and #3 singles; and #1 and #2 doubles. All first round matches and matches for places 1st, 2nd, 3rd, and 4th will be 2 out of 3 sets. An eight (8) game pro set with a tie-breaker at 7 games all will be played for all matches for places 5th, 6th, 7th, and 8th.~~

D. SEEDING

1. Seeding may be done by the varsity coach or designee only. No one else is allowed to comment. Only one voice per school is allowed.
2. The seeds are to be placed as follows:
#1 seed at the TOP of the TOP bracket

- #4 seed at the BOTTOM of the TOP bracket, if applicable
- #3 seed at the TOP of the BOTTOM bracket, if applicable
- #2 seed at the BOTTOM of the BOTTOM bracket

3. Only players with at least 3 wins in the conference dual matches will be considered in the seeding. For the doubles teams, only wins with both the tournament entries playing together during the dual matches will be considered.
4. Only conference wins for the player(s) at the position entered in the tournament will be considered unless a singles player or a doubles team recorded a conference win at a higher position. For example, if a #2 or #3 singles player recorded a conference win at the #1 singles position, then it would be considered in the tournament seeding for that specific player at the #2 or #3 singles position. If a #3 singles player recorded a conference win at the #2 singles position, then it would be considered in the tournament seeding for that specific player at the #3 singles position. Likewise, if a #2 doubles team recorded a conference win at the #1 doubles position, then it would be considered in the tournament seeding for that specific doubles team at the #2 doubles position.
5. Seeding will be determined using the following criteria (in order of preference):
 - a. Number of conference wins (regardless of losses) at the position entered in the tournament including wins at a higher position as described in paragraph 4.
 - b. Head to head competition.
 - c. Blind draw for seed position.

E. REST PERIODS

Players will be allowed 30 minutes between their first and second round matches in the tourney. 30 minutes will be set aside for rest period between the second and third round matches as well.

1. USTA rules apply to rest period between 2nd and 3rd sets.
2. If BOTH coaches and players are in agreement, a longer or shorter period of time can be granted to get something to eat.

F. FOOT FAULT AND LINE JUDGES

If at any time during the tournament a player feels that his/her opponent is taking advantage of him by foot faulting or calling "bad" lines, he may ask his coach to request a judge for the fault. The judge assigned will be selected from one of the other coaches not involved in the dispute.

Section IV

All-Conference Selections

The NSC tournament shall be used to determine the ALL-Conference team. The winners of the #1, #2, and #3 singles position and the winners of the #1 and #2 doubles will be automatic selections. Up to seven (7) additional members may be selected by a coach's vote if nominated by their coach. If the nominee receives at least one (1) vote and is not chosen as a member of the 1st Team all N.S.C., then that player is an automatic selection for Honorable Mention. A coach may not vote for his/her own player at any time.

Section V

Computation of Points

A. CHAMPIONSHIP:

The conference championship shall be based upon a combination of points gained in scheduled conference play and points gained in the conference tournament using the following point system:

1. Round Robin

The team with the best won-lost record in conference play will be awarded eight (8) points. The next best team six (6), etc. In case of a tie (same record), the points will be divided equally among the schools involved.

2. Tourney Play:

Each division of the tournament will be assigned a point value as per the chart below:

	1 st	2 nd	3 rd	4 th	5 th	6 th
Singles	13 pts	10 pts	8 pts	7 pts	4 pts	2 pts
Singles	11 pts	8 pts	6 pts	5 pts	3 pts	1 pt
Singles	9 pts	6 pts	4 pts	3 pts	2 pts	1 pt
Doubles	13 pts	10 pts	8 pts	7 pts	4 pts	2 pts
Doubles	11 pts	8 pts	6 pts	5 pts	3 pts	1 pt

A consolation match will have to be played between the two losers in the semi-final round to determine 3rd and 4th, and the first round losers will play for 5th and 6th place.

The first round bottom losers will play each other. The winners of these 2 matches will play for 5th place and 6th place.

Rank	Round Robin Scheduled Play	Tournament	Total
1	8	8	
2	7	7	
3	6	6	
4	5	5	
5	4	4	
6	3	3	
7	2	2	
8	1	1	

The team with the highest combination total will be ranked at the top of the list for the all sports trophy and will be awarded the trophy for the conference championship. Other teams will receive points in accordance with their rank.

Boys and Girls Track

A. Conference Competition Requirement

1. A conference track Meet will be held the Wednesday of the week prior to the Girl's Sectional. The conference champion will be determined by the winners of the conference meet.
2. The events will be the same and will be run and scored in the same order as the IHSAA track meet.
3. The host school will assign each school the number of officials to be provided by that school to help run the meet.
4. Electronic timing will be used whenever possible at the NSC meet.

B. Conference Championship/All Sports Standing

1. The NSC championship team will be determined by the order of finish (team) at the NSC meet.

C. Definition of ALL-Conference Team

1. The winners of each event will be classified as the ALL-Conference Team.

D. Awards

1. Medals to the first place winners will be classified as the ALL-Conference Team
2. Ribbons to the seven (7) following places (2nd-8th)
3. Track AT-Large Positions—maximum of two (2) positions allowed for ALL-Conference status by a vote of track coaches at the end of the NSC Track meet. Nominations may be given by each coach. Following comments on the merits of each nomination, the coaches will vote. The top two (2) individuals will receive ALL-Conference Status. A coach may not vote for their own player.

E. Special Considerations Related to the Sport

*****NONE*****

Volleyball

A. Conference Competition Requirements

1. All member teams will compete against each other.

B. ALL-Sports Standing/Conference Championship

1. The conference championship will be determined on a straight won-loss percentage basis.

C. Definition of ALL-Conference Team

1. The top twelve vote getters will be the ALL-Conference team (See Voting Procedure)

D. Method to Determine ALL-Conference Selection

1. Composition of Selection Committee

- a. The head coach or designee of each member school will form a committee for the selection of ALL-Conference Volleyball Team.
- b. The President or designee of the Board of Control will preside at this meeting.
- c. The ALL-Conference selections shall be made at the November meeting. This meeting will be held on the first Monday of November at the regular Board of Control meeting.

2. Nomination Process

- a. Nominations from each member school will be governed by the final order of finish by conference schools in Northern State Conference competition. The nomination quota by the order of finish is as follows.

First Place	= 4 total nominations
Places 2, 3, 4	= 3 total nominations
Places 5, 6, 7	= 2 total nominations
Place 8	= 1 total nomination

- b. In the event of a conference tie in the final standings, the involved teams will be given the higher nomination quota.

- c. Following nominations, each coach will comment on the merits of their players to be voted on in the election.

3. Voting Procedure

- a. Each coach will be allowed one (1) vote for each position from the group of players nominated.
- b. Coaches are not allowed to vote for their own players.
- c. Honorable Mention Status—any player that is nominated will receive an honorable Mention Status and will receive a certificate.

4. Awards

- a. Medals will be given to the ALL-Conference Team composed of the Twelve (12) top vote-getters. Each player will receive a medal.
- b. A suitable certificate of award will be presented to players receiving Honorable Mention Status.

Wrestling

A. All Sports Standing/Conference Championship/Competition

1. A NSC Conference meet shall be held on the Saturday before the IHSAA Sectional meet. The conference champion will be determined by this tournament.
2. A team trophy will be presented to the winning team.
3. The host school shall provide the necessary help to run the meet.
4. A wrestle back format will be used in the NSC meet to determine the six (6) places that will be scored.
5. The NSC seeding meeting will be held at the host school on the Monday prior to the NSC tournament match.

B. Definition of ALL-Conference team

1. The winners of each weight class in the conference tourney will be classified as the ALL-Conference Team.

C. Awards

1. Conference medals will be given to the individual champions in each weight class.
2. Ribbons will be presented to individuals placing second (2nd) through sixth (6th) in each weight class.
3. Wrestling At-Large Position—Maximum of 2 positions allowed for ALL-Conference status by a vote of wrestling coaches at the end of the NSC wrestling meet. Nominations may be given by each coach. Following comments on the merits of each nomination, the coaches will vote. The top two (2) individuals will receive ALL-Conference Status. A coach may not vote for their own wrestler.

D. Special Considerations Related to the Sport

*****NONE*****

Article IX

BOYS AND GIRLS ALL SPORTS TROPHY: An All-Sports trophy will be awarded when five (5) conference sports are held for boys and when four (4) conference sports are held for girls. An all-sports trophy will be given to the school with the lowest total of points in the conference sports. Rankings shall be 1st—1 point, 2nd—2 points, 3rd—3 points, etc. The conference champion in Cross-Country, Golf, Track, and Wrestling will be determined by the winners of the tourneys. All team trophies shall be the same size, style, and cost. The secretary shall order all trophies, medals, and ribbons. In sports that have a conference tourney the winning team will receive the trophy. In all other sports, the league winner receives the NSC trophy.

Article X NSC SERVICE AWARDS

1. A person may become eligible for recognition by the NSC when he or she has:
 - A. Fifteen (15) years of high school administrative and high school coaching service. (with 5 years minimum of high school administrative service)
 - B. Been a high school coach with 20 years of service in the NSC.
 - C. Been a high school coach in the same school system prior to that school's participation in the NSC.
 - D. Eligibility Requirements have been waived by a majority vote of the NSC Board of Control and is declared worthy.
2. This recognition will be given when an individual:
 - A. Retires from high school administration, or
 - B. Retires from high school coaching, or
 - C. Leaves the Northern State Conference.
3. All honorees will receive a plaque noting their service to the NSC and lifetime pass to all NSC regular season events. This pass will be non-transferable but will allow the recipient to bring a guest.
4. All persons eligible for this award shall be nominated by their high school principal or his designee who will submit a resume'. Final approval will be based upon a majority vote of this committee. A ballot must be cast by each member school.
******The presentation of each award will be the responsibility of the home school.***

5. An administrator is defined as a superintendent, an assistant superintendent, a principal, an assistant principal, an athletic director, an assistant athletic director, or a girl's sports director.

Article XI Method of Addressing Sports Concerns

The Board of Control shall provide an opportunity for all head coaches to express their concerns regarding issues pertaining to their respective sport.

Concerns are to be presented to the Board of Control at the All-Conference selection meeting following the season of that sport. Note: the Board of Control member in charge of the selection meeting should conduct the meeting as follows: 1. Concerns of coaches. 2. Selection of All-Conference Team. 3. Other matters.

For sports that do not have a selection meeting or a selection process, coaches concerns should be expressed at the coaches meeting at the respective NSC championship event.

The above mentioned Board of Control member is responsible for creating a written proposal of the coach's concerns and submitting it to the conference president and secretary no later than 10 school days following the meeting.

The proposal will be addressed at the next scheduled conference meeting by the Board of Control.

2010-11 IHSA Sports Seasons at a Glance

Sport	1st Practice	1st Contest	No. of Contests	Official Entry List Deadline	Tourney Draw Date	Officials		Regionals	Semi-States	State Finals
						Pre-Tourney	Vote			
Girls Golf	July 30	Aug. 2	18	Sept. 8	—	—	—	Sept. 25	—	Oct. 1-2
Boys Tennis	Aug. 2	Aug. 16	22	Sept. 21	Sept. 27	—	—	Oct. 5-6	Oct. 9	Oct. 15-16 (Team) Oct. 22-23 (Sing/Doub)
Boys Cross Country	Aug. 2	Aug. 16	14	Sept. 29	—	Sept.	—	Oct. 16	Oct. 23	Oct. 30
Girls Cross Country	Aug. 2	Aug. 16	14	Sept. 29	—	Sept.	—	Oct. 16	Oct. 23	Oct. 30
Boys Soccer	Aug. 2	Aug. 16	16 NoT or 14+1T	Sept. 21	Sept. 28	Aug.	—	Oct. 13, 16	Oct. 23	Oct. 30
Girls Soccer	Aug. 2	Aug. 16	16 NoT or 14+1T	Sept. 23	Sept. 28	Aug.	—	Oct. 20	Oct. 23	Oct. 30
Volleyball	Aug. 2	Aug. 16	25+2T	Oct. 5	Oct. 11	Sept.	—	Oct. 26	Oct. 30	Nov. 6
Football	Aug. 2	Aug. 20	9	Oct. 12	Week 15	Sept.	—	Nov. 12	Nov. 19	Nov. 26-27
(Non-Contact)	Aug. 2									
(Contact)	Aug. 4									

Fall Sports

Winter Sports

Girls Swimming	Oct. 25	Nov. 8	18	Jan. 27	—	Jan.	—	Feb. 8 (Diving)	—	Feb. 11-12
Wrestling	Nov. 1	Nov. 15	18	Jan. 18	Jan. 20 (Team)	Dec.	—	Feb. 5 (Indv.) Feb. 2 (Team)	Feb. 12 (Indv.)	Feb. 18-19 (Indv.) Feb. 26 (Team)
Boys Swimming	Nov. 8	Nov. 22	18	Feb. 10	—	Jan.	—	Feb. 17, 19	—	Feb. 25-26
Girls Basketball	Oct. 25	Nov. 8	20 NoT or 18+1T	Jan. 26	Week 31	Dec.	—	Feb. 8, 11, 12	Feb. 26	Mar. 5
Gymnastics	Nov. 22	Dec. 6	16	Feb. 23	—	Feb.	—	Mar. 11	—	Mar. 19
Boys Basketball	Nov. 8	Nov. 22	20 NoT or 18+1T	Feb. 15	Week 34	Jan.	—	Mar. 1, 4, 5	Mar. 19	Mar. 26

Spring Sports

Boys Track	Feb. 14	Feb. 28	16	May 12	—	Apr.	—	May 26	—	June 3
Girls Track	Feb. 14	Feb. 28	16	May 12	—	Apr.	—	May 24	—	June 4
Girls Tennis	Mar. 14	Mar. 28	22	May 11	May 16	—	—	May 24-25	May 28	June 3-4 (Team) June 10-11 (Sing/Doub)
Softball	Mar. 7	Mar. 21	28 NoT or 26+1T	May 10	May 12	Apr.	—	May 31	June 4	June 11
Boys Golf	Mar. 14	Mar. 28	18	May 18	—	—	—	June 9, 10	—	June 14-15
Baseball	Mar. 14	Mar. 28	28 NoT or 26+1T	May 10	May 17	Apr.	—	June 4	June 11	June 17-18

Rule 15 - Participation

RULE 15 – PARTICIPATION

Philosophy

Students should have the opportunity to voluntarily engage in non-school sponsored sports activities provided such activities do not interfere with the student's educational development and the activities do not conflict with the principles of wholesome amateur athletics. The IHSAA wishes to enhance that opportunity while at the same time discouraging the exploitation of student athletes by overzealous individuals and organizations who attempt to impose an obligation on the student, to participate in their programs at any cost. There has been growing evidence of commercialism of high school athletes. In far too many instances non-school sponsored sports events have been the "market place" where the students have been lured to display their "athletic wares." Experience has revealed that such events tend to divide the allegiance of the students, undermine their respect for their high school coaches, and encourages the type of adulation which gives the students an exaggerated notion of the importance of their own athletic prowess rather than reinforcing the idea that athletic ability is an endowed talent which students should use for the pleasure and satisfaction that they may derive from athletic competition. By the promulgation and enforcement of these rules the IHSAA strives to eliminate these abuses.

15-1 During Authorized Contest Season (Individual and Team Sports, Camps, Clinics)

15-1.1 Individual Sports (Cross Country, Golf, Gymnastics, Swimming, Tennis, Track, Wrestling)

- a. Participation in organized non-school sports competition during the authorized contest season, including the IHSAA tournament series, in that sport shall cause such students to become ineligible for their school team in that sport for a period not to exceed 365 days as determined by the Commissioner, unless an outstanding student-athlete waiver for said competition is approved by the coach, principal and the IHSAA office and is on file in the principal's office. A maximum of two waivers may be granted during a contest season.
- b. Student-athletes may receive private lessons so long as:
 - (1.) they are not mandated, scheduled or paid for by the school;
 - (2.) no school practices or competitions are missed; and
 - (3.) no student from another school is participating in the lesson; and
 - (4.) no member of the school's coaching staff who provides lessons is compensated for the lesson beyond the compensation the coach earns from the school.
- c. An outstanding student-athlete may participate as an individual during the authorized contest season of a sport, without loss of interschool eligibility, provided the following criteria are met:
 - (1.) a completed waiver application form signed by the parent, coach and principal is forwarded to the Commissioner seven days prior to the event and approved by the Commissioner;
 - (2.) certification by State, National or International non-school organization verifying the student's qualification(s);
 - (3.) arrangements to complete academic lessons, assignments, test(s), etc. is made in advance;
 - (4.) student may not miss an Association sponsored tournament series or school contest for which he/she is eligible. (It is the philosophy of this Association that students owe loyalty to their school and team.)
 - (5.) student and parent agrees to not accept, directly or indirectly, any awards, gifts, trips, merchandise, etc. which would violate IHSAA Rule 5 (Amateurism) or Rule 6 (Awards, Prizes, Gifts).
- d. Participation of students in an organized athletic competition with or against athletes not belonging to their school counts as one of contests for that season for that student. An organized "scrimmage" or practice with or against athletes not belonging to their school counts as one of contests for that season for that student. The following situations are not considered a violation of this rule:

Rule 15 - Participation

- (1.) When a school does not have a team, individual students may practice with another member school's team under the supervision of the other member school's coach provided a written agreement, signed by both principals, is on file in the IHSAA office. Students may only compete in contests representing the school they are attending;
 - (2.) Student-athletes may practice in the same facility with athletes from other schools so long as they are doing their own workout under the direct supervision and instruction of their own coach; or
 - (3.) A student-athlete may work out on their own in the presence of other athletes so long as the other athletes have not yet reached the ninth grade.
- e. Students who participate in an interschool contest when ineligible other than in scholarship, too many events or similar oversights, become ineligible only in that sport for a time period not to exceed 365 days to be determined by the Commissioner or his designee. When facts are purposely withheld or misrepresented, students become ineligible in all sports for the remainder of their semester and all of their next semester in school unless the school takes appropriate action as determined by the Commissioner.
- f. Students may not participate in try-outs or demonstrations of athletic ability as a prospective college student-athlete.
- g. An ineligible student may practice with the team, but only at home in regular practices. The ineligible student may not appear in an athletic uniform at an interschool contest.
- 15-1.2 Team Sports (Baseball, Basketball, Football, Soccer, Softball and Volleyball)**
- a. Participation in organized non-school sports competition during the authorized contest season, including the IHSAA tournament series, in that sport shall cause such students to become ineligible for their school team in that sport for a period not to exceed 365 days as determined by the Commissioner, unless an outstanding student-athlete waiver for said competition is approved by the coach, principal, and the IHSAA office. A maximum of two waivers may be granted during a contest season.
- b. Student-athletes may receive private lessons so long as:
- (1.) they are not mandated, scheduled or paid for by the school;
 - (2.) no school practices or competitions are missed; and
 - (3.) no student from another school is participating in the lesson; and
 - (4.) no member of the school's coaching staff who provides lessons is compensated for the lesson beyond the compensation the coach earns from the school.
- c. Participation of students in an organized athletic competition with or against athletes not belonging to their school constitutes a game. An organized "scrimmage" or practice with or against athletes not belonging to their school is considered a game.
- d. Students who participate in an interschool contest when ineligible other than in scholarship, too many events or similar oversights, become ineligible only in that sport for a time period not to exceed 365 days to be determined by the Commissioner or his designee. When facts are purposely withheld or misrepresented, students become ineligible in all sports for the remainder of the semester and all of their next semester in school unless the school takes appropriate action as determined by the Commissioner.
- e. Coaches of grades 9-12 may not coach organized non-school sports competition during the authorized contest season in that sport in grades 9-12.
- f. Students may not participate in try-outs or demonstrations of athletic ability as a prospective college student-athlete.
- g. *Students may not participate in athletic activities, tryouts, auditions, practices and games held or sponsored by non-professional athletic organizations, clubs, or their representatives during the contest season.*
- h. An ineligible student may practice with the team, but only at home in regular practices. The ineligible student may not appear in an athletic uniform at an interschool contest.
- 15-1.3 Camps**
- a. Students may not attend. Note: Refer to Rule 15-3.2h for date when participation in summer camps must be terminated.

Rule 15 - Participation

15-1.4 Clinics

- a. Students may not attend student clinics. Note: Refer to Rule 15-3.2h for date when participation in summer clinics must be terminated.
- b. Students may participate for demonstration purposes in clinics held only within the State of Indiana when their coach is a presenter. Such is considered a practice.
- c. Students may attend all clinics other than student-clinics as observers.

15-2 During School Year Out-of-Season

15-2.1 Individual Sports (Cross Country, Golf, Gymnastics, Swimming, Tennis, Track, Wrestling)

- a. Students may participate in non-school contests as individuals or as members of a non-school team in non-school contests provided that participation during school time is approved by the school principal or his/her designee.
- b. Coaches, from a member school coaching staff, may coach students in that sport if NOT under the organization, supervision and operation of the member school.
- c. Member schools may not organize, supervise or operate athletic practices or interschool athletic contests.
- d. Member schools may not provide school-owned uniforms (jerseys, shirts, shorts, pants, singlets, or swimsuits, etc.) worn by the student in non-school contests.

15-2.2 Team Sports (Baseball, Basketball, Football, Soccer, Softball and Volleyball)

- a. Students may participate in team sport contests as members of a non-school team provided no more than the following number of students, (i) who have participated in a contest the previous season as a member of one of their school teams in that sport or (ii) who are incoming freshman (and seek to participate on a non-school team from Monday of Week 5 until the date of the first authorized practice in that sport), are rostered on the same non-school team, at the same time. *Seniors, who have exhausted their eligibility in a particular sport, do not count in the maximum number of students that can participate on a non-school team in that sport.*

Baseball – 5	Football – 6	Softball – 5
Basketball – 3	Soccer – 6	Volleyball – 3

- b. The following standards also must be met:
 - (1.) Participation during school time must be approved by the school principal or his/her designee.
 - (2.) Fees, if charged, must be provided solely by the student, parent or guardian. No school or athletic funds shall be used for such when students of grades 9-12 are involved.
 - (3.) Participation shall be open to all students.
 - (4.) Merchandise and awards, other than those of symbolic value, may NOT be accepted for athletic proficiency. Student must remain an amateur.
- c. Students may not receive instruction from individuals who are members of their high school coaching staff.
- d. Coaches, from a member school coaching staff, may not instruct students who have participated in a contest as a member of their school's team or any freshman. (Exception: Coaches may instruct their sons or daughters.)
- e. Member schools may not organize, supervise or operate athletic practices.
- f. Member schools may not provide school-owned uniforms (shorts, pants, singlets, or swimsuits, etc.) worn by the student in non-school contests.

15-2.3 Camps and Clinics

Students may attend during non-school time provided the following standards are met.

- a. Attendance is limited to non-school time and after Monday of Week 7 or the first day of school, whichever comes first, unless camp is a verified Olympic development camp.
- b. Fees, if charged, must be provided solely by the student, parent or guardian except for underprivileged students. No school or athletic funds shall be used for such.

Rule 15 - Participation

- c. No school-owned uniforms (jerseys, shirts, shorts, pants, singlets, or swimsuits, etc.) shall be worn by the student.
- d. No more than three students in basketball and volleyball, five students in baseball and softball, or six students in football and soccer who have participated in a contest the previous year as a member of one of their school teams in that sport may participate on the same team or in the same work station or drill at the same time. All work stations or drills must be held independent of each other and may not be integrated to simulate a game.
- e. Member schools may not organize, supervise or operate school-sponsored camps; however, schools may rent or lease their facilities to non-school sponsors.
- f. Coaches from a member school coaching staff may not instruct students (1) who have participated in a contest as a member of their school's team in that sport or (2) any freshman.
- g. Competition must be limited to *intra-camp or intra-clinic* practices, contests and instruction.
- h. Merchandise and awards, other than those of symbolic value, may NOT be accepted for athletic proficiency. Student must remain an amateur.
- i. Length of attendance is unlimited.
- j. Seniors or graduates who plan to attend should check with appropriate college rules and regulations regarding recruiting before participating.
- k. *Coaches may use students, school owned equipment in schools, camps and/or coaches clinics held in the State of Indiana or in adjacent state, when the coach is presenter. A record of students used as demonstrators must be kept by the school. Coaches may not use a student for demonstration purposes in more than three (3) such clinics per sport between July 1 and June 30 each year. No more than one (1) such clinic may be in an adjacent state.*

15-2.4 Conditioning Program

Program designed for and limited to activities which promote physical fitness and exclude game drills. Examples of permissible activities are weight lifting, running and aerobic exercising. Specific equipment related to a particular sport, i.e. balls, goals, nets etc. shall not be used.

- a. Students may participate in a conditioning program at the member school.
- b. Member schools may operate a conditioning program.
- c. Member school coaches may supervise the program provided:
 - (1.) the program is open to all students of that member school;
 - (2.) attendance and participation are voluntary and not required by the member school coaches for membership on a team;
 - (3.) specific equipment related to a particular sport, i.e. balls, goals, nets, etc. shall not be used.

15-2.5 Open Facility Program

An open facility program is a program in which the gymnasium, playing field or other school facilities are open to all students who attend the school, or a feeder school of the school sponsoring the program, for participation on a voluntary basis. Specific equipment related to a particular sport, i.e. balls, goals, nets, etc., may be used.

- a. Open facility sessions for a particular sport may be conducted three times per week. However, they may be held more frequently within a month of the date of the official first practice in that sport.
- b. Member school coaches may supervise the program, communicate with students and offer correction provided that:
 - (1.) they do not organize teams or assign individuals to teams;
 - (2.) the program is open to all students of the member school;
 - (3.) attendance and participation is voluntary and not required by the member school coach for membership on a team.
 - (4.) the coaching staff may offer instruction and work directly with a maximum of two athletes at a time.

Rule 15 - Participation

15-3 During Summer

Participation in all summer activities shall be voluntary.

15-3.1 During Summer

Whether summer athletic activities are sponsored by a member school or a non-school organization, students may participate so long as:

- a. Participation is voluntary;
- b. Merchandise and awards, other than those of symbolic value, may NOT be accepted for athletic proficiency. Students must remain an amateur.
- c. For football there shall be no full contact and protective equipment is limited to helmet, shoes, shoulder pads and mouthpieces.

15-3.2 Camps and Clinics

Students may participate in non-school sponsored camps provided the following standards are met.

- a. Attendance is limited to non-school time.
- b. Fees, if charged, must be provided solely by the student, parent or guardian except for underprivileged students. No school or athletic funds shall be used for such.
- c. No school-owned uniforms (jerseys, shirts, shorts, pants, singlets, or swim suits, etc.) shall be worn by the student.
- d. Merchandise and awards, other than those of symbolic value, may NOT be accepted for athletic proficiency. Student must remain an amateur.
- e. Length of attendance is unlimited.
- f. For football camps there shall be no full contact and protective equipment is limited to helmet, shoes, shoulder pads and mouthpieces.
- g. Seniors or graduates who plan to attend should check with appropriate college rules and regulations regarding recruiting before participating.
- h. For all school sponsored camps and clinics and non-school sponsored camps and clinics for fall sports, attendance must be terminated prior to Monday, Week 4. For non-school sponsored camps and clinics in other sports, attendance must be terminated prior to Monday, Week 5. (See IHSAA calendar for week numbers.)

15-3.3 Open Facility Program

Member schools may operate open facility programs, in which the gymnasium, playing field or other school facilities are open to all students for participation on a *voluntary basis, but only for a student who (i) attends the school, (ii) is from a feeder school and intends to attend the school, or (iii) is a transfer student or an incoming 9th grade student from a non-feeder school who intends to attend the school and has confirmed such intention with the school's principal or school administration, or has enrolled or has applied for admission and has paid a deposit. Under any circumstance, a student may attend open facilities at no more than one school.*

- a. Specific equipment related to a particular sport, i.e. balls, goals, nets, etc., may be used.
- b. Member school coaches may supervise the program, communicate with students and offer correction provided that:
 - (1.) the program is open to all students of that member school;
 - (2.) attendance and participation is voluntary and not required by the member school coaches for membership on a team;
- c. operation of open facility programs must be terminated prior to Monday of Week 4 for all sports.
- d. Open facility programs may resume on the first day of school. (See IHSAA calendar for week numbers) (A conditioning program may be extended through Saturday of Week 4)

15-3.4 Moratorium

Each member school shall observe a moratorium week starting on Monday of the week which includes July 4th, either IHSAA calendar Week 52 or Week 1. During this seven day period, there shall be no contact between athletes and coaches, and no athletic activities, including conditioning, conducted.

Rule 15 - Participation

15-3.5 Penalties

(See Rule 17-7.1.)

Q & A

Participation - Generally

Q. 15-1 What is considered participation in a sport for a contest season?

A. Playing in a part of one game or contest in a sport constitutes participation in that sport for that contest season.

Q. 15-2 If a student tries out for a non-school baseball league, would that be a violation of IHSAA rules?

A. Yes, this would be a violation of Rule 15-1.2 in baseball, if it occurred during the IHSAA authorized contest season for baseball. However, trying out for a baseball league would not affect the student's eligibility in other sports. (Rule 15-1.2)

Q. 15-3 Does a student become ineligible in all sports if the student plays on a team other than the student's school team in one sport?

A. No, a student may become ineligible only in the sport in which the student participates as a member of a team other than their school team, unless the student would violate another rule of the IHSAA. (Rule 15-1.2)

Q. 15-4 If a student participates in a league or tournament of a sport not recognized by IHSAA, does the student become ineligible in other sports?

A. No. The rules of the IHSAA are generally sports specific, and participation in a sport not recognized by the IHSAA does not impact a student's eligibility to participate in a sport recognized by the IHSAA.

Q. 15-5 Can a student play on two interschool teams at the same time?

A. Yes. The IHSAA rules do not prohibit multi-sports participation by student athletes.

Q. 15-6 Can a student who is ineligible for the varsity team play on teams of lower ranking?

A. Generally, no, since ineligibility for one sport team generally means the same for all sport teams. (Rule 15-1) However, a student who has been given limited eligibility under Rule 19-6.2 to participate in athletics is eligible for sub-varsity participation only and cannot play on the varsity until the period of limited eligibility expires.

School Contests

Q. 15-7 May member schools play against college, YMCA and independent teams in IHSAA recognized sports?

A. Yes, in single games, but not in tournaments, meets and leagues. In single games, the member schools must obey all of the rules of the Association. (Rule 9-15)

Practice - Generally

Q. 15-8 May an ineligible student practice with the regular team?

A. Yes, if the student has remaining eligibility in that sport. An ineligible student may practice only at home in regular practice and shall not appear in an athletic uniform at contests. (Rule 15-1.1(g))

Practice With and at Non-Home School Facilities

Q. 15-9 May a student practice swimming at a neighboring member school when the student's home school does not offer swimming as part of their athletic program?

A. Yes, a student may practice at another school, provided there is a contractual arrangement between the two schools. However, students may only compete as representatives of the school they are attending. (Rule 15-1.1(d)(1))

Practice and Competition with Alumni

Q. 15-10 Can high school graduates practice or participate with or against the high school team or a member of that team?

A. No, high school graduates cannot practice or participate with or against a team or a member of a high school team during the contest season. This does not prohibit the member school administrators, should they desire, from permitting post-high school graduates to use their facilities for conditioning purposes, but not for the purpose of practicing and/or participating with or against a member school team or team members.

Rule 15 - Participation

- Q. 15-11 May a student, who dropped out of school and obtained a G.E.D. (Graduate Equivalency Diploma), return to school and participate in athletics so long as the student meets all other eligibility requirements?
- A. No, a G.E.D. is a graduation diploma. This student would be considered a graduate. (Rule 13-1)
- Q. 15-12 Is a game between the alumni and the high school students considered an intramural game or an interschool game?
- A. A game between an alumnus and a high school student is considered an interschool game and must be count as a regular game.

Scrimmages

- Q. 15-13 When may a controlled scrimmage be held?
- A. A team may conduct a scrimmage after five (5) days of organized practice under the direct supervision of the high school coaching staff, and:
- in baseball, no later than the second calendar day prior to the first scheduled contest, (Rule 51-8)
 - in basketball, no later than the second calendar day prior to the first scheduled contest, (Rules 52-10, 102-10)
 - in football, on either Friday or Saturday of Week 6 (Rule 54-6),
 - in soccer, on Saturday of Week 6 (Rules 56-4, 106-4)
 - in tennis, no later than the second calendar day prior to the first scheduled contest (Rules 58-4, 109-4),
 - in softball, no later than the second calendar day prior to the first scheduled contest, (Rule 107-6), and
 - in volleyball, no later than the second calendar day prior to the first scheduled contest, (Rule 111-5)

Intramural Sports

- Q.15-14 What constitutes an "intramural" contest?
- A. An intramural contest occurs when all participants on both teams are members of one school, e.g. faculty, students, class tourney.
- Q. 15-15 When may students participate in intramural sports?
- A. During the school year, members of a school team in a sport may only participate in intramural sports any times other than during the authorized practice-contest season, Rules 50-60 (Boys) and Rules 101-111 (Girls) while all other students may participate in intramural sports at any time.
- Q. 15-16 During the school year out of season, is a game between the faculty members and the member school students of the same school considered an intramural game or interschool game?
- A. An intramural game.
- Q. 15-17 Can the entire basketball team enter as an intramural team during the school year out of season?
- A. No, an entire basketball team may not enter as an intramural team. (Rule 15-2.2(a))
- Q. 15-18 Are the same standards of eligibility required for intramural games as for interschool games?
- A. No, the IHSAA has no eligibility requirements for intramurals.
- ### **Out-of-Season Player Limitation**
- Q. 15-19 Are 12th graders, who have completed their eligibility in a team sport, counted as part of the player limitation?
- A. No. Since the school season is completed, they are considered as having no remaining eligibility in that sport.
- Q. 15-20 May a non-school coach work with a softball team comprised totally of freshmen from the same high school during a fall softball league?
- A. No, freshmen are considered as being a part of the athletic program. Therefore, the numbers limitation of no more than five players from the same school must apply. (Rule 15-2.2(a))

Rule 15 - Participation

- Q. 15-21 May a member school basketball coach work with a team made up of freshmen from his/her high school and participate in a fall league?
- A. No, freshmen are considered as being a part of the athletic program. Member school coaches may not instruct students who have previously been a member of their team, or potential freshmen team members. (Rule 15-2.2(c))
- Q. 15-22 Do foreign exchange students count as one of the permitted number in team sports during school year out-of-season and summer in non-school participation?
- A. Yes, if a foreign exchange student has remaining eligibility the student counts as one of the permitted number in team sports during school year out-of-season and summer in non-school participation.
- Q. 15-23 May a roster of student-athletes participating on a non-member school team during the school year out-of-season, change from one game to another in league play?
- A. No, a roster must remain consistent throughout league play, with the allowable number of student-athletes who have participated as a member of their school's team in the past 365 days. (Rule 15-2.2)

Coaching - Generally

- Q. 15-24 Is a coach of a 9th grade team considered a member of their school's coaching staff?
- A. Yes, coaches of grades 9-12 in all sports including non-teaching and volunteer are considered a part of the member school coaching staff (See Definitions — Member School Coaching Staff).

Out-of-Season Coaching and Contact

- Q. 15-25 May a team or individual sport coach provide transportation for the coach's athletes to or from a non-school league program held during the school year out-of-season?
- A. No, neither a school nor a coach may provide transportation for athletes for a non-school league program held during the school year out-of-season.
- Q. 15-26 May a team or individual sport coach transport the coach's athletes to or from a camp/clinic held during the school year out-of-season?
- A. Yes, provided the coach is a presenter or a member of the camp/clinic staff.
- Q. 15-27 Is it permissible for a coach to work one-on-one with or to provide opportunities for individuals or small groups of players to practice during the school year out-of-season in team sports?
- A. No, a coach of a team sport may not organize or otherwise be involved in any activity which resembles a practice involving a member of the coach's school team, except in open facility. (Rule 15-2.6)
- Q. 15-28 May a member school coach participate on a non-school team that is competing against students from the coach's school?
- A. Yes.
- Q. 15-29 May a member school coach participate on a non-school team with a student athlete from that same member school?
- A. A member school coach may not participate on a non-school team with a student athlete from that same member school during the school year.

Private Instruction

- Q. 15-30 May an individual sport or team sport athlete receive private individual (1-on-1) instruction in the skills of a sport from persons NOT affiliated with the school during school year out-of-season or summer?
- A. Yes.
- Q. 15-31 May a team sport athlete receive private individual (1-on-1) instruction in the skills of a sport during school year out-of-season from their high school coach?
- A. No.
- Q. 15-32 May an athlete in a team sport receive a paid private lesson from his/her coach during the school year out of season?
- A. No, such instruction would be considered instruction out of season by a member of his/her school coaching staff. (Rule 15-2.2(b))

Rule 15 - Participation

- Q. 15-33 May an athlete in an individual sport receive a paid private lesson from his/her coach during the school year out of season?
- A. Yes. (Rule 15-2.1(b))
- Q. 15-34 May an athlete participate in a team sport group lesson during the school year out-of-season?
- A. Yes, with the following provisions: (1) Team sport athletes may not receive instruction from any member of their school's coaching staff during the school year out-of-season; (2) No more than the following number of students who have participated in a contest the previous year as a member of one of their school's teams in that sport are participating in the group lesson: Basketball and Volleyball — 3; Football and Soccer — 6; Baseball and Softball — 5.
- Q. 15-35 May student-athletes participate in a non-school private or group lesson with student-athletes from another state during the contest season?
- A. No. Participation by students in a private or group lesson with high school students not belonging to their school must count as a contest for that student-athlete. (Rule 15-1.1(d))
- Q. 15-36 During the school year out of season, does a freshman student who did not participate on the previous season's high school volleyball team, count against the maximum number of students permitted in a volleyball group lesson?
- A. No. The student was not rostered on the previous season's high school volleyball team. Therefore, she does not count against the three athlete limit in a non-school group lesson in volleyball.

Open Facilities - Generally

- Q. 15-37 What is an open facility program?
- A. An open facility program is a program where a member school's gymnasium or field is open to all students who attend the school, who are incoming 9th grade or transfer students who have applied for admission and paid any applicable deposit at the school or who are from a feeder school of the school sponsoring program and have not applied for admission or paid a deposit at another school.
- Q. 15-38 Can a high school have an open facility "off-campus", or at a location which is not owned by or officially controlled by the school?
- A. No, all open facility programs must be conducted on campus or at a site where home contests are regularly held. For example, a school cannot conduct an "open facility" at the local batting cage for its students wishing to work on their baseball skills, but could hold "open facility" at a municipal field if that is where the school regularly holds its home games.
- Q. 15-39 Is a student from one school permitted to participate at an open facility at another school. For example, is it okay for a softball player from one school permitted to go to another school's open facility and practice softball?
- A. No, under IHSAA rules, only students who attend the school who are incoming 9th grade or transfer students who have applied for admission and paid any applicable deposit at the school or who are from a feeder school of the school sponsoring program and have not applied for admission or paid a deposit at another school. (Rule 15-2.5, 15-3.3)
- Q. 15-40 May students participate in an open facility program, sponsored by a member school, on Sunday, during the school year?
- A. No, students may not participate in an open facility program, sponsored by a member school, on Sunday, during the school year. (Rule 9-13)

Open Facility - Out-of-Season

- Q. 15-41 Is it permissible for a coach to play with or against the coach's athlete during out-of-season open facility programs?
- A. Yes, a coach may play with or against the coach's athlete during out-of-season open facility programs, but only in an open facility setting. (Rule 15-2.5)
- Q. 15-42 Is it permissible for a coach to work with up to two individuals at a time in an out-of-season session?

Rule 16 - Protests

- A. Yes, in an open facility setting and provided that the coaching staff, which includes all coaches present, work with no more than two athletes at any one time.
- Q. 15-43 May a coach outline and distribute to players a written recommended individual workout schedule for the athletes to use out-of-season?
- A. Yes, a coach may outline and distribute written recommended individual workout schedule for the athletes to use out-of-season provide the recommendations are to be used on an individual basis.

Camps and Clinics

- Q. 15-44 How much time may coaches have to prepare their players for a clinic in which they are presenting during the school year out-of-season?
- A. The coach may have a total of 1 1/2 hours to prepare their players for the clinic. This may be accomplished in either one or two sessions. (Rule 15-2.3(b))
- Q. 15-45 Are written requests and approvals required for students participating for demonstration purposes in any sport clinics, etc.?
- A. No, a record of students used as demonstrators must be kept by the school. (Rule 15-2.3(b))
- Q. 15-46 What constitutes an underprivileged student with regard to camp and clinic fees?
- A. An underprivileged student is one who participates in a free and reduced lunch program.
- Q. 15-47 In the summer may a member school host a team camp and invite multiple member schools to participate?
- A. No, school sponsored camps are intended for one school only. Team camps for multiple teams must be sponsored by non-school entities.

Summer

- Q. 15-48 When can a student athlete no longer participate on a non-school team?
- A. A student athlete may participate on a non-school team up until the first IHSAA authorized season contest date. (Rule 15-1)
- Q. 15-49 May students participate in interschool contests after their regular school year has ended?
- A. Due to the great variation in dates when member schools close in the spring, (a) students may represent their schools in contests and tournaments sponsored by the IHSAA; (b) students may participate in scheduled contests where one or all schools are closed,; and (c) graduating seniors may participate in contests according to the above conditions, even though they may have received their diplomas.
- Q. 15-50 May a member school organize and supervise a conditioning program?
- A. Yes, however, the program must be designed and limited to activities which promote physical fitness and exclude game drills. Attendance shall be voluntary and not be limited to athletes of one sport. (Rule 15-2.4)

RULE 16 – PROTESTS

16-1 Protests During Season Contests

When an administrative decision is protested, the use of a contestant or the use of an official is protested in a season contest, the contest shall be played as scheduled and a formal protest, with evidence, may then be filed with the Commissioner who will determine the action to be taken.

16-2 Contest Official's Decisions are Final

Contest decisions by game officials are considered final and binding.

16-3 Student Ineligibility Because of Administrative Error

If a student meets all of the standards of the eligibility rules, but is ineligible due to an administrative error, such as the failure to be listed on an entry list, etc., the same procedure as outlined in Rule 3-9 applies. However, if the student's ineligibility is for or during the IHSAA Tournament Series, the member school, may seek a waiver of the disqualification and the penalties to be assessed by affirmatively showing that the ineligibility was in no way the result of the acts or omissions of the student, that the incident was not intentional, that facts were not purposely withheld or withheld until an advantageous time and that the disqualification and penalty will

Summer 2010 Deadline Dates



DEFINITIONS

Summer – begins with Monday of Week 49 (June 7, 2010) or the close of the school year, whichever comes first, and ends prior to Monday of Week 4 (July 26, 2010) for fall sports and prior to Monday of Week 5 (August 2, 2010) for all other sports.

Open Facility – Program in which the gymnasium, playing field or other school facilities are open to all students for participation on a voluntary basis. Specific equipment related to a particular sport, i.e. balls, goals, nets, etc., may be used.

Conditioning Program – Program designed for and limited to activities which promote physical fitness and exclude game drills. Examples of permissible activities are weight lifting, running and aerobic exercising. Specific equipment related to a particular sport, i.e. balls, goals, nets, etc., shall not be used.

RULE 15-3.2 CAMPS AND CLINICS

- For all school-sponsored camps and clinics, and non-school-sponsored camps and clinics for fall sports, attendance must be terminated prior to Monday, Week 4 (July 26, 2010).
- For non-school-sponsored camps and clinics in other sports, attendance must be terminated prior to Monday, Week 5 (August 2, 2010).

RULE 15-3.3 OPEN FACILITY PROGRAM AND CONDITIONING PROGRAM

- Operation of open facility programs must be terminated prior to Monday of Week 4 (July 26, 2010) for all sports. Open facility programs may begin again on the first day of school.
- A conditioning program may be extended through Saturday of Week 4 (July 31, 2010). These programs may begin again on the first day of school.

RULE 15-3.4 MORATORIUM

- Each member school shall observe a moratorium starting on Monday of the week which includes July 4th (June 28 – July 4, 2010). During this seven-day period, there shall be no contact between athletes and coaches, and no athletic activities, including conditioning, conducted.

FUTURE MORATORIUM DATES

- **2010:** June 28 – July 4
- **2011:** July 4 – July 10
- **2012:** July 2 – July 8
- **2013:** July 1 – July 7
- **2014:** June 30 – July 6
- **2015:** June 29 – July 5

Media and Contest Results

One of the most important and effective ways to promote Bremen High School Athletic Programs to students and the community is by being accessible and showing courtesy towards the media. This includes an organized, administrative effort regarding statistics, individual and team records. In addition, it is the responsibility of the Head Coach and staff to send contest results to the media for home events (win or lose.) If you are unable to submit contest results for a home contest, contact the Athletic Director to make other arrangements. When visiting other schools, it is also the Head Coach's responsibility to request contest results be sent by the home team to the South Bend Tribune and Plymouth Pilot. Contest result reminders to leave with opposing, host schools are available from the Athletic Office. The preferred method of reporting contests results is via email.

Email results to:

- South Bend Tribune sports@sbtinfo.com
- Plymouth Pilot sports@thepilotnews.com
- Bremen Enquirer enquirer@fourway.net
- BTV btv@bps.k12.in.us
- BHS Announcements nenamorado@bps.k12.in.us
- Athletic Department tholmes@bps.k12.in.us

Fax results to:

- South Bend Tribune (574) 235-6091
- Plymouth Pilot (574) 936-3844
- Bremen Enquirer (574) 546-5170
- BHS (574) 546-5477

Media contacts:

- WNDU (574) 284-3016
- WSBT (574) 247-7309
- WSJV (574) 679-4545
- South Bend Tribune (800) 552-2795
- Plymouth Pilot (800) 933-0356
- Bremen Enquirer (574) 546-2941

Name of School		School District	
Name of Injured Party		Date of Accident	Time of Accident <input type="checkbox"/> am <input type="checkbox"/> pm
Address		Age	Sex
		Grade or Position	
		Status <input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Trespasser <input type="checkbox"/> Other, describe:	
Description of Accident (How did the accident happen? What was the injured person doing? What tool, machine or equipment was involved? What teacher, supervisor or administrator was responsible for the area? Who witnessed the accident?)			
Witness Name - 1		Address	Telephone Number
Witness Name - 2		Address	Telephone Number
Witness Name - 3		Address	Telephone Number
Location		Type of Injury	
<input type="checkbox"/> Athletic Field <input type="checkbox"/> Bus <input type="checkbox"/> Bus Stop <input type="checkbox"/> Cafeteria <input type="checkbox"/> Classroom <input type="checkbox"/> Gymnasium <input type="checkbox"/> Hallway <input type="checkbox"/> Laboratory <input type="checkbox"/> Locker Room <input type="checkbox"/> Maintenance Area <input type="checkbox"/> Other _____		<input type="checkbox"/> Abrasion <input type="checkbox"/> Amputation <input type="checkbox"/> Asphyxiation <input type="checkbox"/> Bite (Animal or Insect) <input type="checkbox"/> Bite (Human) <input type="checkbox"/> Burn (Chemical) <input type="checkbox"/> Burn (Heat) <input type="checkbox"/> Concussion <input type="checkbox"/> Other (describe) _____	
<input type="checkbox"/> Office <input type="checkbox"/> Playground <input type="checkbox"/> Restroom <input type="checkbox"/> Sidewalk <input type="checkbox"/> Swimming Pool Area <input type="checkbox"/> Stairs (Inside) <input type="checkbox"/> Stairs (Outside) <input type="checkbox"/> Theater or Stage <input type="checkbox"/> Vocational Shops <input type="checkbox"/> Off-Premises		<input type="checkbox"/> Dislocation <input type="checkbox"/> Electrical Shock <input type="checkbox"/> Laceration <input type="checkbox"/> Fracture <input type="checkbox"/> Poisoning <input type="checkbox"/> Puncture <input type="checkbox"/> Repetitive Motion <input type="checkbox"/> Sprain/Strain	
		Body Part(s) Affected	
		<input type="checkbox"/> Abdomen <input type="checkbox"/> Ankle <input type="checkbox"/> Arm <input type="checkbox"/> Back <input type="checkbox"/> Chest <input type="checkbox"/> Ear <input type="checkbox"/> Eye <input type="checkbox"/> Face <input type="checkbox"/> Other (describe) _____	
		<input type="checkbox"/> Finger <input type="checkbox"/> Foot <input type="checkbox"/> Hand <input type="checkbox"/> Head <input type="checkbox"/> Leg <input type="checkbox"/> Mouth <input type="checkbox"/> Tooth <input type="checkbox"/> Wrist	
Immediate Action Taken			
<input type="checkbox"/> None <input type="checkbox"/> First Aid provided. Given by: _____ <input type="checkbox"/> Medical Ambulance called. Time of Call: _____ By: _____ <input type="checkbox"/> School Nurse notified. Time of Call: _____ By: _____ <input type="checkbox"/> Parent/Guardian notified. Time of Call: _____ By: _____ <input type="checkbox"/> Name of Parent/Guardian notified: _____ <input type="checkbox"/> Parents/Guardian Telephone Number: _____ (Home) _____ (Work) <input type="checkbox"/> Injured person released to <input type="checkbox"/> Self <input type="checkbox"/> Home <input type="checkbox"/> Class <input type="checkbox"/> Physician <input type="checkbox"/> Hospital <input type="checkbox"/> Other _____ <input type="checkbox"/> Time released: _____			

Report Completed By: _____ Title: _____
 Date: _____ Telephone Number: _____

NOTE: This report is for record purposes only and does not constitute the admission of liability on the part of the school system or any employee thereof.
 A734601

Policy 438

Administration of Medication At School

No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All non-prescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine, and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.

No student shall be allowed to keep medicine at school **except as provided by state law**. Any medicine to be administered to a student shall be brought to either the principal's or school nurse's office where it will be kept in a secure place. **Unused medicine by students in kindergarten through grade 8 must be sent home only through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. For students in grade 9 through 12, unused medicine may be sent home with the student only with the written permission of the student's parent.**

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school building office.

Legal Reference: I.C. 20-1-1-6
I.C. 20-1-6-2.1
I.C. 34-30-14
I.C. 20-8.1-5.1-7.5
I.C. 20-8.1-7-22
551 IAC 7-21-8

Adopted: November 15, 2005

Request to Administer Medication
Bremen Public Schools

Please give to _____ in _____ the following medication:
(Student's Name) (Grade)

Name of Medication and Strength: _____

Amount or How Many to be Given: _____

Time or How Often to be Given: _____

For the Treatment of: _____

Special Instructions: _____

Parent's Signature: _____ **Date** _____

NOTE TO PARENT: Parental request to administer medication at school is needed for BOTH prescription and nonprescription medicines. All unused or discontinued medication will need to be picked up by the parent; if it is not picked up, it will be discarded by the school health clinic personnel.

Athletic Eligibility

It is the responsibility of the administrators, Athletic Office and coaching staffs to ensure the eligibility of all athletes. Coaches, students and parents should understand the IHSAA eligibility requirements posted on the Bremen High School Athletics website.

Prior to the First Official Practice

Every student must receive an *Athletic Participation Permit* issued by the Bremen High School Athletic Department Office and submit it to their coaching staff prior to his/her participation in the first official practice of the current season. Coaches will not allow any athlete to practice until they obtain a participation permit. In order for students to obtain an Athletic Participation Permit, they will need to submit the following to the Athletic Office (not to the coaching staff):

- Current IHSAA Physical Evaluation performed by a physician holding an unlimited license to practice medicine. Physicals dated May 1st or later are valid for the following school year.
- Bremen High School Extracurricular Code of Conduct Consent Form (signed by the student and parent).
- Completed Emergency Information Card.

In addition, student obligations (financial, uniform return, equipment return, etc.) to any athletic program or the athletic department must be satisfied or arrangements made prior to obtaining a participation permit. *Coaches will not accept physicals, code of conduct forms or emergency cards from athletes, only participation permits.* Physicals, code of conduct forms and emergency cards are to be submitted directly from the student to the Athletic Department Office.

Academic Eligibility

Per the IHSAA By-Laws, students must have received passing grades and earned credit at the end of the last grading period in at least 70% of the maximum number of full credit subjects. Bremen High School offers five (5) full credit classes per trimester and therefore students must pass four (4) classes in order to be academically eligible to participate in athletic contests. Academic eligibility pertains only to the participation in athletic contests. Students failing to pass four (4) courses may be members of athletic teams and participate in practices, but not contests. All incoming freshmen are academically eligible for the fall trimester of their freshmen year.

Academic Eligibility Review:

- Ineligibility lists for each trimester grading period are published by the Bremen High School Assistant Principal and forwarded to all Head Coaches.
- Head coaches are responsible for verifying player academic eligibility prior to each contest.
- Athletic Office will check all submitted rosters for eligibility prior to the contest season.
- All students obtaining an Athletic Participation Permit are checked for academic eligibility prior to the start of the contest season.
- All player additions to the original submitted rosters are to be forwarded directly from the Head Coach to the Athletic Director for approval. It is the coaches' responsibility to ensure rosters are updated throughout the season.



BHS Athletic Department

511 W. Grant St. • Bremen, IN 46506 • 574-546-3511 • 574-546-5477 (fax) • www.bps.k12.in.us

Mr. Troy Holmes
Athletic Director



Mrs. Naomi Enamorado
Athletic Department Secretary

TRAVEL FROM CONTESTS WITH PARENTS

I understand that riding the bus is a privilege and I need permission prior to departing to my athletic event to ride the bus only one way.

Student Signature: _____

My son/daughter will be riding home with parents/guardians on (date): _____

Parent/Guardian Signature: _____

Date: _____

Parent /Guardian Phone Contact Number: _____

This form must be submitted to the Head Coach prior to departing for the athletic event.

Our mission is to work collaboratively to provide a safe, nurturing environment where students are empowered academically and socially to succeed in life.

Weight Room Guidelines

The weight room is to help athletes reach their athletic potential, become physically fit and prevent injuries. Please appreciate this opportunity for self-improvement by respecting the following rules:

- All students must be under the direct supervision of a teacher, coach or member of the BPS faculty.
- Report any injuries.
- No horseplay or at any time.
- No food or drink (except water) in the weight room.
- Wear proper athletic attire.
- Spotters must be used at all free weight lifting stations.
- Return weights to their appropriate racks after each use. Weights may not be left on the benches, floor or stacked against the equipment.
- Use a weight belt on all over head lifts and squats.
- Secure all weights with spring loaded clips.
- Do not sit on the equipment during your rest intervals.
- Personal items, including backpacks, purses, basketballs, etc. are not allowed in the weight room.
- Wipe down all equipment after you use each piece of equipment.
- Equipment may not be removed from the weight room.
- Be courteous to others. Appropriate classroom conduct is expected in the weight room.
- Music with inappropriate lyrics is prohibited. Keep the music volume at a reasonable level.
- The weight room is to be locked when not in use.
- Failure to comply with any of the rules may result in the temporary or permanent loss of weight room privileges.

Athletic Program Purchases

The Bremen High School Athletic Department does not allocate budgets for each sport. Purchases will be based on need and priority as justified by the Head Coach and agreed upon by the Athletic Director. Early planning of purchases is necessary to ensure consideration for desired equipment, uniforms, etc. When approved, the Athletic Director and Head Coach will work together regarding the procurement of equipment.

As a rule of thumb, those items that students will keep and not remaining school property after the season is completed will be purchased by the athletes. Coaches and their teams will collaborate on the purchase of such items keeping in mind their necessity and cost. Items purchased by athletes include, but are not limited to, spirit wear, socks, footwear, undergarment gear, hats, swim suits, gloves, etc. All purchases of this nature must be communicated to the Athletic Director prior to placing an order.

Although athletic programs do not have a separate annual budget from the Bremen High School Athletic Department funds, each Head Coach will manage an account for their respective program. This account (titled ***Athletic Program Funding***) will be used for items such as fund-raisers, summer camp fees, spirit wear, summer league fees, donations made specifically to your program, athlete purchases, etc. The activity in this account will be managed by the Head Coach. Disbursements from this account will also be at the Head Coach's discretion; however, the Athletic Director will oversee its activity for appropriateness. This account will allow Head Coaches to carry revenues from year to year and determine some of the expenditures that will benefit their individual programs.

Please note: Coaches are not allowed to "fund-raise" from our student athletes through the purchase of merchandise. In other words, it would be unacceptable to charge athletes \$50 for spirit wear, when the items only cost \$35 (keeping the balance in your program's account.)

Monthly statements will be provided to Head Coaches who have a balance in the Athletic Program Funding account. Coaches are required to clear the outstanding amount for those accounts with a deficit balance.

Bremen High School Extra Curricular Code 2010-2011 School Year

PURPOSE

The following code will apply to all students who participate in any extra-curricular program sponsored by the school throughout the year. The extra-curricular "season" shall be defined as any day falling between the first and last days of the school year, and any summer activity sponsored by the School Corporation or any school organization.

The athletic "season" is defined as commencing with the first practices and ending with the athletic awards recognition or the final event, whichever occurs last.

The training season for athletes is defined as being year around. Therefore, abstinence from the use of alcohol, drugs and tobacco is considered to be a 24-hour-a-day, 365-days-a-year commitment on the part of all athletes under the Extra-Curricular Code.

DEFINITION

For the purpose of establishing an accurate definition of an extra-curricular activity, it shall, hereinafter, be interpreted to mean any activity sponsored by the school, or by a school-related organization that takes place outside the regularly scheduled school day and any event sponsored during the school day which requires absence from regularly scheduled classes.

Because of the "privilege" status of the extra-curricular programs of the Bremen Public School, students desiring to participate in such activities will be required to submit to random drug/alcohol testing as a condition of participation. Initial testing shall be done at the expense of the corporation and shall be conducted according to guidelines established by the administration and approved by the Board of School Trustees as described in the "Bremen Public Schools Extracurricular Activities Drug Testing Policy" which follows.

ELIGIBILITY

- a) All students in grades 9-12 who participate in an extra-curricular activity shall have received passing grades (D-) at the end of ~~each trimester grading period~~ in school in at least four (4) subjects. Students, who are enrolled in the Elkhart Career Center, or in the ICE program, must be passing in these programs and at least one other class, ~~each trimester grading period~~, to remain eligible for participation. Classes which are being audited do not qualify for eligibility status. Students enrolled in college classes will have eligibility determined on a case-by-case review.
- b) Students who are ineligible scholastically at the end of a ~~trimester grading period~~ are ineligible for the ~~following trimester grading period~~.
- c) Officers of all extra-curricular organizations and honorary positions on athletic teams, including captains, shall maintain at least a C- (1.7) grade average at the end of ~~each trimester grading period~~ in order to continue such office. Special elections shall be held by the members of each organization or team when necessary to determine replacements to offices vacated due to ineligibility.
- d) Students must be in attendance at school during the 4th and 5th periods on the day of any event or practice in order to be eligible to participate unless the absence is approved by administration.

CONDUCT

- a) The use of alcohol, tobacco products, and unlawful illicit drugs is incompatible with the goals of, and the participation in the extra-curricular program of Bremen High School. Such usages have long been forbidden by school rules and policies, and local, state, and federal laws. Actions of student participants involving the use of such substances will result in enforcement of those consequences outlined in the Bremen High School Extra-Curricular Code.
- b) Student conduct outside of the normal school day and occurring away from school grounds which may be considered a violation of the law if prosecuted or actions which would reflect poorly on B.H.S. may result in suspension of extra-curricular privileges.

PHILOSOPHY

The extra-curricular, and athletic programs are provided to all students at Bremen High School for the purpose of developing student interests and supplementing the instructional program. Participation in the extra-curricular, and athletic programs is a privilege extended to all students who have shown a willingness to maintain a positive attitude toward the school and its primary functions. The functions include:

1. Acceptable Behavior and Conduct
2. Academic Progress in the Classroom
3. Civic and Moral Responsibility

The following code will be followed by all extra-curricular participants at Bremen High School connected with the various clubs, groups, teams, etc. If a Bremen student wishes to participate in any of these activities, the student must follow this code.

Training rules are a matter of self discipline. The best performance a student-athlete is capable of producing comes only when that individual is willing to sacrifice time and effort toward a conditioned training program which will help discipline daily habits during the individual's lifetime.

Drinking, use of tobacco, and the use of drugs in any form are regarded as detrimental habits for all persons, not just athletes. We hope that by restricting the use of these substances, we will help students establish habits which will assure a profitable way of conduct, an example for all others to follow (particularly younger persons) and a carry-over value in one's life after school is finished.

Accordingly, the use, consumption or possession of alcoholic beverages, tobacco products and drugs without a doctor's prescription is prohibited.

IDENTIFICATION

The extra-curricular code provides for four methods of identification. Identification through any one of these methods is sufficient reason for the consequences of such an occurrence to be implemented. These methods include:

1. Notification to a school official by verified police report or court action.
2. Self-admission of a violation by the student.
3. The determination of a "positive" test result from a random or subsequently required oral fluid or urinalysis sample.
4. Direct observation of violation by a member of the staff, or the administration.

In addition, Bremen Public Schools reserves the right to test any student participant who at any time exhibits behavior that establishes "reasonable suspicion" and suggests drug, tobacco or alcohol use.

CONSEQUENCES OF EXTRA-CURRICULAR VIOLATIONS

1. Student athletes identified through the methods above shall be ineligible to receive a letter or any local award for the season in which they are currently participating.
2. Extra-curricular participants shall lose eligibility for any awards issued by the organization and may lose elected status if an officer.
3. Students in co-curricular activities such as band, choir, etc., shall receive alternative assignments in lieu of participation lost due to the following suspension procedures:

PENALITIES FOR TOBACCO, ALCOHOL AND DRUG VIOLATIONS

FIRST OFFENSE – The individual is suspended from:

- 1) athletic participation for 25% of the contests in that season, if an athlete, or
- 2) 25% of the school year (45 school days) for all other extra-curricular activities, and
- 3) must receive a clean drug screen to regain eligibility, and

- 4) No awards can be earned in the activity during which the violation occurred (most improved, varsity letter, etc.) including any career participation awards (wall of fame, senior athletic awards.)

SECOND OFFENSE: The individual will be ineligible to participate for 12 months (365 days). The student participant may be required to continue random drug testing and attend additional drug education programs.

- 1) No awards can be earned in the activity during which the violation occurred (most improved, varsity letter, etc.) including any career participation awards (wall of fame, senior athletic awards.)
- 2) A formal screening assessment completed through a qualified health care facility may be required to determine if a dependency exists.
- 3) Refusal to undergo an assessment shall result in suspension from activities until the assessment takes place and all other conditions for eligibility are met.

THIRD OFFENSE: The individual will not be eligible for rest of high school career.

- 1) An assessment for dependency through a qualified health care facility may be required if the offense involves the repeated use of alcohol, tobacco, or illegal drugs.

Student behavior that leads to a violation of the Bremen High School Extra Curricular code is as a very important matter in the development of a Bremen graduate. The behavior of students after such a violation has occurred is equally important. We expect our students to be truthful, helpful and, if applicable, remorseful for their actions. We also want our students to be accountable for their mistakes in a straightforward manner. Students meeting the expectation of truthfulness during the administration's initial investigation of an extracurricular code violation, will receive the following consequences:

First Offense: Miss 25% of contests in that season or 25% of the school year (45 school days) for all other extra-curricular activities, receive a clean drug screen to regain eligibility and complete a drug, alcohol and tobacco awareness assignment. Awards can be earned in the activity during which the violation occurred (most improved, varsity letter, etc.) including any career participation awards (wall of fame, senior athletic awards.)

Second Offense: Miss 50% of contests in that season or 50% of one school year (90 school days) for all other extra-curricular activities, receive a clean drug screen to regain eligibility and complete another drug, alcohol and tobacco awareness assignment. No awards can be earned in the activity during which the violation occurred (most improved, varsity letter, etc.) including any career participation awards (wall of fame, senior athletic awards.)

Third Offense: Student will not be eligible for the rest of high school career. An assessment for dependency through a qualified health care facility may be required if the offense involves the repeated use of alcohol, tobacco, or illegal drugs.

OTHER VIOLATIONS

- A. Vandalism, theft or destructive misuse of property, equipment or personal property of others is prohibited. This rule protects not only B.H.S. and its students, but also all other schools and students with whom we compete. Violators of this rule will be punished as follows:

FIRST OFFENSE: Suspension from competitive participation in all activities for a period of one week to one year, depending on the severity of the offense. The length of the suspension will be determined during a meeting of the principal, athletic director, head coach or the sponsor of the activity involved. Payment in full for all damage caused will be required. No awards can be earned in the activity during which the violation occurred. (i.e. most improved, best actor, M.V.P., etc..)

SECOND OFFENSE: Automatic suspension from participation in all activities for one year (356 days) and payment in full for all damage caused.

- B. Juvenile or Criminal Offenses: Upon presentation of reasonable evidence that a student has acted in a manner that would constitute a crime if committed by an adult or that could result in a criminal charge (whether or not formally made by the office of the prosecuting attorney), the student shall be suspended by the coach or sponsor until the extent of the penalty can be determined. No awards can be earned in the activity during which the violation occurred.

NOTIFICATION/MEETING:

The parent(s) of any student involved in an action requiring discipline under this code will be notified by the athletic director, coach, or sponsor of any pending disciplinary action prior to its inception. When the disciplinary action will result in suspension or expulsion from participation, a meeting may be held with the student, parent(s), head coach or sponsor, athletic director and administrator to review information and the penalty assessed.

SUPPLEMENTARY INFORMATION

1. If there are insufficient contests remaining in the season for completion of the suspension period, the remaining portion of the suspension period will be served by suspension from the approximate number of contests in the next season or sport in which the student participates.
2. If the violation occurs during a time when the student is not participating in an activity, the penalty will be applied during the next season or sport in which the student participates.
3. Except in the case of freshman, a student will not be allowed to use participation in a sport or activities in which the student did not participate during the next previous season for that sport or activities in high school in effort to circumvent the penalty requirements of this code. In the case of freshman, any appropriate penalty will be applied to the next season of participation.
4. If a drug assessment results in a positive test, a student under suspension for a 1st offense under the "OTHER VIOLATIONS" may continue to practice but may not "perform" during the suspension period at the discretion of the sponsor/coach involved.
5. If the violation is a drug related violation, the student is ineligible to practice until another drug assessment has taken place showing a "Negative" result. This is a safety precaution for the student and those students against whom the student practices.

Parent-Coach Relationship

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 benefits to our students. As parents, when your child becomes involved in our programs, you have a right to understand the expectations placed on your child. This begins with clear communication from the coach of your child's team.

Communication You Can Expect From the Coach

- Philosophy of the coach.
- Expectations the coach has for your child as well as all members of the team.
- Location and times of all practices and contests.
- Team requirements; i.e.: fees, special equipment, off-season conditioning.
- Procedures should your child be injured during practices or contests.
- Discipline that results in the denial of your child's participation.

Communication Coaches Can Expect From Parents

- Concerns expressed directly to the coach.
- Notification of any schedule conflicts well in advance.
- Specific concerns regarding a coach's philosophy and/or expectations.

As your child becomes more involved in the programs of Bremen High School, they will experience some of the most rewarding moments of their lives. It is important to understand, however, that there may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

Appropriate Concerns to Discuss with Coaches

- The treatment of your child mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.

As a parent, it is very difficult to accept your child's not playing as much as you may hope. Coaches make judgments based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other issues, such as those listed below must be left to the discretion of our coaching staff.

Issues Not Appropriate to Discuss with Coaches

- Playing time.
- Team strategy.
- Play calling and game strategy.
- Other student-athletes.

There are situations that arise that may require a conference between the coach and parent. This dialogue is encouraged. It is important that both parties have a clear understanding of the other's position. When a conference is necessary, the following procedure should be used to help promote a resolution of the concern.

Procedure to Use in Discussing Concerns with a Coach

1. Call (or email) to set up an appointment. Please keep in mind that some of our coaches are classroom teachers and meeting time during the academic day may be limited. Coaches contact information can be found on the athletic website.
2. If the coach cannot be reached, please contact Troy Holmes, Athletic Director at 546-3511, extension 3352 or tholmes@bps.k12.in.us.
3. Please do not attempt to initiate a discussion or confront a coach before, during or after a contest or practice. This can be an emotional time for all parties. Meetings in this setting usually do not promote resolution.

The Next Step

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director to discuss the situation further with you, your son or daughter, the coach and the Athletic Director.
2. At this meeting, further appropriate steps can be discussed and determined.

Research shows us that participation in extra curricular activities in high school gives the student a greater chance of success during adulthood. We are confident that the athletic programs at Bremen High School will aid in the preparation of those students who choose to participate. We are also hopeful that the aforementioned information will enhance both student and parent participation in our athletic program.



BHS Athletic Department

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Mr. Troy Holmes
Athletic Director



Mrs. Naomi Enamorado
Athletic Department Secretary

Post-Season Check List for BHS Coaches

To be completed within 2 weeks of season's end and prior to evaluation with Athletic Director

- Awards are ordered through the Athletic Office and list of varsity letter winners submitted. **Reference: Varsity Letter Jacket Requirements*
- Team areas are clean. Locks are removed and lockers cleaned out.
- All coaching keys and building access cards are returned to the Athletic Director including those of the assistant coaches.
- Team inventory is complete and inventory report submitted to Athletic Director.
- All supplies, equipment and uniforms are accounted for and stored.
- List of players who have not returned school owned items or have outstanding obligations to the program/school is submitted to the Athletic Office.
- Program needs for the next year is prepared for discussion.
- Written coaching staff evaluations are completed (if required).
- Final team report is completed and submitted to Athletic Director. Report includes contest results, individual and team statistics, records set during the season, major accomplishments.

Varsity Letter Jacket Requirements

Student-athletes will have the opportunity to order a letter jacket 3 times during the year. Jacket sizing and orders will be taken after the completion of each sports season: Fall (November), Winter (March) and Spring (June or August). To place an order, a deposit of \$100 must be made to the Bremen High School Athletic Department. The cost of letter jackets will vary depending on its size and the length of a student's last name. Girls' jackets will range from \$110-\$130. Boys' jackets will range from \$130-\$160. Students must pay the balance owed prior to receiving their letter jacket.

Athletic Requirements to Purchase a Letter Jacket

- Bremen High School athletes may purchase a letter jacket with their last name and class year after successfully completing their third season in a school sponsored sport. For example, students successfully completing 3 sports their freshman year would be eligible to purchase a jacket at the end of the Spring sports season. The Head Coach for each school-sponsored sport will provide a listing to the athletic office of all athletes who finish the current season in good standing.
- Any student earning a varsity letter may purchase a letter jacket with the student's last name, class year and the athletic block "B". The Varsity Head Coach for each school-sponsored sport will provide a listing to the athletic office of all letter winners.
- After earning your first varsity letter in athletics – Students will receive an athletic chevron. Students who purchased a letter jacket prior to earning their first varsity letter will also receive an athletic block "B". Requirements for earning a varsity letter will vary depending on the sport.
- Athletes will receive an athletic chevron for each subsequent letter earned.

Varsity Lettering Requirements by Sport

1. Baseball / Softball
 - Play in at least 1/3 of the total varsity innings that occur in the regular season.
2. Basketball (Boys and Girls)
 - Participate in a minimum of 12 quarters at the varsity level.
3. Cross Country (Boys and Girls)
 - The top 7 runners on the team will earn 1 point for each event.
 - Other runners can earn 1 point by running a time under 20 minutes in a meet.
 - A total of 7 points must be accumulated to letter.
 - A senior who has ran all four years will letter.
 - All uniforms and equipment must be returned to the coach at the conclusion of the season.
4. Football
 - Play in at least 1/2 of the total varsity quarters that occur in the regular season.
 - Any player on a special team counts 1 quarter for each special.

- A senior can earn a varsity letter if he has been on the football team for 4 years in high school and merits a letter.
 - Be awarded the prep player of the week for 3 or more times during the season.
 - Any injured player may be awarded a letter provided he continues to attend all practice sessions and it is reasonable to assume that he would have participated in 1/2 the quarters played, had he not been injured.
5. Golf (Boys and Girls)
 - Play one of the first 5 positions in at least 6 varsity matches during the season.
 - Any player on the sectional team.
 - Any senior who has played on the golf team for 3 or more years in high school and cannot meet the requirements listed above.
 6. Swimming (Boys and Girls)
 - Earn 150 or more points from a combination of attendance at practice, participation in meets and placing/scoring in the meets.
 7. Tennis (Boys and Girls)
 - Attend practice regularly.
 - Participate in 1/4 of the varsity matches.
 - Any senior who has played on the tennis team for 3 consecutive years in high school and cannot meet the requirements listed above.
 8. Track (Boys and Girls)
 - Earn a minimum of 20 points for the season from varsity meets and improvements, or (Individuals earn points scored in a varsity meet and relay points are divided evenly between 4 members – Individuals earn 1 point for each season best or 2 points for each personal record of returning athletes).
 - Place at conference or have an individual result that would have placed at conference the previous year, or
 - Finish the season as one of the top 3 season bests on the team in an individual event, or
 - Be a senior out for the high school track at least 3 years who the coach decides has earned a letter.
 - Must turn in uniforms and any borrowed equipment.
 - Must attend the Awards Program at the end of the season (unless approved ahead of time by the coach).
 9. Volleyball
 - Play in at least 1/3 of the varsity games during the season.
 10. Wrestling
 - Wrestle in at least 1/3 of the varsity matches during the season.
 11. Soccer (Boys and Girls)
 - Play in at least 50% of the halves.

Please note: In all cases, the Head Coach has the discretion to consider an athlete who has an exception to the requirements and can determine if he/she has qualified for a letter. Athletes must complete their season in good standing with all team and Bremen High School athletic policies.