

**MANCHESTER JUNIOR-SENIOR HIGH SCHOOL
STUDENT HANDBOOK of ATHLETIC POLICIES & PROCEDURES
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MANCHESTER JUNIOR-SENIOR HIGH SCHOOL STUDENT HANDBOOK of ATHLETIC POLICIES & PROCEDURES

GENERAL INFORMATION

The publication of this athletic handbook is for the sole purpose of providing information for the successful operation of the total athletic program at Manchester Junior-Senior High School (hereby referred to as MJSHS). The quality of the athletic program depends upon the way you perform your coaching duties and the manner in which everyone works cooperatively to strengthen athletics at MJSHS.

Compliance with the policies contained within this handbook, the IHSAA, as well as the TRC/RRC conference by-laws is not a matter of personal preference or selective enforcement. These policies are designed for the benefit of the total school program and can be revised as appropriate. Suggestions for revisions can be presented individually to the athletic director.

PHILOSOPHY of MJSHS ATHLETIC PROGRAM

Competitive athletics plays an integral part in the educational program at MJSHS. The challenges associated with competition create learning experiences for all athletes and coaches. Interscholastic athletics offer the opportunity for students to be a part of a team, to serve their school, community, and to develop intellectually, physically, and emotionally. Athletes must be taught attitudes of good sportsmanship, fair play, and a respect for individual and team.

ATHLETIC STATEMENT

Participation in high school athletics is a privilege, which carries with it varying degrees of honor, responsibility and sacrifice. Since athletic participation on high school teams is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct established by the administration and other specific coach's rules for their sport. Athletes represent their school and student body. Athletes are to conduct themselves in a manner that is becoming of them, their family, MJSHS, and the community.

ATHLETE

The MJSHS athletes is defined as and includes all young men and women who represent a team that engages in interscholastic competition and further includes cheerleaders, student managers, and trainers.

DUTIES and RESPONSIBILITIES of the ATHLETIC STAFF

The Principal shall have complete charge of the athletic program of the school.

The Athletic Director will have immediate responsibility for the effective direction and administration of the interscholastic athletic program. He/she will support the coaching staff, assist in hiring, evaluating head coaches, schedule contests and officials, strive for the best in facilities and equipment, keep and maintain athletic records, supervise and work with coaches, monitor programs and policies, communicate effectively, check and issue eligibility lists, be the official representative of the school and perform other duties as assigned by the building principal.

It is important that the Head Coach is the person responsible for the direction of his/her program and the person charged with the behavior, safety, welfare, and the improvement of his/her team during practices, games, season and tenure. Head coaches will operate their program within the philosophy of MJSHS, organize and assist in coordinating the entire school program as appropriate, evaluate assistant and junior high coaches, be fully aware of legal responsibilities, order and maintain equipment, keep

records, recommend candidates for staff and set the pattern for public relations that project the goals of his/her program and MJSHS.

All Assistant Coaches (staff teachers, lay, and voluntary) are charged with the basic responsibilities of being loyal to his/her head coach, be committed to the athletic program and its direction, do whatever is asked of them in support of the team and school, be aware of all legal factors in coaching and work diligently to be a positive example on the practice field and in competitions.

The Athletic Trainer will work under the supervision of the athletic director. He/she will supervise, direct and be responsible for: first aid, care and rehab of injuries, physician referrals, training room rules and supervision, physical examinations, preparing athletes for practices and competitions, educating coaches on concussion protocol, maintain records of injuries, training student trainers and recommending to the athletic director the purchase of medical supplies and equipment.

ATHLETIC PROGRAM PROFILE

MJSHS supports 21 sports during a given school year.

HIGH SCHOOL:

FALL SPORTS

Boys Cross Country
Girls Cross Country
Football
Girls Golf
Boys Soccer
Girls Soccer
Boys Tennis
Volleyball
Cheerleading

WINTER SPORTS

Boys Basketball
Girls Basketball
Boys Swimming
Girls Swimming
Wrestling
Cheerleading

SPRING SPORTS

Baseball
Boys Golf
Softball
Girls Tennis
Boys Track
Girls Track

JUNIOR HIGH:

FALL SPORTS

Boys Cross Country
Girls Cross Country
Eighth Grade Football
Seventh Grade Football
Eighth Grade Volleyball
Seventh Grade Volleyball
Cheerleading
Boy's/Girl's Tennis

WINTER SPORTS

Boys Eighth Grade Basketball
Boys Seventh Grade Basketball
Girls Eighth Grade Basketball
Girls Seventh Grade Basketball
Wrestling
Cheerleading

SPRING SPORTS

Boys Golf
Girls Golf
Boys Track
Girls Track
Boy's/Girl's Soccer

MJSHS is a member of the Indiana High School Athletic Association (IHSAA) and the Three Rivers Conference (TRC) and the Running Rivers Conference (RRC) as such abides by the rules and regulations set forth by each organization. **The other members of the TRC are:**

Maconaquah
North Miami
Northfield
Peru
Rochester
Southwood
Tippecanoe Valley
Wabash
Whitko

Other members of the RRC are:

Maconaquah
North Miami
Northfield
Peru

Rochester
Southwood
Tippecanoe Valley
Wabash
Whitko

Copies of the IHSAA, TRC, and RRC by-laws are on file in the athletic directors office and may be borrowed for review and familiarization. They can also be accessed via the web.

STUDENT INFORMATION SECTION (Alphabetical)

ACCIDENTS

All accidents or injuries, occurring home or away, must be reported to the athletic trainer as soon as possible. A student accident/injury form should be filled out by the coach (if athletic trainer is not at the game) and/or athletic trainer the day of our after the athletic contest

ATHLETIC PRACTICES

All practices at MJSHS will be closed to members of the general public. Coaches however, may open practice at their discretion. Coaches should announce this policy at their pre-season meeting.

All practices shall have a written practice plan which the head coach should keep on file. The plan should be followed – any deviation from the plan should be noted with corrections.

You will be notified in regard to weather related issues as it pertains to postponement or alterations in practice times.

ATTENDANCE

Student athletes at MJSHS must have attended all classes the day of or the day before, in the case of a Saturday contest, to be able to participate in that day's contest. These same rules apply to practices. Approved field trips or school activities constitute attending school. Absences for doctor's appointments are excused provided a not signed by the doctor is given to the school office. Exceptions may be approved through the principal's and/or athletic director's office.

AWARDS

All sports are considered major sports at MJSHS. Athletes, as defined are eligible to earn awards. Athletic awards jackets, as well as other athletic awards received by the athlete are intended for the personal use of the recipient and should be worn only by that individual. Award jackets and other awards should be worn appropriately and in good taste. Care should be taken to wear with pride. A student athlete who enrolls at MJSHS from another school may apply for credit for previously earned letters earned toward a jacket award providing that those letters transferred are successfully defended at MJSHS. Any awards previously earned; must be verified in writing by the Principal of the preceding school.

In order to be considered for an award, an athlete must be on the team at the end of the season, be academically eligible, be in good standing and receive recommendation of the coach. Athletes who are injured while participating or who are restricted from participation by a doctor may be recommended by the coach for an award.

Athletes will be considered for IHSAA and TRC awards based on the by-laws of each association and the coaching staffs support.

AWARDS DESCRIPTIONS

Junior High Award – First year participation earns a certificate, Second year participation earns a plaque, and a Third year participation (only for cross country, wrestling, track and golf) earns a medal (can earn a certificate, plaque, and/or medal for each sport participated in during junior high years).

Freshman Award – Numerals, with a certificate, will be awarded for a letter earned

Junior Varsity Award – Junior varsity letter, with a certificate and numerals (if not previously received) will be awarded for the first junior varsity letter (chenille Black M). Thereafter, a certificate only will be awarded for each additional junior varsity letter.

Varsity Award – Varsity letter, with a certificate, chevron, and numerals (if not previously received) will be awarded for the first varsity letter (chenille Red M). Certificates and chevrons will be awarded for each additional varsity letter.

Captain Award – Captain stars will be awarded per each captain (per coaches selections).

Chenille Patches – Will be awarded for excellence in a sport to include: Conference champion; County Champion; Sectional, Regional, Semi-State, or State qualifier or winner.

Scholar Patches – Will be awarded to those students who excel in the classroom based on GPA and class rank.

Letter Jacket – Will be awarded (paid for by the Booster Club) when an athlete has accumulated a total of thirty, (30) points from letters earned. ***AN ATHLETE MUST HAVE AT LEAST ONE VARSITY LETTER TO EARN A JACKET.*** All points are recorded and kept on file in the athletic office.

The point value of each letter is:

Freshman letter = 6 points

Junior Varsity letter = 6 points

Varsity Letter = 12 points

Other ways to earn a letter jacket:

- 1) Once a student-athlete earns a varsity letter, they may purchase a jacket at full cost. This amount will not be refunded at any time.
- 2) A student who earns a letter in band or choir may purchase a jacket a full price.
- 3) A foreign exchange student who participates in at least two seasons may purchase their jacket for half price.

Placing of Awards on Letter Jacket

- Varsity letter on left chest
- Chevrons (point down) on left sleeve
- Numerals on right sleeve
- JV or academic letters on right chest or on back
- Patches and name on back of jacket

Honor Award – Will be presented to those seniors who have lettered in 10 of 12 possible sport seasons during their high school career. The award will be presented at the spring sports' awards program.

BULLYING/HAZING

MCS will comply with the provisions of HEA 1423 (Anti-Bullying Legislation). This will include parameters for investigating, reporting, and providing follow up services to complaints alleging bullying/hazing behavior. Students/Parents who have complaints regarding bullying/hazing shall notify MCS teachers and administrators immediately.

CAPTAINS

Selection process to determine team captains is made by each head coach of his/her respective sport.

CELL PHONES, CAMERA, and SOCIAL NETWORKING STATEMENT

All cell phones and cameras are to be secured unseen within any MJSHS locker room and restrooms; this applies to all athletic related participants (i.e. players, managers, coaches). Those found in violation

of the policy will receive immediate consequences, which could include dismissal from the team and consequences outlined in the student handbook. Should an athlete receive an electronic transmission while in a locker room, they should remove themselves from the locker room before accepting the communication. In addition, no pictures should ever be taken in the locker room at any time, with any device that takes pictures.

Student athletes are responsible for information contained in written or electronic transmissions and any information posted on a public forum domain (i.e. Facebook, MySpace, YouTube). Any inappropriate, ill-meaning, or derogatory material should not be posted in any public domain, and may be subject to school and legal disciplinary action. Student athletes are not precluded from participation in such online social networks; however, student athletes should be reminded that they serve as representatives of their team, the athletic program, and the Manchester Community School Corporation.

Texting, tweeting, and uses of other social networks to disparage or criticize the team, other students, opponents, coaches, or other school personnel will be deemed conduct unbecoming a Manchester student athlete. Any individual identified on a social networking site, which depicts illegal behavior, will be considered in violation and may be subject to athletic, school, and legal disciplinary action.

CHANGING A SPORT

If an athlete is cut from a team, he/she may join another team or program in that sport season. An athlete cannot quit one sport to join another sport until that sport season is concluded (e.g. An athlete cannot quit football to go out for basketball until football season is completed). The only exception to this policy will be for freshman who request to change sports prior to the start of the contest season in their first sport. The coach of the second sport must approve the athlete's request.

COLLEGE BOUND ATHLETES

A copy of the NCAA rules and regulations can be accessed via the web or you may contact the athletic director or the guidance office for more details.

COMMUNICATION (Coach – Athlete – Parent)

Each parent should be issued a coach/parent, athletic communication handout at your first meeting. Every coach is expected to follow procedures, which allow for due process for a student-athlete. Be sure that you document problems, dates, times, witnesses, problem and attempted resolution in your daily written practice plans. Speak with the athlete concerning the problem. At the appropriate time, contact the parents to make them aware of your concerns. Let them know of the problem, the attempts to resolve it and the possible disciplinary action which follow if the problem persists. If not yet done, make sure to notify the athletic director of the problem and your actions.

COMPLETING ATHLETIC SUSPENSION

While serving an athletic related suspension, the athlete should be expected to be present at all athletic contests and practices involving his/her team. The athlete is a member of the team and is expected to fulfill this responsibility. The coach, at his/her discretion, may excuse the athlete from this requirement if circumstances dictate.

CONCUSSION/CARDIAC ARREST ACKNOWLEDGEMENT

Indiana State law requires that athletes and parents must be given concussion/cardiac arrest information (also can be found on the athletic webpage) and sign a form that they have received information pertaining to concussions/cardiac arrest and that their athlete may obtain a concussion/cardiac arrest due to participation in their particular sport(s).

CONDITIONING PROGRAM

IHSAA definition – Programs 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 conditioning 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 the team
 - 3. Specific equipment related to a particular sport i.e. balls, goals, nets. etc., shall not be used.

CONDUCT POLICY (athlete)

The following MJSHS athletic rules are in accordance with the IHSAA By-Laws as stated below:

The conduct of participants in athletics at MJSHS, in or out of school, year round, shall be as such:

- 1. Not to reflect discredit upon our school, and
- 2. Not to create a disruptive influence on the discipline, good order, moral, or educational environment in our school. Any such misconduct violating these principles shall be subject to disciplinary measures.

ENFORCEMENT OF THE CODE OF CONDUCT:

The principal shall enforce all rules and regulations as described in the Code of Conduct (hereafter the Code) for athletes. All rules regarding behavior and/or training as outlined in IHSAA regulations apply. The coach of each sport will reinforce the Code during the year. Parents/guardians and athletes are required to sign the acknowledgment stating they understand the Code and the athlete is subject to disciplinary action should he/she violate the code.

An alleged violation of the Code shall be reported first to the principal and then be followed by an investigation by any of the following...coach, athletic director, assistant principal, principal, or his/her designee. Alleged violations which are more than one (1) year old will not be investigated or subject the athlete to penalty.

The Code will be enforced 24/7 for 365 days, not just on MCS property. An athlete is under the jurisdiction of the Code upon the athletes' promotion from the 6th and 8th grade (the day the 2nd semester grade cards are mailed).

ATHLETIC COUNCIL:

The athletic council is comprised of the principal, athletic director, and the coach of the sport of the athlete in question. The athletic council exists to hear appeals from athletes of decisions of exclusion by the coach and/or athletic department. Recommendations, differing from the already imposed consequences, may or may not be made. Following the hearing the parent(s) or guardian will be notified with five (5) days by the principal or his/her designee of the council's decision. The council may accept, reduce or overturn the exclusion decision but may not invoke a more severe penalty.

APPEALS/HEARING:

An athlete and his/her parent(s) or guardian has the right to a hearing on exclusion by so notifying the principal in writing with in five (5) days after the exclusion decision. The right of appeal is forfeited if not requested within this five (5) day limit.

The purpose of the appeal hearing is to inquire into the athletes alleged violation and to allow the athlete and parent(s) or guardians to present evidence on the student's behalf. The appeal is to determine whether or not the accused student has forfeited his/her privilege to participate in athletics. This process has no legal implications or requirements.

RULES of the CODE of CONDUCT:

The following rules are specific examples of conduct that would violate the Code set forth above. Conduct that is not covered by these specific examples but that violates the principles of the Code is subject to disciplinary measures.

RULE 1: Athletes shall not knowingly engage in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substances, stimulants, inhalants or being under the influence of any of the above; or possession of drug paraphernalia on MCS property. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Students in violation of this rule are subject to immediate confiscation of the substance and disciplinary consequences.

Athletes shall not knowingly engage in selling, using, possessing, dispensing or being under the influence of an imitation-controlled (look-alike) substance, container or device represented to be alcohol, narcotics, drugs, controlled substance or an inhalant. Athletes seen in possession or using electronic cigarette device or other look-alike substances on school grounds or at school events on or off campus will be subject to immediate confiscation of the electronic cigarette and/or substances.

1st Offense: Automatically suspended from participation in athletic contests and from the team or squad in which the student is participating for 50% of the contests for such team or squad. The student must complete a substance abuse program through a certified substance abuse treatment agency. A release of information form must be signed allowing information to be shared with the school about the student's progress. A student must also test negative for the above-mentioned substances in a "follow up" drug test prior to regaining athletic eligibility. Practice for an athlete who is under suspension is at the discretion of the coach.

2nd and Subsequent Offenses: Suspension from participation in athletics for a minimum of one (1) calendar year (12 months) from the day the infraction is confirmed.

RULE 2: Felonies, misdemeanors, acts of delinquency or status offenses. An athlete who commits a criminal or status offense (other than traffic violations) as determined by legal authorities or by the school administration shall be subject to athletic suspension.

1st Offense: Automatically suspended from participation in athletic contests and from the team or squad in which the student is participating for 25% of the contests for such team or squad, with practice at the discretion of each coach. If the offense is at the level of a felony, The student-athlete will be suspended from athletic participation for one (1) calendar year (12 months) from the day the violation is confirmed.

2nd and Subsequent Offenses: Suspension from participation in athletics for one (1) calendar year (12 months) from the day the infraction is confirmed.

RULE 3: Athletes shall not commit school related acts of disrespect/conduct unbecoming of an athlete, vandalism and/or theft.

1st Offense: Automatically suspended from participation in athletic contests and from the team or squad in which the student is participating for 25% of the contests for such team or squad, with practice at the discretion of each coach.

2nd and Subsequent Offenses: Suspension from participation in athletics for one (1) calendar year (12 months) from the day the infraction is confirmed.

RULE 4: Any athlete who is in violation of school rules such as truancy, suspension, classroom disruption or other punishable acts will be disciplined by the already established school rules. If an athlete is suspended out-of-school for any reason he/she will be ineligible for all contests during the term of his/her suspension. Practice is at the discretion of the coach for any in-school suspended athlete. Out-of-school suspension athletes cannot practice during the suspension time.

RULE 5: Attendance at social events (parties, dances, etc.) is up to the athlete and parents. However, athletes are expected to leave social events immediately where there is illegal use of chemical substances, alcohol or tobacco. Failure to do so implies guilt and violators will be subject to athletic suspension.

1st Offense: Automatically suspended from participation in athletic contests and from the team or squad in which the student is participating for 10% of the contests for such team or squad, with practice at the discretion of each coach.

2nd and Subsequent Offenses: Automatically suspended from participation in athletic contests and from the team or squad in which the student is participating for 25% of the contests for such team or squad, with practice at the discretion of each coach.

RULE 6: Each athletic team must establish team rules for the betterment of the team. These rules can be in excess of the Code of Conduct rules, but cannot replace the Code. Team rules are in effect once the coach has presented them, in writing, to the team and the parents.

SELF-REPORTING

If an athlete violates one of the above rules, and they report themselves to the administration, a recommendation will be made to the athletic council to reduce the suspension by 20% of the original suspension. (Example: A 50% suspension would then be a 40% suspension, a 25% suspension would then be a 20% suspension, a 10% suspension would then be an 8% suspension.) The report must be made on the next business day following the violation and all the details of the violation must be presented. If the incident is falsely represented, the original suspension will be put in place and additional discipline may be pursued.

Note: Once during his/her junior high and once during his/her high school career an athlete may seek assistance with a substance abuse issue without athletic penalty. The self-referral must be made prior to being caught or investigated for a substance abuse violation. The self-referral must also be made before a student's name is drawn for a random drug test. After referring oneself to an administrator or coach, the student must complete a substance abuse program through a certified substance abuse treatment agency. A release of information form must be signed allowing information to be shared to the school about the student's progress.

ATHLETIC SEASON DEFINED:

The athletic season is defined as commencing with the first practice and ending with the final contest for that sport. Penalties for violations take effect immediately upon verification of any violation and will include games in succession (i.e. season schedule and state series, in order of competition).

FORFEITURE OF AWARDS:

If the violation of the Code occurs in the last one-third (1/3) of the sport season, the athlete will not be considered in good standing and therefore will forfeit all letters and awards for that sport season.

CARRY-OVER SUSPENSION:

If the violation of the Code occurs in the last part of a sport season and the violator cannot fulfill the terms of his/her violation in that sport, the suspension does carry-over until the suspension is fulfilled. This includes their next sport or the same sport next year (i.e. if the suspension is for two football games with only one remaining, the athlete must also miss his first basketball game until the suspension has been served). If a typically one-sport athlete elects to participate in a new sport in order to serve a suspension, he/she will be required to complete this season in good standing in order to fulfill the suspension.

COMPLETING A SUSPENSION:

When serving a suspension, the athlete is expected to be present at all athletic contests and practices involving his/her team or squad. The athlete is a member of the team and is expected to fulfill this responsibility. If the athlete does not attend the contest, credit will not be given toward fulfilling the

requirements of the suspension. The coach at his/her discretion may excuse an athlete from this requirement if circumstances dictate.

CONFLICTS BETWEEN ACTIVITIES

Activities at MJSHS share many students. From time to time there may be conflicts between activities. The following basic guidelines will be used to determine appropriate resolutions to conflicting schedules.

- A. Any conflicts should be determined within the first five school days prior to the start of the practice season for the fall, winter, and spring respectively.
 - i. Scheduled state athletic association tournaments and state division of student activities contest will have first priority. If a conflict exists between two of these activities, the participating student shall make the choice without penalty.
 - ii. Regularly scheduled contests or scheduled performances beyond item i. shall be the second priority. If a conflict exists between two of these activities, the participating student shall make the choice without penalty.
- B. The student in writing of his/her decision on any conflicts that the student must make a decision should notify each party.
- C. The absence will be considered excused as long as the chain of command was followed.

The following basic guidelines will be used to determine appropriate resolutions to conflicting practice schedules:

- A. Scheduled contests and performances will have priority over any practice (however, the student should attend as much of a practice before leaving – if possible).
- B. General practice conflicts should be discussed with the coach and the sponsor/faculty member to work out any problems.

CUTTING POLICY

The coaching staff is hired for its knowledge and expertise in each sport. It is the discretion of each sport coaching staff to decide the make up of the team. It may be necessary to cut athletes trying out for the team. Every athlete will be given at least three (3) practices in which to demonstrate his/her skill and abilities. Students cut from a sport have the right to request information from the coach on how to improve his/her skills. Athletes may be dismissed from a team at anytime during the season. Reasons for dismissal are listed in the Conduct Policy and as outlined by the coach.

DRESS

When going to an away event or activity as representatives of MJSHS athletics, coaches may require their team members to dress according to individual team rules. Coaches should also dress in a professional manner (should not wear jeans, or t-shirts that are not MJSHS labeled).

ELIGIBILITY OF STUDENT ATHLETES (per IHSAA rules)

Each student/parent will receive an eligibility sheet that explains in more detail the eligibility of students per IHSAA rules. This form is also available on the athletic webpage.

1. Between April 1 and a student's first practice in preparation for interscholastic participation, the student shall have had a physical examination signed by a licensed physician (nurse practitioners and chiropractors are not licensed to practice medicine in Indiana). Those physicals will remain valid throughout the school year.
2. To be eligible scholastically, students must have received passing grades at the last grading period in at least five (5) full credit subjects or the equivalent.
3. A student who is or shall be twenty (20) year of age prior to or on the scheduled date of the IHSAA state Finals in a sport shall be ineligible as to age for interscholastic athletic competition in that sport.
4. Students who have transferred from another school shall not be certified or permitted to participate in interscholastic athletics during the ensuing 365 days until the principal has on file a

signed and completed IHSA Athletic Transfer Report approved and signed by the school principals and the IHSAA commissioner.

5. Once students become eligible in a school, they retain eligibility in that school even though parent(s), guardian or student moves to another school district or territory. Eligibility is forfeited in that school if they attend another school for more than fifteen (15) days or if they participate in an interscholastic contest as a representative of another school.

FACILITY, EQUIPMENT, UNIFORM RESPONSIBILITIES

The school when possible will replace equipment destroyed through normal wear and tear.

If equipment is lost or stolen, the responsibility of replacing will fall on the student-athlete or his/her family.

INSURANCE

The athletic department does not provide insurance coverage for student-athletes. All student-athletes are given the opportunity to purchase school insurance at their own cost. Parents may obtain an application at registration or in the main office throughout the school year. Coaches are directed to instruct athletes in safe and proper techniques of their sport. However, due to the nature of athletic activity, injury may occur. While the school provides the opportunity for such participation, the parent retains the right of denial of such participation and must carry the responsibility for providing medical care and insurance coverage for their student. Parents are encouraged to have a family insurance policy to cover athletic injuries and the cost of treatment. The IHSAA carries catastrophic insurance to cover major injuries incurred during participation in approved IHSAA sports programs. It should be noted that neither the IHSAA or Manchester High School carry any kind of First Dollar medical insurance for athletic injuries.

LETTERING POLICY/AWARDS

Following are the lettering standards for each MJSHS sport, which must be met in order to receive the respective letter. In addition to these standards, athletes must finish the season in good standing to be eligible for letters and awards.

Individual Awards

Squire Award – will be presented to one athlete in each sport. The Squire Award is presented to individuals who display a positive attitude, academic success, outstanding athletic ability, as well as being a member of the varsity team.

Rotary Mental Attitude Award – will be presented to one athlete in each sport. The Rotary Mental Attitude Award is presented to individuals who compete at the varsity level while maintaining an outstanding mental attitude in their respective sport.

Varsity Individual Awards – each varsity team will have a maximum of three (3) awards to present to individuals from their respective sport (coaching staff can determine the name of each of these awards as well as how it is determined who receives awards).

Junior Varsity Individual Awards - each varsity team will have a maximum of two (2) awards to present to individuals from their respective sport (coaching staff can determine the name of each of these awards as well as how it is determined who receives awards).

BASEBALL

- Varsity – all athletes, except pitchers, must participate in 25% of the total varsity innings. Pitchers must average pitching 1 inning per total number of varsity games played.
- JV – any athletes who did not receive a varsity award but was carried on the varsity squad and finished the season in good standing. Also all athletes, except pitchers, who participated in 25% of the total junior varsity innings. Pitchers must average pitching 1 inning per total number of junior varsity games played.

BASKETBALL (Boys' and Girls')

- Varsity – athletes must participate in 25% of the total varsity quarters
- JV/C-Team – an athlete that did not receive a varsity award or participated in 25% of the junior varsity quarters.

- Freshman – any athlete who plays in 25% of the total freshman quarters played (if there is a freshman team).

CHEERLEADING

- Varsity – any athlete completing the season (fall, winter) on the varsity squad (cheers at every boys and girls home and county away games).
- JV – any athlete completing the season (fall, winter) on the junior varsity squad (cheers at every boys and girls home and county away games).

CROSS COUNTRY (Boys' and Girls')

- Varsity – Top 7 runners for over 50% of the varsity meets or top 7 runners for conference and/or tournament meets.
- JV – an athlete who did not receive a varsity award.

FOOTBALL

- Varsity – all athletes who play in 25% of the varsity quarters.
- JV/C Team – any athlete who played in 25% of the total JV/C quarters played.

GOLF (Boys' and Girls')

- Varsity – must participate at the varsity level in at least 50% of the matches or invitational or participate in at least 4 varsity matches or invitational and the Sectional or record one of the top 3 scores at the Sectional meet.
- JV – any athlete who did not receive a major award or who participated in 50% of the junior varsity matches.

SOCCER (Boys' and Girls')

- Varsity – athletes must participate in 25% of the total varsity halves.
- JV – an athlete that did not receive a varsity award or participated in 25% of the JV halves.

SOFTBALL

- Varsity – all athletes, except pitchers, must participate in 25% of the total varsity innings. Pitchers must average pitching 1 inning per total number of varsity games played.
- JV – any athletes who did not receive a varsity award but was carried on the varsity squad and finished the season in good standing. Also all athletes, except pitchers, who participated in 25% of the total junior varsity innings. Pitchers must average pitching 1 inning per total number of junior varsity games played.

SWIMMING (Boys' and Girls')

- Varsity – swimmers earn the varsity award by scoring 4 times as many points as the total number of dual swimming meets in which the team participates. Divers earn varsity award by scoring 1.5 times as many points as the total number of dual diving meets in which the team participates. Swimmers and divers earning a varsity award must compete in both the conference and sectional championship meets in at least one event (if there is a conference meet). An athlete may earn a varsity award by placing in the sectional finals in an individual event.
- JV – swimmers and divers not earning a varsity award earn a JV award if they participate in 2 varsity contests.

TENNIS (Boys' and Girls')

- Varsity – all athletes must participate in 25% of the scheduled contests at the varsity level.
- JV – any athletes who did not receive a varsity award but was carried on the varsity and participated in 25% of the junior varsity contests.

TRACK (Boys' and Girls')

- Varsity – athletes must score the same number of points, as there are regular season meets. Varsity awards may also be earned by scoring a team point in the conference or sectional championship meet.
- JV – an athlete who did not receive a varsity award.

VOLLEYBALL

- Varsity – an athlete must participate in 25% of the total varsity matches.
- JV – an athlete who did not receive a varsity award but did participate in 25% of the JV matches.

WRESTLING

- Varsity – an athlete must participate in 25% of the total varsity matches, with each dual and/or tournament counting as on participation.
- JV – an athlete who did not receive a varsity award but participated in 25% of the total junior varsity matches, with each dual and/or tournament counting as on participation.

SPECIAL AWARD CONSIDERATION

1. An athlete may be given a varsity award after four (4) years of participation in the same sport.
2. The top athlete on a team in an event for the season may be awarded a varsity award, regardless of other requirements.
3. Athletes may earn an award/letter by being a major contributor to the success of their team.
4. If an athlete is injured during the season, the coaching staff will evaluate and determine if an award should be given.
5. A participation certificate will be awarded to any athlete who completed the season and did not earn a Varsity, JV, or freshman award.

LOCKS

All athletes should have a school provided lock on their athletic locker. These locks can be obtained from the athletic secretary for a small rental fee. All locks must be returned at the end of the season.

MULTIPLE SPORT PARTICIPATION

It is the position of MJSHS athletic department to encourage participation in as many sports as an athlete may wish, subject to the constraints of the two-sport participation policy. Discouragement of such participation, overtly or through the use of subtle pressure by any coach, is considered a breach of the ethics of coaching.

OPEN FACILITY PROGRAM

IHSAA definition – 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.

- a. Member schools may operate open facility programs in which the gymnasium, playing field or other school facilities are open to all students for participation.
- b. Member school coaches may supervise the programs according to IHSAA rules governing open facilities.
- c. Operation of open facilities programs must be terminated prior to Monday of IHSAA Week 3 for all sports.
- d. Refer to the IHSAA by-laws for specific details of in-season, out-of season, summer.

PARTICIPATION IN TWO SPORTS

Student athletes may participate in only one MJSHS sponsored sport per athletic season. The one exception is a soccer player may kick on the football team.

PARTICIPATION RULES (per IHSAA)

Baseball: 28 games, no tourney / 26 games, one tourney

	Pitcher may not pitch more than ten (10) innings in any three consecutive calendar days.
Basketball:	22 games, no tourney / 20 games, one tourney No player may participate in more than five (5) quarters in one session
Cross Country:	14 total meets
Football:	9 games & one scrimmage Four (4) varsity quarters per week / or 5 quarters per week with no more than 2 varsity quarters. Do not count varsity quarter if player participates only in a kicking down.
Golf:	18 matches
Soccer:	16 matches, no tournament or 14 matches and 1 tournament
Softball:	Same as baseball – no pitching restrictions
Swimming:	18 meets
Tennis:	22 matches, (max of 5 tournaments)
Track:	16 meets
Volleyball:	25 matches, 2 tourneys / allowed no more than 9 matches per week or 4 matches per day / players cannot participate in more than one level of team lay in a given tournament.
Wrestling:	18 dual meets; additional tourneys allowed if each is counted as two of the 18 dual meets / interscholastic meet which involves three or more schools shall be considered a tourney.

PHYSICAL EXAMINATIONS

All athletes are required by the IHSAA to have a completed physical exam completed and signed by a person licensed to practice medicine in the state of Indiana. This is to be on file with the athletic director before being allowed to practice in any sport. Physical exams are the responsibility of the athlete and his/her family. Physical exams for the next year may not be dated before April 1 of the current school year. The athletic department will schedule a physical date in either April or May for all student athletes. This information will be provided as the date is secured.

PICTURES

A photographic studio will be contracted to take team and individual photos. The athletic office and the studio representative will arrange dates and times for these sessions. Order forms and schedule will be issued in advance of the date of the media day.

PRACTICES

1. All team members are expected to attend all practices
2. The coach sets practice schedules during school vacations and only the coach can excuse an athlete from practice. If school is cancelled by weather, the athletic director who will coordinate the decision with the principal and the superintendent's office must approve practice. The coaches and media will be notified. If school is released early due to weather or road conditions, all practices will be evaluated based on the weather.

3. There shall be no school practices or school sponsored meetings, clinics, etc. on Sunday. Calling one or more team members together on a Sunday for studying, scouting reports, viewing game film, and kind of preparation, etc. is a violation of IHSAA rules.

PRE-SEASON PARENT MEETING

Upon the selection of the team, the head coach shall conduct an informational meeting for the parents.

Items that should be addressed include:

- Privilege to be a part of MJSHS athletics
- Award/lettering policy
- Team rules
- Review of Cod of Conduct – ask for help in enforcing
- Transportation policy to and from contests
- Attendance / consequences
- Practice / contest schedule / calendars
- Visitors at practice policy
- Emergency procedures
- Review of risks associated with sports
- Eating habits / nutrition / rest
- How to be a spectator
- Coach-Parent communication handout
- Concussion information

RANDOM DRUG TESTING POLICY

A complete copy of the Manchester Community Schools Drug testing policy is available by request at the Manchester High School office.

RELEASE FROM CLASS

There are few times or reasons why a student-athlete should ever miss class for athletic reasons. State tournament series practices or events and related luncheons/dinners are examples of excusable releases. Excused release from a class is handled through the main office.

SCHOLAR ATHLETES

Any student athlete achieving a 3.17 GPA or higher during the designated grading period for each season will be given a Scholar Athlete Certificate during that seasons awards program. Upon the first recognition as a scholar athlete each year, the athlete will also be presented with a patch for their letter jacket. A scholar athlete team will also be recognized during each fall, winter, and spring season. A female and male Senior Scholar Athlete of the year will be recognized at the spring awards program.

SUSPENSIONS via DUE PROCESS

A due process suspension (in-school or out-of-school) makes a student-athlete ineligible for competition and practice for the duration of the due process.

TEAM RULES

Each athletic team must establish team rules for the betterment of their team. These rules can be in excess of the Code of Conduct rules but cannot replace the Code. A copy of these rules must be reviewed and on file in the athletic directors office. Team rules are in effect once the coach has presented them, in writing, to the team and the parents.

TRAINING ROOM

The training room is located adjacent to the gymnasium. Student-athletes are not permitted in this room without adult supervision. The training room is for the treatment and rehabilitation of injuries. Parkview Sports Medicine provides a certified athletic trainer for MJSHS athletes.

TRANSFER ATHLETES

Each head coach is responsible to check candidates for the team to see if any athlete is from another school or country. If the face is not familiar or there is doubt, check! Transferring students or Foreign exchange students must fill out specific paperwork and be cleared by the IHSAA before they are eligible for any competition.

TRANSPORTATION

Manchester provides transportation to and from athletic events via bus or minibus. The transportation schedule is established by the athletic director with the consultation of the head coach of each sport. The transportation information can then be accessed on the "field trip" link under calendars on the school webpage. Coaches should distribute transportation information to the parents at the parent meeting for the season.

Busses must always be supervised. As a driver of the minibus, it is important to know that seat belts are on at all times, and that you inform all students of the requirement to wear seat belts prior to the trip. Please clean and refuel the bus after each trip.

Athletes are expected to travel to and from athletic events in school provided transportation. The exceptions are:

1. Prior to departure from an event site, the athlete's parent/guardian must complete and sign the Return Transportation Authorization Form in the coach's presence and explain the reason for the exception.
2. The athlete must ride with their parent/guardian;
3. Athletes may not ride with another parent or friend – unless they fill out the Alternate Authorization Form prior to departure to the event.

TRAVE GUIDE

Can be found on the IHSAA web page for information on all school locations.

WEATHER

Use of all outside facilities will cease when threatening weather exists. These conditions are heavy winds, tornadoes, lightning, driving rain, and excessive heat. The rule of prudent and reasonable judgment should be used. In addition, this policy statement covers all school-sponsored events off school property. Announcement will be made at each venue as to where athletes and spectators should go. School administrators will use any available technology (internet) to determine severity.

WEIGHT ROOM

The weight room has become an integral part of the athletic program. In-season athletic teams always have first priority for its use. Second priority is given to teams who are conditioning for the next season, e.g. basketball in the fall, softball in the winter, etc. at no time should athletes be allowed in the weight room without supervision. If unsupervised athletes are using the weight room, it is your duty to ask them to leave and then lock the doors to the weight room (or you stay and provide supervision).