

2013-2014 CMS ATHLETIC HANDBOOK

"One man practicing sportsmanship is far better than fifty preaching it." -Knute Rockne

I. MAJOR RESPONSIBILITIES OF ATHLETES AT THE BEGINNING OF THE SEASON

A. ABSENCE OF ATHLETE FROM SCHOOL

1. A student athlete must attend all of his or her classes in order to participate in a school event. The Principal or Athletic Director may only make exceptions to this policy.
 - a. School Field Trips will be excused
 - b. A doctor's visit that the school excuses as long as the student makes a reasonable effort to attend school
2. An athlete shall not be eligible for practice or contest participation while suspended from school attendance.

B. ATHLETIC INSURANCE

1. Athletic insurance is recommended for all members of athletic teams. Team members who have the 24-hour school accident insurance coverage have insurance protection while participating in athletics with the exception of football. We encourage the athletes to purchase the 24-hour plan.
2. Insurance protection for football, made available each school year, may be purchased separately by the individual players.
3. The Cloverdale Athletic Department provides no athletic insurance for participants

C. ATHLETIC MEDICAL CLEARANCE

1. A physical examination is required for each student-athlete for each school year. A physical examination received after **April 1**, of any year is valid from the date of the examination through the following school year.
2. All physical examinations must be recorded on the Student/Parent-Physician Certificate provided by the Indiana High School Athletic Association.
3. The physician conducting the examination must have an unlimited license to practice medicine in the State of Indiana.
4. No student is to practice or participate in any sport before they have a Student-Parent-Physician form on file in the athletic director's office. This includes pre-season workouts.
5. It is possible for a student to be eligible for one or more sports while not being eligible for others.
6. Student-athletes, properly certified to participate in interschool athletics, who are absent from school, or who are physically unable to practice/compete due to illness or injury, must present a statement from a physician who holds an unlimited license to practice medicine in the State of Indiana to the athletic director certifying that they are again physically able to participate in practices and athletic contests.

D. ATHLETIC PERMISSION STATEMENT

No students will be allowed to practice or participate in a game until the Athletic Permission Statement is completed and is in the possession of the Head Coach.

E. CARE OF SCHOOL FACILITIES

1. Athletes are to be instructed by the coaches in the proper care of facilities and equipment.
2. The coach must inform the Athletic Director of any damage to school equipment or facilities.
3. Any damage caused by athletes must be paid for in full before being allowed to participate in further athletic activities.
4. Suspension from athletic activities will be considered for some damages, depending upon circumstances; if sufficiently serious, a suspension of one year may be imposed.

F. EQUIPMENT AND SUPPLIES

1. Issuing of Equipment
2. No athletic equipment bought by the athletic department and issued to squad members may be worn outside of practice or game situations.
3. Exception: With the approval of the Athletic Director, athletes may wear game jerseys or shirts on the day of a contest to school.
4. Each coach must inform his or her squad of the limitations of this rule.
5. The ATHLETE will be responsible for returning all equipment in acceptable condition.
6. The athlete will be charged the replacement cost for equipment lost or damaged by abnormal use.
7. The coaches are to issue all game and meet equipment and in some cases uniforms at the start of each season and check the equipment in at the end of each season.
8. All equipment shall be fitted by the coach to insure proper size and to protect against injuries.

9. Squad members should be instructed in the proper care and laundering of equipment. Most coaches will launder his or her team's uniforms or equipment.

10. Equipment issued to athletes remains the property of the school unless the athlete pays part or all the cost with the agreement that the equipment is then the property of the athlete.

11. The athlete is responsible for the proper maintenance and replacement of equipment. If equipment has not been returned, the person responsible will not be allowed to participate further in athletics until the equipment has been returned or payment for the lost equipment has been received. The Coach and the Athletic Director shall be responsible for the proper resolution of any such problem.

G. HAZARDOUS WEATHER CONDITIONS

1. Postponing practice

- a. On days when school attendance is canceled, consideration of the safety and welfare of athletes and coaches will determine the holding or postponing of practice.
- b. No mandatory practice will be allowed unless suitable improvement in weather conditions is noted.
- c. Coaches are to inform the players of the cancellations of the practice or the game.

2. Lightning policy

- a. Every coach and athlete should always take severe weather seriously.
- b. If you can see lightning, you are in danger.

H. ELIGIBILITY RULES FOR STUDENTS

1. Participation in athletics is a privilege earned by meeting the standards set by Cloverdale Middle School.

2. In the event of questions regarding eligibility contact the Athletic Director or the Principal before eligibility is endangered.

3. To be eligible to represent your school in Interscholar Athletics You:

- a. Must have received a passing grade in at least five full credit subjects or the equivalent each nine weeks checking period, except that the semester grades shall take precedence at the end of a semester; and must be currently passing in at least five full credit subjects or the equivalent. Students with failing grades can attend practices during periods of ineligibility (at coach's discretion).
- b. Must have filed with your principal each school year, between April 1 and your first practice, your completed Student-Parent-Physician Certificate.
- c. Must not reflect discredit upon your school nor create disruptive influence on the discipline, good order, or educational environment in your school.
- d. Girls shall not be permitted to participate in a program for boys when there is a tournament program for girls in that sport in which they can qualify as a girls' entrant.

I. INJURIES

1. In the event of injury, the coach should administer first-aid immediately unless the athletic trainer is present. The welfare of the individual athlete is first and foremost.

2. In the event of an injury that is thought to be serious, the parent or guardian is to be contacted immediately and advised of the injury. If, in the coach's opinion, the injury is serious enough to warrant the immediate summoning of ambulance, the ambulance should be summoned and the parents notified as quickly as possible. The coach is to arrange for an adult to accompany the injured athlete in the ambulance or to follow in an automobile and then stay with the athlete until the parents arrive.

J. OVERNIGHT SQUAD TRIPS

1. Approval of the athletic director must be obtained for any overnight athletic trip.

2. The coach of a squad making an overnight trip, or one of a longer duration, must forward a letter to the parents of the athletes involved with the following information:

- a. Purpose of trip
- b. Date and time of departures
- c. Date and estimated time of arrival upon return
- d. Location of lodging for squad
- e. Method of contacting athletes in case of emergency
- f. Method of travel: If transportation is by private automobile, the names of adult drivers and the passengers in each vehicle are to be listed.
- g. A breakdown of expenses and who will assume the expenses is to be included.
- h. A parental consent form granting permission for the athlete to take part in the trip must be signed by the parent or guardian and then be presented to the Athletic Director prior to the trip.

K. SPORTSMANSHIP

1. Sportsmanship and character are to be emphasized at all times. Unsportsmanlike conduct will not be tolerated.

2. Procedure for athletes being disqualified or ejected for unsportsmanlike conduct:
 - a. A conference between the Head Coach and athlete will be held the following school day. Each case is decided on its own merits.
 - b. Penalties will be decided in each case with no precedent being set by any case. A meeting with the Athletic Director and the Principal may follow.
 - c. Penalties may range from a conference with the athlete, suspension, dismissal from the team, or exclusion from all athletics.

L. SUNDAY PRACTICE

1. There shall be no contest, practice, formal or informal team meeting scheduled on Sunday.

M. TRANSPORTATION

1. All athletes are expected to ride the school bus to and from all athletic events. No private transportation will be permitted unless an Athletic Release Form (found on CHS website) is given to coach for approval 24 hours prior to trip. If coaches find athlete release necessary, they will forward to Athletic Director for final approval. No release form will be approved if it is given less than 24 hours before the event is scheduled. This applies to all trips outside the school corporation limits.

II. MAJOR RESPONSIBILITIES OF ATHLETES AT THE CONCLUSION OF THE SEASON

A. AWARDS PROGRAM

The awards program is considered an extension of the athletic season and all athletes are expected to attend.

1. An excused absence on the part of the athletes may come from the Athletic Director.
2. An absence that is not properly excused will mean forfeiture of the award.

B. CONDUCTING AWARDS PROGRAM

1. Fall: Boys and Girls Cross Country, Football, Volleyball, Girls Golf, and Cheerleading
2. Winter: Boys and Girls Basketball, Wrestling, Cheerleading
3. Spring: Baseball, Boys Golf, Softball, Boys and Girls Track

C. AWARDS

1. Qualifications for awards:
 - a. All candidates must have met the school rules.
 - b. Coaches must recommend all recipients to the Athletic Director.
 - c. All candidates must display proper sportsmanship to opponents, officials, and teammates.
 - d. All athletes must have returned all equipment to the satisfaction of the coach and Athletic Director.
 - e. In most instances, the athlete must complete the season. Injuries may waive this consideration for an athlete well into the season who has made an outstanding contribution to the team. The injury must be related to the sport (occurred in practice or game) and the candidate is not allowed to participate further in athletics on orders from a doctor. The candidate must further be qualifying for the award at the time of the injury and continue to attend practices and contests for the remainder of the season.
 - f. Attitudes on and off the athletic field are to be taken into consideration when an athlete is recommended for an award.
 - g. A participant must be regular in attendance at practice. She/he is to meet the practice schedule as set forth by the coach or assistant coach.
 - h. The coach of each sport will certify that each participant recommended for an award has met the minimum requirements for that particular sport.
 - i. A participant must be eligible and available at all times throughout the season for his/her chosen sport(s). The coach will determine excused or unexcused absences from practice or contests.

Any coach may appeal to the athletic council of behalf of any deserving athlete who does not qualify under the letter guidelines

H. NATURE OF THE AWARDS

All sports are considered major sports at Cloverdale High School.

Athletes, managers, student staff, and student trainers are eligible to earn awards.

The school and/or the Cloverdale Athletic Booster Club purchase all awards.

No athlete shall receive an award in a sport for which he/she is academically ineligible at the completion of the season or under suspension for an athletic violation.

Candidates must complete the season's play in order to receive an award; however, injuries may waive this stipulation.

No awards will be issued to the student-athlete until all his/her equipment is turned in to the coach.

III. MISCELLANEOUS

A. ATHLETIC COUNCIL

1. On-staff varsity coaches, the athletic director, and the principal comprise the athletic council.

B. CHAIN OF COMMAND

1. Coaches, athletes and parents will follow the line of authority as established by the Cloverdale Board of School Trustees, as follows:

- a) Cloverdale Board of School Trustees
- b) Superintendent of Schools
- c) Principal
- d) Athletic Director
- e) Head Coach
- f) Assistant Coach

2. Problems should first be discussed on the **lowest level** of the chain of command before going to a higher level.

C. DUTIES OF THE PRINCIPAL

1. The Principal shall have complete control of the athletic program.

D. GENERAL ADMISSION PRICES

1. Middle School Events \$4.00
2. Some Tournaments may charge \$5.00

E. CORPORATION FAMILY PASS

1. Members of the immediate family will be entitled to admission to home athletic events, girls and boys, grades five through twelve, **excluding tournaments**.

- a. Cost per family: \$150.00

F. CORPORATION SINGLE ADULT PASS

1. Entitles the individual admission to home athletic events, girls and boys, grades five through twelve, excluding tournaments.

- a. Cost per adult: \$75

G. CORPORATION STUDENT PASS

1. Entitles the individual admission to home athletic events, girls and boys, grades five through twelve, excluding tournaments.

- a. Cost per student: \$30

H. CORPORATION ELEMENTARY STUDENT PASS

1. Entitles the individual admission to home athletic events (**WITH A PAYING ADULT**), girls and boys, grades five through twelve, excluding tournaments.

- a. Cost per elementary student: \$5

I. CORPORATION SENIOR CITIZENS PASS

1. Must be 65 or older
2. Must be a resident in the CCSC District

IV. ATHLETE'S RULES AND REGULATIONS

A. INTRODUCTION

All rules and regulations of the Cloverdale Middle School Coaches and Athletic Handbook must be met before athletic participation may take place. An athlete is an athlete 365 days of the year. Any violation during or between seasons will be handled in accordance with the Handbook. An assigned penalty will begin at the start of the season for all pre-season offenses. Summer violations will be recorded and counted as first offenses. Summer is defined as the period of time from the end of spring participation to the first IHSAA practice date for fall sports.

B. VIOLATIONS

1. Violations of training rules as listed in the Handbook will be investigated immediately upon receiving the report by the coach and the Athletic Director. If the charge is not substantiated, the source of the charge will be notified and no further action will be taken. If substantial evidence appears to exist, the following action will be implemented (in or out of season).

- a. The athlete may be subject to suspension from all athletics for the first offense. (The period of suspension for the first offense may include exclusion for 25% of the season or for the rest of a calendar year, but will be at least 25% of the season.)
 - b. A second offense will result in a suspension of athletics by the Principal/Designee for a minimum of one calendar year, beginning from the date of the second or succeeding violations.
 - c. A third offense will result in a suspension of athletics for the remainder of the student's athletic career. The student may request reinstatement after a minimum of 1 calendar year from date of suspension.
2. A student who fails to successfully complete participation in an athletic season after successfully completing a penalty imposed under this policy must serve the penalty in full in each subsequent athletic season in which the student participates until such time as the student successfully completes participation in a sports season for the full term of the season and is in good sports standing.
Nothing in this policy shall be construed to require the school corporation to follow the provisions of the Due Process and Pupil Discipline Statute (IC 20-8.1-5) in removing a student from participation in any athletic activity.
3. Specific Rules for alcohol, drugs (including controlled substances, look-alikes, and drug paraphernalia), and tobacco products.
 - a. An athlete shall not use or consume, have in his/her possession, buys, sells, or give away drugs, alcohol, or tobacco. Attending an event where this rule is knowingly being violated will be treated the same as violating the above rule unless the athlete leaves immediately.
 - b. Exceptions: The policy does not apply to an athlete who has a valid prescription or order for a controlled substance, so long as the prescription or order was written for the athlete. This policy does not cover the use (not abuse) of over-the-counter medications for colds, allergies, and minor pain.
4. Penalties for violating the rule for alcohol, drugs (including controlled substances, look-alikes, and drug paraphernalia). NOTE: In regards to tobacco, see Rule 5 below.
 - a. First Offense: suspension from athletics for one calendar year. The site administrator may reduce the loss of extracurricular eligibility to six (6) months if the student and parents/guardians obtain and complete, at their own expense, a drug or alcohol assessment/prevention class prior to the 6 month anniversary date and follow the recommendations. The assessment/class must be provided at an Indiana State approved alcohol/drug agency in the area; and a certified alcoholism/drug abuse counselor must conduct the assessment/class. The student and parent/guardians must sign a release allowing the assessor and the school administration to exchange information and they must work in cooperation with the school to follow through with the recommendations of the assessment.
 - b. Second Offense: Suspension from athletics for a one calendar year.
 - c. Third Offense: Suspension from all athletic participation for the remainder of high school career. The student may request reinstatement after a minimum of one calendar year from date of suspension. This request for reinstatement must be in writing with reasons for reinstatement. It is to be given to the Principal/ Designee.
5. Penalties for violating the rule for tobacco products.
 - a. First Offense: Suspension from athletics for three months.
 - b. Second Offense: Suspension from athletics for one calendar year.
 - c. Third Offense: Suspension from all athletic participation for the remainder of high school career. The student may request reinstatement after a minimum of one calendar year from date of suspension. This request for reinstatement must be in writing with reasons for reinstatement. It is to be given to the Principal/ Designee.
6. Unauthorized Possession of School Owned Equipment. (Athletic or Non-athletic): No CMS athlete shall have in his/her possession any school owned equipment belonging to CMS or any other school or athletic department. This does not include equipment that is to be worn for CMS practices or contests for the current sport season.
 - a. First Offense: dismissal from team for at least the remainder of the sports season.
 - b. Second Offense: suspension for a minimum of one calendar year
 - c. Third Offense: Suspension from all athletic participation for the remainder of high school career. The student may request reinstatement after a minimum of one calendar year from date of suspension. This request for reinstatement must be in writing with reasons for reinstatement. It is to be given to the Principal/Designee.
7. Use of Abusive Language and/or Personal Confrontation (fighting). Penalties begin with competitive season.
 - a. First offense: coach's discretion with approval of the Athletic Director.
 - b. Second offense: Principal, Athletic Director, and Coach will handle problem with a minimum penalty of one contest for language and two contests for fighting.
 - c. The same group will handle all other offenses with penalties increasing.
8. Involvement With Law Enforcement Agencies.
 - a. Penalties begin with competitive season.

- b. Based on conviction, admission by the athlete, or police report. (Minor traffic violation excluded.)
 - 1. Misdemeanors: up to one-year maximum suspension.
 - 2. Felonies: minimum suspension for at least one calendar year and possible suspension for entire high school career.
- 9. School-owned Equipment
 - a. Equipment issued to athletes remains the property of the school. Exception: When the athlete pays a part of the cost and is permitted to retain the item and then turn it in at the conclusion of the season. The athlete is to be responsible for the proper maintenance of the item. The coach is responsible for the equipment being returned.
 - b. Equipment that is not returned is to be paid for by the athlete. The cost will be equal to the replacement cost.
- 10. Quitting or Being Dismissed From a Team
 - a. Once a student begins practice in a sport and his/her squad membership is terminated by a coach for reasons other than being cut due to lack of ability, they are not eligible to practice or participate in any other sport in the current season (including intramurals) unless given approval by the Athletic Director and by mutual consent of the coaches involved. A complete investigation is to be made.
 - b. When an athlete quits a team, he/she may not try out for the next season sport until the team he quit finishes their current season.
 - c. Only mutual consent of the coaches involved and the Athletic Director may waive this rule.
 - d. The rule further prohibits preseason conditioning for another sport, weight training, or intramurals until the season is over.
- 11. Energy Drinks, Energy Supplements, Weight Training Supplements, and Protein Powders are not FDA approved and therefore use of these items is not allowed on school grounds.
 - a. First Offense: Verbal Warning
 - b. Second Offense: Letter Sent home to Parents
 - c. Third Offense: One Game/Event Suspension
 - d. Fourth Offense: Removal From Team
- 12. Hair Coloring that is deemed as "un-natural" or attention getting will not be allowed. Athletes are to serve as a positive example for our K-12 schools, our community, and the team they are involved with. If an athlete has questionable hair, he/she will be not be allowed to compete or travel with their respective team until hair color or cut is appropriate
- 13. Additional Circumstances: Any and all situations not properly covered by these regulations are to be presented by the coach and resolved by the Athletic Director.

V. AWARENESS VERIFICATION

- 1. Parent/Guardian Permission to Participate Awareness
 - a. Permission for my son/daughter/custodial person to engage in IHSAA or Cloverdale High School approved activities, as a representative of his/her school must be granted by the parents/custodial person. Consent for my son/daughter /custodial person to accompany the team or group as a member on its out of town trips must also be given. I understand that neither the school board nor the athletic department carries insurance for injuries sustained in the interscholastic program.
- 2. Risk Awareness
 - a. Organized secondary athletics involve the potential for injury, which is inherent in all sports. I acknowledge that even with the best coaching, use of the most advanced protective equipment, and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability paralysis, or even death.
- 3. Rules Awareness
 - a. The parent(s)/custodial person(s) must read and understand the rules and regulations as listed in the Cloverdale High School Athlete's Handbook.
The parent(s)/custodial person and athlete must agree to obey the rules and understand the possible consequences if they are not followed.

By signing for your agenda upon registration you are agreeing to obey the rules of this handbook in regards to Athletics and School Policy.