

## **SPORTSMANSHIP**

Sportsmanship is an intangible difficult to define, formulate or measure objectively. It is a word which reflects such attributes as appreciation, attitude, respect, and consideration. It calls for certain emotional responses from an individual that very often are difficult to appraise or evaluate, yet are accepted as highly desirable.

A sportsman is defined as a person who can take loss or defeat without complaint, or victory without gloating, and who treats his opponents with fairness, generosity, and courtesy.

An anonymous definition-“Sportsmanship is simple. It is merely control in strength, being courteous in weakness, keeping the rules, playing the game, being on the level with adversaries, and on the level with yourself.” Still others have characterized sportsmanship as following the Golden Rule.

The Education Policies Commission of the N.E.A., in their report, SCHOOL ATHLETICS, made the following statements relative to sportsmanship:

“Playing hard and playing to win can help to build character. So, also, does learning to “take it” in the rough and tumble of vigorous play, experience defeat without whimpering, victory without gloating, and discipline one’s self to comply with the rules of the game and of good sportsmanship.”

Sportsmanship is both an immediate and a long-range goal.

We respect the man or woman who acts fairly, who observes laws and customs, who treats others with consideration, who takes adversity without whimpering. Such a person is a “good sport”. How did he/she learn these traits of good sportsmanship? Playing in games at school may have helped. How can such traits be more widely distributed? One answer, we believe, is that more youth leaders today encourage a spirit of fairness, observance of the rules, sporting attitudes toward teammates and opponents, and ability to ‘take it’ in defeat. When good sportsmanship is set as an immediate goal of school athletic activities, gains are made toward achieving it as a goal for life.

## **ATHLETICS FOR BOYS AND GIRLS**

The high school athletic program consists of varsity team competition in the following sports: baseball (boys), basketball (boys & girls), cross country (boys & girls), golf (boys & girls), track (boys & girls), softball (girls), volleyball (girls), soccer (boys or co-ed), and cheerleading (boys & girls).

The junior high athletic program consists of team competition in the following sports: basketball (boys & girls), cross country (boys & girls), track (boys & girls), volleyball (girls), soccer (boys or co-ed), and cheerleading (girls).

### **DIRECTION OF THE TOTAL ATHLETIC PROGRAM**

#### **PRINCIPAL**

The high school principal is recognized as the administrative head of the athletic program. The principal is accountable to the Indiana High School Athletic Association and to the Superintendent and Board of the Jac-Cen-Del School Corporation. The principal may delegate the authority of carrying out the responsibilities of the athletic program to the director of athletics

#### **DIRECTOR OF ATHLETICS.**

Duties and responsibilities:

1. Develop and administer a tentative budget for all athletic programs.
2. Approve purchases and payment of all expenditures pertaining to the athletic program.
3. Schedule and organize all athletic contests and games within the interscholastic program.
4. Be responsible for coordination of athletic activities and schedules with available facilities.
5. Issue all contracts for games and officials for all athletic contests.
6. Arrange transportation for all road trips (teams & fans).
7. Establish policies and procedures for care and inventory of equipment.

8. Arrange for ticket and maintenance personnel for all home athletic contests.
9. Evaluate all coaches.
10. Administer all aspects of the athletic program.

### HEAD COACHES

Duties and responsibilities:

1. Attend “Rules Interpretation Meetings” as outlined by the IHSAA.
2. Prepare and administer a specific program for his/her sport.
3. Be responsible for outlining specific duties for all assistant coaches under his/her direction.
4. Be responsible for the inventory, care, storage, repair, supervision, and maintenance of equipment and uniforms for his/her sport.
5. Establish specific training rules and codes of conduct for his/her respective sport.
6. Organize and conduct practices.
7. Provide an attendance document of the first ten practices to be filed in the athletic office.
8. Report injuries of participants to proper officials and parents.
9. Supervise and secure buildings and all practice areas.
10. Enforce rules established by the administration.
11. Recommend athletes and approve of various awards consistent with the awards policy of the athletic department.

### ATHLETES

As a Jac-Cen-Del High School student athlete, you must maintain outstanding citizenship in the classroom and in student affairs as well as when participating on an athletic team. AS ATHLETES, YOU ARE OFTEN THE LEADERS OF THE STUDENT BODY. MISBEHAVIOR BY A FEW CAN SPOIL THE FAVORABLE IMAGE YOU CREATE FOR THE SCHOOL AND FOR THE COMMUNITY.

UPON ENROLLING as a student at Jac-Cen-Del High School, and UPON ENTERING our athletic program as a participant at any level, you are agreeing to rules

and regulations. THESE RULES ARE TO BE FOLLOWED BOTH “IN SEASON” AND “OUT OF SEASON”, AS WELL AS DURING THE SUMMER MONTHS FOR THE DURATION OF YOUR ENROLLMENT AND PARTICIPATION AT JAC-CEN-DEL HIGH SCHOOL.

Since participation in any athletic program is VOLUNTARY, it is also understood that you not only volunteer to participate on a team, but volunteer to accept and abide by the rules of the Indiana High School Athletic Association, the Jac-Cen-Del administration, and the coaching staff of the Jac-Cen-Del Community Schools. BY VOLUNTARILY AGREEING TO PARTICIPATE AND ACCEPT THESE RULES AND REGULATIONS YEAR ROUND, your conduct and appearance will exemplify the highest standards of the community, school and the sport(s) in which you participate.

The considerations listed below should be carefully weighed by each candidate for an athletic team. If you cannot abide by or accept the general rules as listed, then you are encouraged to drop athletics.

1. Be neat and well groomed in accordance with today’s styles.
2. Avoid profane speech or manner on and off the playing field.
3. In your relationship with members of the opposite sex do not degrade yourselves by displays of conduct unbecoming of a young man or a young woman.

### **JAC-CEN-DEL JR/SR HIGH SCHOOL ATHLETIC CODE**

To build character and moral fiber into the Jac-Cen-Del Athletic Program, THE FOLLOWING CODE FOR JAC-CEN-DEL INTERSCHOLASTIC SPORTS will be in effect for the ENTIRE CALENDAR YEAR and should create uniformity of disciplinary action throughout the athletic program. It is not designed to punish but to give our athletes a CONSISTENT set of rules to follow. This code pertains to all athletes, managers and cheerleaders of the school-grades 7 through 12.

All athletes are, of course, first Jac-Cen-Del students. Therefore, as students, they shall first be disciplined by the school rules, regulations and policies as set forth by the HANDBOOK AND ADMINISTRATION. This policy shall then pertain to athletes in violation of those same policies.

## **WHAT IS A JAC-CEN-DEL ATHLETE**

The Jac-Cen-Del athlete is a person who has responsibility to parents, team, school, and community. This responsibility extends to conduct and appearance on and off the playing field throughout the calendar year. The athlete is an active participant in at least one interscholastic sport throughout the school year and continues at all times thereafter to follow the athletic code.

All athletes must be in attendance at school, for a full school day (arrive by 8:30am), to be eligible to practice or play in an athletic event for that day. The only exceptions to the above rule is a doctor's excuse, dentist's excuse, funeral, religious obligation, court appearance, driving exam or special permission in advance from the principal or athletic director. The principal and/or athletic director can rule in extenuating circumstances. A violation of this rule could result in a minor offense and will be dealt with accordingly.

## **CONDUCT OF STUDENT ATHLETE**

### **PREAMBLE**

A student athlete of Jac-Cen-Del is a representative of the school. How the student athlete conducts him or herself in school and in his or her personal life reflects upon the image of the school. Fellow students, especially younger students, look up to students athletes as role models. The school recognizes and assumes an obligation to the Jac-Cen-Del community which supports the athletic programs to maintain high standards of sportsmanship and conduct.

To protect these interests, we adopt the following standards by which the conduct of student athletes will be measured:

## STANDARDS

1. Because a student athlete is promoted as a representative of the school, conduct of a student athlete which would have a negative impact upon the image of the school is prohibited.
2. Because a student athlete has significant influence over other students, conduct that is likely to have a detrimental effect or present a negative influence on other students is prohibited.
3. Because the Jac-Cen-Del community supports and attends the athletic programs, conduct that would generally offend the expectations of the community at large is prohibited.

## SERIOUS MISCONDUCT/MINOR OFFENSES

When one or more of the above standards have been violated to a significant extent, as determined jointly by the principal and athletic director, the violation shall be considered serious misconduct. If the principal or athletic director determines the standards have been violated, but not to a significant extent, then the violation shall be treated as a minor offense.

NOTE: Certain conduct, such as possession or use of illegal drugs, public intoxication, violation of state criminal laws, driving while under the influence, clearly violates the standards. Other examples and situations too numerous to list could also be violations of the standards. Extenuation factors that may affect the seriousness of the conduct would be such matters as location, time, publicity, and likely consequences of the actions. Other factors and circumstances could cause conduct to rise to the level of serious misconduct as a violation of the standards.

### Penalty for Serious Misconduct with Possession or Use of Alcohol/Tobacco Products

1. First Violation: (During high school career) Suspension from all competitive participation for 30% of the season games. This suspension would be lessened to 20% if the athlete reports the incident to his/her coach or the athletic director within 48 hours and lessened an additional 10% if the athlete

also chooses to receive counseling from an accredited outside source. If the violation is out of season, the 30% penalty will apply to the next sport season in which the athlete has previously completed a sport season. If the athlete is a senior or an athlete that has not participated in a previous sport, the suspension will be 30% of the season games of the next sport in which the athlete participates.

2. Second Violation: (During high school career) Suspension from all competitive participation for 50% of the season games. This suspension would be lessened to 40% if the athlete reports the incident to his/her coach or the athletic director within 48 hours and lessened an additional 10% if the athlete also chooses to receive counseling from an accredited outside source.
3. Third Violation: (During high school career) Suspension from all competitive participation for 365 days at Jac-Cen-Del from the date of the third offense.
4. Fourth Violation: (During high school career) Suspension from participation in all sports at Jac-Cen-Del for the remainder of his/her high school career. The fourth offense may or may not occur in the same year as the first three offenses for the penalty to take effect.

#### Penalty for Serious Misconduct with Possession or Use of an Illegal Drug

1. First Violation: (During high school career) Suspension from all competitive participation for 50% of the season games. This suspension would be lessened to 40% if the athlete reports the incident to his/her coach or the athletic director within 48 hours and lessened an additional 10% if the athlete also chooses to receive counseling from an accredited outside source.
2. Second Violation: (During high school career) Suspension from all competitive participation for 365 days at Jac-Cen-Del from the date of the second offense. The athlete would need to agree with random drug tests upon returning to athletics.
3. Third Violation: (During high school career) Suspension from participation in all sports at Jac-Cen-Del for the remainder of his/her high school career.

\*These violations will accumulate over the high school career of the athlete. For example, if the first violation is the use of an illegal drug and the second violation is alcohol related the athlete will follow the second violation under the alcohol policy. All decisions will be at the discretion of the principal and/or the athletic director.

#### Penalty for Minor Misconduct

1. Other conduct of a student athlete which is likely to reflect badly upon the image of the school, present an improper message to other students, and/or disappoint the community, but, in the judgment of the administration, not to a significant extent, shall be treated as lesser misconduct and a minor offense. The principal and/or the athletic director shall have the discretion to determine minor misconduct and impose appropriate penalties and conditions upon the student athlete, including the suspension of up to twenty percent (20%) of the games of the participating sport.

#### Other Penalties

1. Each suspension in or out of school for an athlete could result in an imposition of penalties up to and including a 20% suspension of season games for the athlete. An athlete may practice during the time they are suspended from games. These penalties may take effect at the discretion of the principal and/or athletic director.
2. Any student assigned to after school or Saturday detention will be disciplined at the coach's discretion.
3. Parents will be notified in the event that an athlete is suspended from school or is found to be in violation of the athletic policy. This notification will be by letter and/or phone call.
4. The above rules apply to all junior high and senior high school athletes. However, all offenses accumulated by junior high student athletes are dismissed from their record once they enter high school.

5. The individual coaches may set guidelines in addition to those in the athletic handbook. All Jac-Cen-Del student athletes are expected to follow the rules set forth by the coach of each particular sport.
6. To eliminate any confusion relative to an athlete's injury expense and insurance, please note the following:
  - a. The Jac-Cen-Del Community School Corporation expects each student athlete to have accident coverage before participating in athletic activities.
  - b. The Jac-Cen-Del Community School Corporation will not pay for any injury-related expenses sustained by athletes.
  - c. All Jac-Cen-Del Student Athletes may enroll in the school insurance student accident protection made available at the beginning of the school year to all students.

**IHSAA ELIGIBILITY FOR STUDENTS IN  
GRADES NINE THROUGH TWELVE**

**YOU ARE INELIGIBLE:**

**AGE:**

1. In all sports if you are twenty (20) years of age prior to or on the scheduled date of the IHSAA State Finals in your sport (IHSAA Rule).

**AMATEURISM:**

1. If you play under an assumed name.
2. If you accept money or merchandise directly or indirectly for athletic performance.
3. If you sign a professional contract.

**AWARDS OR GIFTS:**

1. If you accept commercial awards which advertise any business firm or individual.

2. If you accept any awards designating “All-State” or “All American”.
3. If you accept awards, gifts, or honors from colleges or their alumni.

CHANGE OF SCHOOLS:

1. If you were not eligible in the school from which you transferred.
2. If you have participated in a high school varsity athletic contest in any sport and your parents did not make a corresponding change of residence to the new school district.

ENROLLMENT

1. If you did not enroll in school during the first 15 days of a semester.
2. If you have been enrolled more than four (4) fall semesters and four (4) spring semesters beginning with grade 9.
3. If you have represented a high school in a sport more than four (4) years.

GRADES:

1. If you did not pass five (5) credit subjects or the equivalent in your previous grading period. Semester grades take precedence (in accordance to IHSAA Rules). You are not eligible to practice or play in games if you are not passing in five credit subjects. You may practice after midterm grades come out if you have maintained five passing grades. You may not participate in an athletic contest until report cards are distributed at the end of the grading period and you are passing in five credit subjects.

ILLNESS OR INJURY:

1. If you are absent five (5) or more consecutive school days due to illness or injury and do not present to your Principal or Athletic Director written verification from a licensed physician stating that you may participate again.

CONDUCT AND BEHAVIOR:

1. If your conduct in or out of school:
  - a. reflects discredit upon your school or the Association.

b. creates a disruptive influence on the discipline, good order, moral or educational environment of the school.

STUDENT-PARENT-PHYSICIAN'S CERTIFICATE:

1. If you do not have a completed certification on file with your Principal prior to your first practice each school year. (July 1 begins the new year).

PARTICIPATION, PRACTICES, GAMES, CONTESTS, AND SCRIMMAGES:

1. If you participate as a member of any other similar team, in the same season, not under the direct supervision and management of your school.
2. Limited camp participation is permitted in summer basketball (boys & girls) when approved by the IHSAA. See your Principal or Athletic Director for details.
3. If you participate in a tryout, demonstration, or audition as a prospective college athlete.
4. If you participate as a student in grades 9, 10, 11, or 12 in a contest with or against a student enrolled below grade 9.
5. If you participate in a demonstration, coaches school, coaches clinic, or officials clinic outside the State of Indiana. Those held in the State of Indiana must have prior approval of the IHSAA.
6. If you participate in specialized camps, clinics, or schools for more than 14 non-school, out-of-season calendar days per sport per year.

UNDUE INFLUENCE

1. If any person uses undue influence to retain or secure you as a student or to retain or secure your parents as residents.

SUMMER CAMPS AND CLINICS:

1. Rules regarding participation and uniforms in summer camps, clinic, or tryouts, individual or team sports, are strictly regulated by the IHSAA By-Laws

and Articles of Incorporation. Should a student be interested in attending one of these programs, he/she must contact the Principal or Athletic Director before attending.

### ATTENDANCE:

#### 1. COACH'S ABSENCE:

If a coach knows that he/she is going to be absent from practice or a game, he/she should take the following steps:

- a. Inform the athletic director as soon as possible.
- b. Inform the head coach if the coach is an assistant.
- c. Obtain coverage so that the practice or game can be carried out.
- d. Provide for continued smooth functioning of the program if an absence is to be a prolonged one, by working with the assistant coach and athletic director.
- e. In an emergency, contact the athletic director, head coach or assistant coach immediately.

#### 2. PLAYER'S ABSENCE:

- a. Members of the teams are expected to attend all scheduled practices and games unless excused by the coach.
- b. Attendance Policy: Athletics are an integral part of school today. To participate in an athletic event, either a game, practice or social function, a student must be in attendance at school for a full day (arrive by 8:30am) unless he/she presents a medical or dental appointment note, religious obligation certification, attends a funeral, or receives special permission in advance from the principal and/or athletic director. The principal and/or athletic director can make a ruling in extenuating circumstances.
- c. Players should discuss with and inform the coach, whenever possible, if they are unable to attend a game or practice.
- d. Any athlete who is unable to participate in his or her scheduled physical education class because of medical reasons, may not participate in practice, scrimmages, or games that day or evening.

## **SUPERVISION, MAINTENANCE AND USE OF ATHLETIC FACILITIES**

### COACHES' ROOM:

1. All areas should be kept clean and in a neat orderly manner.
2. Students should not be permitted in the coaches' room unless specifically invited and in the company of the coach.
3. All wet towels should be placed in the proper place.
4. A bulletin board for coaches should be checked periodically and coaches should use it.
5. The door must be kept LOCKED at all times.

### EQUIPMENT ROOMS:

1. All areas should be kept clean and in a neat orderly manner.
2. In the event of any discrepancy in a running inventory of equipment or supplies, notify the athletic director immediately.
3. Students should not be permitted access to equipment or uniform storage areas except under the direct supervision of a coach. **KEEP EQUIPMENT AREAS LOCKED.**
4. Everyone must respect one another's supplies and equipment at all times. Permit no player to wear in practice or take anything that belongs to another activity or person. The athletic budget is a common budget for all athletic activities and replacing lost or broken items means loss of revenue to each activity.

### LOCKER ROOMS:

1. The general condition of the entire area relative to neatness, cleanliness, and general overall appearance is everyone's responsibility, especially the COACH'S.
2. Lockers assigned to your team should be periodically checked for cleanliness. Items not belonging should be removed. This is especially important at the conclusion of a season.
3. Shower rooms should be used properly: no horse play such as towel snapping, soap throwing, etc. Each coach is responsible for the athletes of his or her own team.
4. Teammates should be kept in the same area whenever possible.

5. A coach should have a list of locker assignments for all team members.
6. A coach, before leaving, must check that all showers and lights are turned off and that any gates and doors IN ALL OF THE BULDING (whenever a janitor is not present) ARE LOCKED.
7. A coach should be present and in the vicinity of the locker area before and after practice while players are changing clothing and remain present until players have left the locker area.

#### PLAYING FIELDS AND COURTS

1. It is the responsibility of the head coaches to prepare athletic areas BEFORE EACH practice or game; such as dragging and lining the baseball field, softball field, soccer field, track or cross country course; seeing that the grass has been mowed; and making sure the gym floor, stage, and bleachers have been swept and cleaned accordingly. Janitors and the athletic director will assist in the projects.
2. If there are any conditions which are unsafe and warrant repair, report them at once to the athletic director; then, follow up to be sure they have been repaired.

#### **SUPERVISION OF PLAYERS**

1. Coaches are responsible for the conduct of their players whenever they are representing the school both at practice and games. The coaches must be present at any practice, game, or meeting of the team.
2. If a coach must leave the scene of a practice, he/she cannot delegate his/her authority to anyone who is not a coach. Outsiders are not permitted to continue the practice. If the coach must leave and the team has no other assigned coach present, dismiss the practice.
3. Team members, managers, coaches and staff are responsible for the condition of the locker room facility. Abusive conduct is prohibited.
4. All team associated members are expected to leave school premises directly after practice.
5. A coach must be the last to leave the school building after practices and games.

## **EQUIPMENT AND SUPPLIES**

1. Students and coaches are responsible for the proper use, care, and return of all supplies and equipment.
2. Inventory of assigned equipment to each sport must be taken at the beginning and conclusion of the sports season. Copies of the inventory must be filed with the athletic director.
3. The head coach assumes the responsibility for the care, issue, protection, and preservation of all equipment along with the cooperation of the assistant coaches.
4. The wearing of metal cleats in the school building is not permitted.
5. Equipment requests for the following year should be filed with the athletic director as soon as the sport season is complete.

## **INVENTORY**

1. A detailed athletic inventory is a vital part of any program. It is important that an accurate record be kept annually. Not only will a complete inventory be helpful in budgeting, but is necessary for insurance purposes in case of fire, theft, water damage, etc.
2. Inventories should be continually carried, and all issued equipment must be accounted for. In an effort to stem the loss of equipment issued, all persons will be held accountable for any loss of school equipment. A complete inventory (compiled by the head coach at the conclusion of each individual sport season) must be turned in to the athletic director.

## **FIRST AID KIT**

One of the most important items to have on any playing field whether for a game or practice session is a First Aid Kit. It is imperative that a kit be available for

emergency use. The kit should be checked by the head coach or assistant coach regularly. A kit **MUST** be filled with basic items **AT ALL TIMES**.

The kit must contain the following:

1. Telephone numbers for police, hospital, and emergency squad
2. 1 &1/4" rolls of tape (minimum of 4)
3. 1 can tape adherent
4. 1 can antiseptic
5. Band-Aids (assorted sizes)
6. Bandages (assorted sizes)
7. Cotton swabs
8. 4 cold packs
9. Ammonia capsules
10. Trainer scissors
11. Cotton
12. Gauze pads
13. Any **ADDITIONAL** items **YOU MIGHT DESIRE** for your particular sport.

Notify the athletic director or trainer anytime there is a shortage of any medical supplies.

### **ACCIDENT AND INJURY PROCEDURES**

1. Administer emergency first aid and notify the parent immediately; carefully state the nature of injury.
2. If, in your judgment, doctor or hospital care will be required, make this recommendation to the parent. Take any steps necessary to get the injured athlete transportation to the hospital or doctor. If you accompany the player to the hospital, if possible, remain with the player at the hospital at least until the player's parents arrive. Follow up and concern are important.
3. If an emergency, immediately call 911.
4. The coach shall, within 24 hours of the accident, make a written report to the athletic director.
5. All athletes should continually be reminded to report all accidents or injuries.

6. Assist in the follow up where the physical aspect of the field, building, courts, etc., may have contributed to the injury or accident. This should minimize chances of recurrence.

## **COMPLIMENTARY TICKETS FOR BASKETBALL TOURNAMENTS**

### **RIPLEY COUNTY TOURNAMENTS (BOYS & GIRLS)**

We must pay for all tickets above 80 from the athletic department receipts.

- |                                      |           |
|--------------------------------------|-----------|
| 1. Varsity & Reserve:                | As Needed |
| 2. Managers:                         | As Needed |
| 3. Varsity & Reserve Cheerleaders:   | As Needed |
| 4. Cheerleader sponsors:             | As Needed |
| 5. Scorer/timer:                     | As Needed |
| 6. Bus Drivers:                      | As Needed |
| 7. Administration and other coaches: | As Needed |

### **BOYS' SECTIONAL TOURNAMENT**

We must pay for all tickets above 17 from the athletic department receipts.

- |                                |           |
|--------------------------------|-----------|
| 1. Varsity players:            | 12        |
| 2. Varsity managers:           | As Needed |
| 3. Coaches:                    | 2         |
| 4. Scorer/timer:               | 2         |
| 5. Bus Drivers:                | As Needed |
| 6. Administration and coaches: | As Needed |
| 7. Varsity Cheerleaders        | 5         |
| 8. Cheerleader Sponsors        | 2         |

### **Girls' Sectional Tournament**

We must pay for all tickets above 17 from the athletic department receipts.

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|----------------------|-----------|
| 1. Varsity players:  | 12        |
| 2. Varsity managers: | As Needed |

- |                                      |           |
|--------------------------------------|-----------|
| 3. Coaches:                          | 2         |
| 4. Scorer/timer:                     | 2         |
| 5. Bus Drivers:                      | As Needed |
| 6. Administration and other coaches: | As Needed |

## **FINANCES**

School athletic finances are very closely regulated; any and all expenditures must first have the approval of the Athletic Director and/or Principal.

## **TRANSPORTATION**

1. Transportation to ALL scheduled away athletic events is provided by the school and **ARRANGED BY THE ATHLETIC DIRECTOR**, who will inform the coaches of the date and departure time.
2. The coach **MUST** travel with and be responsible for maintaining team control at all times.
3. Team members are expected to travel to and from contests as a team. All player buses or vans leave from Jac-Cen-Del and return to Jac-Cen-Del. There will be no stops unless arranged through the Principal or Athletic Director. Under extenuating circumstances, team members may request an alternate arrangement. This must be done in advance of the game.
4. No horse play will be permitted on the bus.
5. The use of cell phones on athletic trips will be at the discretion of the coach. They should be turned off on the way to athletic events, but calls can be made for the purpose of calling parents to inform them of pertinent information concerning arrival time back at the school or an emergency situation that may have developed.
6. Out of season transportation will remain in the state of Indiana and within a 100 mile radius of Jac-Cen-Del High School. The Jac-Cen-Del School Corporation will be compensated for all trips. This includes all summer games, camps, and clinics.

Any trip out of state or beyond the 100 mile radius must be requested in writing at least 14 days prior to the trip, be cleared by the high school principal and approved by the school board.

### **GUIDELINES FOR GAME CONTROL**

Everyone who has been associated with interscholastic athletics has become increasingly more aware of the need to establish preventative measures to handle control problems. It is everyone's responsibility to do everything possible to prevent these situations. It is imperative that all personnel live up to his /her responsibility. The following guidelines should be followed:

#### **GUIDELINES FOR ALL COACHES:**

1. Coaches influence not only the conduct of the players under their direction, but also that of student spectators, school faculty, parents of squad members, and interested citizens. Since the coach is influential in setting the tone of conduct, he/she must visibly show that he/she values self-restraint, fair play, and sportsmanlike conduct.
2. The coach must stress to his/her squad the importance of a lack of incidents in the contest, discipline on the bench, and for sportsmanlike conduct not only by voice, but by his/her own dedication to self-control at contests for which he/she will be held accountable.

#### **GUIDELINES FOR THE PLAYERS:**

1. The player's conduct can influence the actions of spectators in the stands; therefore, it places a serious responsibility on the high school athlete. The player who concentrates on the game and takes little notice of the spectators is LESS likely to arouse the spectators. Games are played and won by the rules. Spectators will tend not to "boo" and "hiss" if they see players conducting themselves with proper decorum and good manners. When spectators see a player respecting the rulings of the official, shaking hands with a player on the team of an intense rival, assisting an injured opponent, or congratulating a team for its performance, they quickly recognize that good spectator

conduct is the only acceptable conduct during a contest. These characteristics reflect strength and are not a display of weakness.

2. Players should not “show boat”, use unsportsmanlike gestures, or harass opponents. Proper bench decorum must always be displayed and players should not heckle officials or opponents. It is extremely important that players not listen to spectators. Remember, they are in the stands watching you. You have earned the privilege to be a member of the team and to play.

#### GUIDELINES FOR THE TEAM:

##### 1. Home Contest

- a. Encourage team members to report at a specified time and sit together prior to and after their game.
- b. Do not permit the locker room to become a hang out. No unauthorized personnel should be permitted at any time. This includes friends, scouts, etc.
- c. At the conclusion of the games, all contestants should leave the area immediately and go to the locker room. This departure will accelerate spectator departure to permit the custodians to carry out their duties following the game.
- d. If you anticipate any problems or spot trouble of any kind, notify school officials for their assistance.

##### 2. Away Contest

- a. Leave and enter the bus as close to the building as possible in an area designated by home school officials.
- b. Have all members of the group, players, cheerleaders, managers, coaches, etc. remain together when walking from the bus to enter the school. At the conclusion of the game, have the group remain together in the gym or field area and proceed to the bus together.
- c. All students should remain together in the gym or field area. If necessary to visit the lavatory, locker room, etc. they should never go alone. Students should travel in pairs.

- d. When the game is completed, the contestants should go immediately to the locker room. A coach should always accompany them for reasons of supervision and safety.
- e. The dressing room is for team participants only and no unauthorized persons should be allowed in.
- f. If the conditions warrant, do not hesitate to request assistance from your opponent's school authorities. At no time should the safety and welfare of our students be jeopardized.

### **VISITING TEAMS TO JAC-CEN-DEL**

It is important to remember that all visiting teams are our guests and should be treated accordingly. Either the Principal or Athletic Director of Jac-Cen-Del should meet the visiting coach and team upon their arrival. Welcome them, and if they are in need of something (medical supplies, towels, etc. ) every effort should be made to accommodate them.

Display good sportsmanship at all times; coaches should take the leadership role in promoting this atmosphere prior to, during, and after the game. It is a good practice to have teams shake hands before and after the game.

At the conclusion of the contest, either the Principal or Athletic Director of Jac-Cen-Del should be sure the visiting team gets safely on their bus and is not abused in any manner when leaving the school.

### **PUBLIC RELATIONS**

It is the responsibility of the head coaches to keep their teams and the general public informed of particular sport activities. The following are suggestions:

1. **Bulletin Boards:** One of the best means of providing information to team members and the student body on a whole is by carefully caring for and developing a specific bulletin board area devoted to your activity. The material must be informative

and meaningful. The information can include posters, notices, signs, printed clippings, etc.

2. Announcements and Press Releases: Public relations are a very important aspect of any successful program. This area often receives little attention. Public relations can work positively or negatively and we should strive to be positive. Newspapers and radio are interested in receiving information relative to our program and players.

3. Reporting Contest Results to Public Media: It is important to maintain news media contacts to keep a continual flow of information. A manager of an activity may be assigned the specific task of making contacts after a game regarding the outcome as well as a highlight or two. This should be done on all levels of competition. The general public is normally uninformed as to the breadth of our total program.

4. Plans of Seniors after Graduation: The news media is always interested in college selections of individuals on your team and on the activities of former athletes. Please forward that information to the Director of Athletics anytime during the year.

### **HIGH SCHOOL ATHLETIC AWARDS**

1. A six inch red letter will be awarded to any athlete who meets the requirements of basketball, volleyball, softball, baseball, soccer, track, golf, cross country, and/or cheerleading. This letter will show by proper insert the sport for the award. Each succeeding year, the student will be awarded a chevron and certificate to indicate he/she has met the varsity requirements. The requirements of each sport to earn a varsity letter can be found on pages 24 & 25.

2. Every athlete will receive points for his or her participation in each sport according to the following scale:

- 1pt. 9<sup>th</sup> grade participation
- 2pts. 10<sup>th</sup> grade participation

3pts. 11<sup>th</sup> grade participation

6pts. Varsity Letter

The athletes' points will be accumulated throughout their high school career.

3. Any high school athlete who has been a regular participant in volleyball, cross country, basketball, track, golf, softball, baseball, soccer, or cheerleading will be eligible to purchase a letter jacket after they have earned their first varsity letter. A manager will be eligible for a letter jacket after meeting the same qualifications. The jacket shall be standard from year to year – Columbia Blue with white sleeves trimmed in red at the cuffs and waistband. The letter on the jacket shall be a standard JCD letter. The year of graduation shall be on the right sleeve. The jackets will be ordered through the Athletic Department at the beginning of each school year.

4. Certificates shall be awarded to all players who do not receive varsity letters but who are members of the team.

5. A Scholastic Award will be awarded for each team at every level. The Scholastic Award will be based on grades for the current school year, semester grades take precedence. This award will be given only when merited.

6. The most valuable varsity player for each varsity sport shall be selected by the players and/or coaches of each sport. The name of each shall be placed on the plaque now in the trophy case, and a trophy will be awarded.

7. A captain shall be chosen from the varsity members of each varsity sport, and a star and a plaque awarded to him/her.

8. The following other varsity basketball awards shall be given when merited:

(1) The Hustler Award

(2) Leading Rebounder

(3) Most Improved

(4) Free-Throw Award (minimum of 30 attempts)

(5) Assist Leader

9. The following reserve team and freshmen basketball awards shall be awarded when merited:

- (1) Free-Throw Award (minimum of 20 attempts)
- (2) Most Improved
- (3) Most Determined
- (4) Mental Attitude Award

10. The following other varsity baseball/softball awards shall be given when merited:

- (1) Highest Batting average (minimum 40 times at bat)
- (2) Runs Batted In – Leader
- (3) Pitching Award
- (4) The Hustler Award
- (5) Most Improved Player

11. The following other track awards shall be given when merited:

- (1) Most Points – Field Events
- (2) Most Points – Running Events
- (3) Most Determined

12. The following other cross country awards shall be given when merited:

- (1) Most Determined
- (2) Most Improved

13. The following other varsity volleyball awards shall be given when merited:

- (1) Most Improved
- (2) Top Server Average – Must serve at least 50 times
- (3) Hustler Award

14. The following other varsity golf awards shall be given when merited:

- (1) Most Improved
  - (2) Most Determined
15. The following other varsity soccer awards shall be given when merited:
- (1) Most Improved
  - (2) Most Determined
16. The following awards shall be awarded to reserve, freshmen, 7<sup>th</sup>, and 8<sup>th</sup> grade players:
- (1) Mental Attitude Award
  - (2) Most Improved
  - (3) Most Determined
17. Awards for cheerleaders at the varsity level are:
- (1) Outstanding Cheerleader
  - (2) Mental Attitude Award
18. Award for cheerleaders at the reserve, freshmen, 7<sup>th</sup>, and 8<sup>th</sup> grade levels is:
- (1) Mental Attitude Award
19. The final approval of all awards shall be made by the Athletic Director.
20. Requirements for varsity letter in each sport:
- a. Basketball: A player must play in 35% of the varsity quarters and be certified for the sectional tourney.
  - b. Baseball: A player must play in 20% of the varsity innings and be certified for the sectional tourney.
  - c. Track: Varsity letter based on total points earned in varsity meets. Must score points equal to 1.0 point per meet for all meets during the season and participate in conference meet and sectional.

d. Cross Country: To be eligible for a varsity letter in cross country an athlete must run in the top seven (7) for Jac-Cen-Del in 50% of the regular season meets and be certified for the sectional.

e. Golf: To be eligible for a varsity letter in golf an athlete must score in the top five (5) for Jac-Cen-Del in 50% of the season meets and be certified for the sectional.

f. Volleyball: A player must play in 35% of the varsity games and be certified for the sectional tourney.

g. Soccer: A player must play in 75% of varsity halves and be certified for the sectional.

h. Softball: A player must play in 20% of the varsity innings and be certified for the sectional tourney.

i. Student Managers: Student managers will be chosen by the coaches for their particular sport. A maximum of 2 varsity managers will receive a letter if they complete the season in good standing. Managers must be present at all practices and games or meets unless excused by his/her coach.

j. Cheerleading: To be eligible for a varsity letter in cheerleading, a cheerleader or lifter must be selected as a varsity cheerleader and complete the season in good standing.

In any sport, a senior who has participated in that particular sport, and has met all the other requirements for the team will be eligible for a varsity letter.

21. Letter(s) earned at other schools will be recognized at Jac-Cen-Del.

22. The final approval of awards shall be made by the Athletic Director.
23. If a student chooses to participate in two sports during one season, **before** the season begins, the athlete, his/her parents, the coaches of both sports involved, and the athletic director will sign a contract. In this contract, the athlete will designate his/her primary sport. The athlete will also decide if he/she is going to try to earn a letter in the second sport. In this contract a season competition and practice schedule will be planned for the athlete. The athlete must meet all of these requirements to earn the second letter.

### **BLANKET AWARD**

Two awards shall be presented each year to the “Outstanding Athlete”, boy and girl, of the senior class. This award shall be a blanket and will be based on the following:

- |                            |       |
|----------------------------|-------|
| (1) Athletic Ability       | (40%) |
| (2) Mental Attitude        | (20%) |
| (3) Scholastic Achievement | (20%) |
| (4) Dedication             | (20%) |

### **EAGLE AWARD**

Any varsity letter winner who makes it onto the Honor Roll in every grading period throughout the school year, will receive an Eagle Award for academic excellence.

## SELECTION OF CHEERLEADERS

1. The number of cheerleaders of each team shall not exceed the following:

Boys Varsity Team	6
Varsity Lifters	3
Boys Reserve Team	6
Boys Freshmen Team	5
Boys Eighth Grade Team	6
Boys Seventh Grade Team	6
Girls Varsity/Reserve	5
Junior High Girls Team	5

2. High school cheerleaders for the varsity, reserve, and freshmen teams shall be judged in April or May. These squads will be selected by the sponsor(s). Outside judges may be used if the sponsor(s) so desire.

3. All cheerleading candidates shall tryout individually and/or in various groups before the appropriate selection committee.

4. Cheerleader candidates and their parents are required to attend a meeting before tryouts to go over the rules and expectations of cheerleading. Parents and those trying out for a cheerleading squad will be required to sign a paper stating that they understand and will abide by the rules and expectations set forth by the school.

5. The selection committee will vote on each cheerleader. These votes will then be taken into consideration by the sponsors to choose the cheerleading squads.

6. The varsity cheerleaders may be chosen from students in grades 9 through 12. Any senior trying out must make the varsity squad.

7. The reserve cheerleaders may be chosen from students in grades 9 through 11.

8. Freshmen cheerleaders must be chosen from the freshmen class only. If there are not enough freshmen cheerleaders for an election in the spring, then elections may take place again in the fall at the coach's convenience.

9. Eighth grade cheerleaders shall be chosen by a selection committee/sponsor.

10. Seventh grade cheerleaders shall be chosen by a selection committee/sponsor.

## **JOB DESCRIPTIONS**

### **COACH**

A coaching position is special in nature with special duties and responsibilities. Coaches are immediately responsible to the Director of Athletics and directly responsible to the Principal of the school of their coaching assignment.

#### Specific Duties:

1. To have full control of the team in all matters pertaining to coaching and discipline when under his/her supervision.

2. To decide on the selection of team personnel within the limitations as set forth by the IHSAA.

3. To be present at all contests in which his or her team is involved unless properly excused by the Director of Athletics.

4. To submit a Consent and Release Certificate for each team candidate to the Director of Athletics.

5. To be responsible for the distribution and collection of athletic gear and equipment in the sport he/she coaches.

6. To be responsible for all team equipment during practice and contests.

7. To be responsible for the team on all trips.

8. To have primary responsibility for the recommendation of new equipment.

9. To have primary responsibility for the recommendation of athletic awards for squad members.

10. To first take up all requests, complaints, and other details with the Director of Athletics.

11. To work with the Director of Athletics to effect policies and procedures to raise standards of accomplishment within his or her areas of responsibility.

12. To be responsible for the supervision of the locker and shower rooms, buses, or any other facility used by the team.

13. To endeavor to foster good public relations with the community and the press.

14. To fulfill other related duties or responsibilities as requested by the Director of Athletics and/or Principal.

#### ASSISTANT COACH

When a person is appointed as an assistant coach, that person is immediately responsible to the head coach of the activity and the Director of Athletics and directly responsible to the Principal of the school of his or her coaching assignment.

It is expected that all coaches will work together as a unit for the betterment of any activity. The assistant coach's duties will be those tasks delegated to him/her within the framework of the activity structure.

### **JUNIOR HIGH ATHLETIC ELIGIBILITY REQUIREMENTS**

#### ACADEMICS:

Each student must maintain passing grades in five (5) subjects with no more than two (2) F's. Semester grades take precedence over six (6) weeks grades.

#### AGE:

1. A seventh grade student is ineligible if he/she is 15 prior to or on the scheduled date of the last contest in a sport.

2. An eighth grade student is ineligible if he/she is 16 prior to or on the scheduled date of the last contest in a sport.

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