ATHLETIC HANDBOOK

PHILOSOPHY

This handbook should help establish an understanding between the coaching staff, athletes and others involved in the Athletic Department.

Participation in Interscholastic athletics can contribute to a student’s well-being in many ways. Being a part of a team can help develop physical skill, mental and emotional maturity and social values. Our athletes should be proud to be a part of a team that represents High School at interscholastic contests.

Coaches, together with teachers and parents, can help instill in our athletes this sense of pride in their school in a variety of ways. Parents’ support of the school and athletic program, as well as supporting the athletes and encouraging them to do their best in athletics and academics, is beneficial to both the school and the athlete.

Coaches should also remember that their duties are extensions of their primary duties as teachers. An effective and respected coach is first an effective and respected teacher. Teachers and coaches must encourage athletes to do well in the classroom as well as in the athletic event. While athletics can help round out a student’s high school years, the great majority will make a living in areas other than sports. Thus, a solid academic background is of vital importance.

Take pride in our school and our athletic program by showing support and dedication. Take pride in our athletes by helping them become the best they can be both physically and mentally.

SPORTSMANSHIP

This means:
Treating everyone with courtesy
Cheering for your team, not against the other team
Treating officials with respect
Using appropriate language and behavior
The following interscholastic sports are offered for the students

**FALL:**
1. Cheerleading – Varsity-JV-Freshman
2. Boys Cross Country – Varsity-JV
4. Football – Varsity-JV-Freshman
5. Girls Golf – Varsity-JV
6. Boys Soccer – Varsity-JV
7. Girls Soccer – Varsity-JV
8. Boys Tennis – Varsity-JV

**WINTER:**
1. Cheerleading – Varsity-JV-Freshman
2. Boys Basketball – Varsity-JV-Freshman
4. Wrestling – Varsity-JV

**SPRING:**
1. Baseball – Varsity-JV-Freshman
2. Boys Golf – Varsity-JV
3. Softball – Varsity-JV
4. Girls Tennis – Varsity-JV
5. Boys Track – Varsity-JV
6. Girls Track – Varsity-JV
Franklin County High School is a member of the Indiana High School Athletic Association which has determined the over-all pattern for interscholastic athletics in Indiana since 1904. The IHSAA is a member of the National Federation of High School Athletic Associations. The control of the IHSAA rests with high school principals who elect a legislative body to represent five IHSAA districts and five classes of schools. Classes are determined on the basis of enrollment.

The constitution of the IHSAA states: “The purpose of this organization is the encouragement and direction of athletics in the high schools of the State. No effort has been made to suppress or even repress the athletic spirit that is everywhere in evidence in our schools. On the contrary, this organization gives recognition to athletics as an essential factor in the activities of the pupil and seeks only to direct these activities into proper and legitimate channels.”

One of the purposes of the IHSAA is to assure that every student-athlete has a fair opportunity to compete. That purpose can only be achieved when there is true equality of opportunity to participate in athletics. Athletic participation is an IHSAA member school is an extension of and an integral part of the educational experience for those young people who become student-athletes. These educational experiences should not be reduced in scope and significance by disparities which limit the participation of any athlete.

The IHSAA believes that gender equity is more than being in compliance with the law. It is a spirit. It is a personal ethic. It is a commitment to do what is right and fair for all student-athletes. It means creating an atmosphere and an environment where opportunities and resources are distributed fairly to boys and girls, an atmosphere where no person experiences discrimination on the basis of gender.

It is the position of the IHSAA that its member schools must monitor their athletic programs to ensure that athletic offerings are equitable and meet the interests and abilities of student-athletes.
While the IHSAA does not have the authority to provide specific interpretations or to rule on compliance issues regarding Title IX, it does believe that all concerned should take steps to be sure that the spirit and intent of gender equity is met.

Franklin County High School is a member of the EIAC, a league of six member schools whose object in organizing is to foster and promote athletics through policies and regulations determined by combined efforts of the member schools’ principals and athletic directors. Management of the conference is vested in each school having one vote through the high school principal or his designated representative. The rules and regulations of the conference are contained in a handbook of The Constitution and By-Laws for the EIAC. Championships are held in most sports. An All-Sports plate for both males and females is awarded each year to the school accumulating the largest total of points as determined by the EIAC.

**Objectives of the EIAC**

Section I: The objectives of this conference shall be:

A. To support the principals of the IHSAA
B. To promote good sportsmanship among member schools.
C. To promote wholesome competition and friendly rivalry in both boys and girls athletics.
D. To determine champions in conference sports.
E. To determine a conference All-Sports Champion for boys and girls.

**Membership in the EIAC**

Section I: 
A. The conference shall be composed of the following high Schools: East Central, Franklin County, Lawrenceburg, Greensburg, South Dearborn, Batesville.

Section II: The conference shall determine champions in the following sports:
A. Boys Sports:
1. Fall: Cross Country, Football, Tennis, Soccer
2. Winter: Basketball, Wrestling, Swimming
3. Spring: Track, Baseball, Golf

B. Girls Sports:
1. Fall: Volleyball, Cross Country, Golf, Soccer
2. Winter: Basketball, Swimming
3. Spring: Track, Tennis, Softball

The high school principal is the administrative head of the interscholastic athletic program. As the administrative head of the high school, he is directly responsible to the state high school athletic association. The principal may delegate to the director of athletics any responsibilities except certifying the eligibility of athletes, signing of contracts and the issuance of checks for athletic expenditures.

The director of athletics is a specialist who is charged with the responsibility of recommending and supervising the conduct of the athletic program in keeping with the aims and the purposes of education as conceived by the superintendent and the board of education. The athletic director is concerned with developing a broad program of varied sports to effectively reach a large part of the school population; improving methods of teaching and conducting sports activities; conducting the program to make maximum and proper use of facilities and equipment; maintaining good public relations and these affect and are effected by interschool athletics. They are concerned with the development of a program with opportunity for growth and development from elementary through high school. The problem of coordinating, and harmonizing, and unifying the over-all programs of athletics for all students will be a concern of the director.

The athletic director’s duties are many and varied, depending in part upon the amount of responsibility delegated by the principal. In general he is charged with the management of all athletic events, handling of ticket sales, arranging schedules, hiring officials, purchasing and caring for equipment, preparing budgets, issuing vouchers for payment of bills, arranging transportation, meals, lodging, keeping books and administration of the awards system and the evaluation of the coaching staff. They will carefully observe the rules and policies of the EIAC and the Indiana High School Athletic Association.
Coaches are the key individuals in our school athletic program and are selected because of their ability to accomplish the aims of the over-all program. The head coach is given the responsibility of maintaining and building the sports to which they have been assigned. The head coach and athletic director will determine the assignments of the respective assistant coaches will work and cooperate with the head coach.

The director of athletics will give due consideration to the wishes of the coaches in such matters as schedule making, purchasing equipment, issuing equipment, facilities, selection of officials, staff selection and trip itineraries.

The administration desires competent instruction and leadership for all student athletes. The administration is interested in winning, providing the expected goals and benefits of wholesome athletic competition are on a first priority basis.

ATHLETIC DEPARTMENT SUPPORTIVE PERSONNEL

The following personnel serve the athletic department in a supportive capacity in athletics. They will be directly responsible to the director of athletics. Any requests for their services or time must be communicated through the athletic director.

1. The athletic secretary is directly responsible to the director of athletics. His or her responsibilities will include the necessary clerical duties in regard to contracts, eligibility, department records, tickets and athletic correspondence, as well as coordinating paperwork for purchases with the school bookkeeper. The athletic secretary’s duties do not include doing typing or paperwork for the coaching staff.

2. The maintenance men will have the responsibility of maintaining the sports facilities in a clean and safe condition. Floors and fields are to be maintained and assistance should be given in keeping playing areas properly marked for competition and practice. Equipment used in maintaining facilities should be kept in top condition, with aid from that specific sport's coaching staff.

3. Coaches help maintain and properly clean all equipment entrusted in their care. Proper methods of washing articles of equipment must be observed to preserve the lasting qualities of fabric. Custodial services may assist in maintenance of floor and fields as needed.
The community judges its institutions chiefly by the people who represent them. The administration, coaches, athletes, cheerleaders, and the entire spectator body will serve as public relations agents at home and away from school during athletic contests.

Athletic department personnel occupy a highly strategic and sensitive position with regard to public relations of the school. Good public relations begins with a common sense approach and extension of common courtesy to all with whom one makes contact within the community.

The team and their actions, as well as the coach’s behavior, are closely observed by the general public. The actions of a coach and team players on the bench probably are the greatest factors in controlling crowd attitude. The team’s appearance, conduct on buses, language and tone of voice are indicative of what can be expected from individuals representing Franklin County High School. The only time many people see Franklin County High School is through the action of coaches, athletes, and the students in the stands.

The athletic department will be responsible for public address announcements for athletic events. Coaches should be in direct communication with news media concerning their sport area. The athletic department will help provide the necessary media information to the coaches.

Coaches must be aware of how their speech or actions impact not only their sport but the over-all athletic program and the school community.

Each member of the athletic department should utilize the press, radio, television, community and school organizations to promote Franklin County High School.

A. To the total educational program

1. Maintain harmony between athletic and academic goals for the student.
2. Cooperate with classroom teachers to have athletes attain respectable achievement levels.
3. Schedule conferences with teachers of athletes who have difficulties or behavior problems in the classroom.
4. Do not allow your sport to become a “disciplinary whipping post” for teachers who fail to retain interest and discipline in their classes.

5. Disciplinary procedures of the school must be adhered to.
6. Athletes should not be threatened or punished for securing extra academic help after school, but if the practice becomes habitual, a conference between the teacher, coach and athlete should be arranged.


8. Athletic contests are games, important, but not a matter of life or death for those involved.

9. Winning is important, but not to the extent that an injured athlete is used or that rules are violated.

B. With Spectators

1. Keep in mind that you are in full view of many people at all times.

2. Remember, the conduct of a coach is the prime determinant of the conduct of the team and the crowd in the stands.

3. You are a teacher—a professional who keeps the welfare of the student and program above personal achievement.

4. You are responsible for sportsmanship, fair play, emotional control, ethical behavior and character development.

5. Control all incidents and potentially dangerous situations with speed, strength, and dignity.

6. Discuss problems with officials in private to avoid inciting the spectators.

C. With the Athletic Director and Supervision Support People

1. Request a conference when you want to discuss a problem. Weekly conversation during the season is suggested.

2. Accept evaluation as a necessary device to assist you in attaining maximum coaching efficiency.

3. Follow policies and procedures as specified in the athletic handbook.

4. Extend the courtesy of discussing problems on schedules, transportation, needs, equipment, facilities, etc. with the athletic director. THIS DOES NOT GUARANTEE A SOLUTION TO YOUR LIKING AS THE ATHLETIC DIRECTOR IS RESPONSIBLE FOR THE TOTAL PROGRAM.

D. With Other Coaches

1. The athletic staff is elevated by cooperation among coaches.

2. Don’t second guess in public. There are enough assistants in the stands. CONFINE PROFESSIONAL DISCUSSION AND CRITICISM TO MEETINGS WITHIN THE STAFF.

3. Disciplinary problems are the concern of each coach. Don’t sympathize with those disciplined by a coach, and avoid publicly expressing differences of opinion on this subject.

E. With the Visiting Team
1. Keep in mind they are visitors to FCHS.
2. A representative should welcome them and show them where to dress.
3. Extend courtesies with use of facilities. Give team programs and advise them of the presence of the athletic trainer (if available).
4. Offer congratulations after the game and encourage the players to do the same, win or lose.

F. **With Officials**

1. A representative should welcome them and show them to dressing facilities.
2. Don’t berate or malign them. Confer with them in private to avoid inciting spectators.
3. Be professional in your discussions with them.
4. If an official is incompetent and lacks knowledge or finesse, submit a written note to the athletic director specifying the reasons and then list him/her as not acceptable by you for future assignments, for future seasons – (remember officials are contracted several years ahead of time.)

G. **With Parents**

1. Orientation session or written communications with parents of athletes prior to the season are encouraged.
2. Confer with parents at times when no problems exist and gain their support for the total school and the athletic program.
3. Call parents and arrange a conference when an unhappy situation arises.
4. Notify parents when an athlete quits the team, falters in responsibilities, or fails to turn in equipment.
5. Stay in contact with injured players and their parents.

H. **With Athletic Office Or Trainer**

1. Coaches and athletes should report any athletic injury to the trainer office.
2. An athlete should be referred to a physician as needed.
3. Coaches should expect daily reports on progress of injured athletes. Communication between coach, trainer, and athlete are vital.
4. The athletic trainer and coach will assume all injury record-keeping duties.

I. **Responsibilities Of The Athletic Trainer**
Reports to: Athletic director

The responsibilities of athletic trainer:

1. Maintain close observation of all members of high school athletic teams for symptoms/signs that would suggest treatment or referral to the team physician.

2. Apply protective and injury prevention devices/techniques (i.e., adhesive strapping, bandaging, or bracing) to prevent injuries.

3. Utilize techniques of physical therapy and rehabilitation procedures, under the direction of a physician, to restore injured players to competitions as quickly as possible.

4. Carry out instructions given by a physician regarding routine procedures in the treatment of athletic injuries.

5. Keep adequate records on all athletic injuries, treatment(s) given, and outcome.

6. Maintain training quarters in a sanitary/orderly state.

7. Be responsible for ordering, supervising, and caring for all athletic training equipment/supplies through the A.D.

8. Attend/arrange proper coverage for athletic events; provide first aid and injury equipment in case an injury occurs at the site of a competition.

9. Keep regular hours around the practice day; provides first aid and injury equipment in case an injury occurs at the site of the practice session. During these practice sessions, a trainer should be accessible to other sports for evaluation and treatment of injuries.

10. Supervise/instruct student trainers if available.

11. Counsel/advise athletes and coaches on matters pertaining to conditioning diet, rest, exercise, reconditioning, and other health-related matters.

12. Carry out measures necessary to prevent the spread of infections, diseases;
maintain good hygiene in the showers and locker rooms.

13. Select, in conjunction with the coaches, the best available protective athletic equipment: check the equipment for safety and proper fit.

14. Obtain, and keep readily available, a complete available athletic medical history of each athlete in the high school athletic program.

15. Perform other reasonable related duties as may be assigned by the high school principal/high school athletic director.

REGULATIONS GOVERNING RECRUITMENT OF FRANKLIN COUNTY HIGH SCHOOL ATHLETES BY MEMBERS OF THE COACHING STAFF:

A. Students should be permitted to freely select the sport in which they wish to participate. A coach should never attempt to influence a student to not go out for, or drop a sport which is under the direction of another coach. Students should feel assured that their opportunity to participate in a sport (A) will not be hampered because of participation in sport (B).

B. A coach will not approach or talk to an athlete regarding participation in his or her sport while that athlete is participating in another sport. An athlete should be free to concentrate on only one sport at a time. He or she should not be torn between the interests of two coaches.

C. A student can practice in only one sport during a season. He cannot practice in another sport even though there is an overlap of seasons of the two sports. The athlete should be free to concentrate on only one sport at a time. He or she should not be torn between the interests of two coaches.

D. A STUDENT THAT DROPS A PARTICULAR SPORT WILL NOT BE ELIGIBLE TO PARTICIPATE IN A SECOND SPORT, EITHER THROUGH PRACTICE OR ACTUAL COMPETITION, UNTIL THE SEASON OF THE DROPPED SPORT IS COMPLETED. An exception to this regulation can be made only through written permission of the athletic director. All requests for deviation must be made in written form and include the signature of the student athlete and his parent or legal guardian. The athletic director will confer with the affected coaches prior to his decision.
Decisions regarding the student eligibility under this policy shall strive to maximize the best interests of the student and programs affected. In general, the longer the particular sport has been in season, the harder it will be to obtain a release until the end of the season.

E. The practice season of each sport at Franklin County High School shall be kept within the limits of the practice season for that sport as established by the IHSAA. No coach will violate this regulation.

**Supervision of Athletes**

Attitudes and traits of athletes in most cases are a reflection of the community, school, and the coaching staff. The development of proper attitudes and traits is as important as winning athletic contests and in the long run will have a more desirable and lasting effect on the athlete and the community. Discipline of a team and individuals shall be the responsibility of the coaching staff and the athletic department.

Coaches are to remain with their teams both at home and away from Franklin County until athletes are no longer under their supervision. Practices are not to be conducted unless a coach is present and in a supervisory role. Critical areas of supervision include locker rooms both at home and on the road, eating establishments, buses and facilities for practice and competition. Before and after conditioning, open gyms, practices, etc. The last person to leave should be the coach.

Locker rooms should be inspected by the head coach on road trips. Damage to any facility shall be reported to the director of athletics. Inspections should be made by the coach before the team enters and after the team leaves. The teams should not be unsupervised in the locker room at any time.

**Athletic Eligibility**

Coaches are expected to familiarize themselves with the rules of eligibility for athletes. The list of those rules, as established by the IHSAA, follows:

1. Between May 1 and the student’s first practice in preparation for interschool athletic participation. The student shall have had (1) a physical examination or certification by a physician holding an unlimited license to practice medicine and (2) also an athletic code and drug consent form signed by both parents and student athlete. Evidence of the three forms shall be on file in the A.D.’s office prior to the student’s first practice or conditioning. Such certificate may suffice for the entire school year. Coaches should have a record of who is able to participate and coaches are in charge of collection of the three forms with proper signatures. If any of these three forms have not been signed and completed, the student is ineligible to practice or participate in that sport.
The forms will be returned to his/her coach and the athlete must fill in blanks/signatures and returned before participation can take place.

This rule cannot be waived.

2. A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA State Finals in a sport shall be ineligible for interschool athletic competition in that sport; a student who is nineteen (19) years of age on the scheduled date of the IHSAA State Finals in a sport shall be eligible as to age for interschool athletic competition in that sport.

3. To be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least five full credit subjects or the equivalency and must be currently enrolled in at least five full credit subjects or the equivalent. Semester grades take precedence.

Two semesters of the state required physical education course may be counted as a full credit subject for eligibility purposes even though a full credit is not granted by the Department of Education.

4. Students who have transferred from another school shall not be certified or permitted to participate in interschool athletics during the ensuing 365 days until the principal has on file a signed and completed IHSAA Athletic Transfer Report approving said transfer by receiving/sending school principals and the commissioner. Coaches should aid in identification of new players in the school system. The sooner they are identified, the sooner they can complete the transfer. If this is handled wrong, it can lead to a forfeit.

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

5. All contestants in sports recognized by the association must be amateurs in the sport in which they wish to participate.

Students shall not play under assumed names nor accept renumeration, directly or indirectly for athletic participation. Any member school students who directly or indirectly sign a professional contract lose their amateur standing and immediately become ineligible only in that sport in which they signed a contract.
Member school students shall be considered as violating their amateur standing if they participate in athletic activities, tryouts, auditions, practices and games held or sponsored by professional athletic organizations, clubs, or their representatives. This rule applies to all sports except baseball, golf, softball, and tennis out of season.

6. A student-athlete shall attend regularly scheduled practice sessions to be eligible for interschool athletic competition. If, as a result of a school strike, student suspension, athletic suspension, health limitation or other similar reasons, a student shall fail to attend regularly scheduled practice sessions, such student shall be required to complete the following prior to participation:

   a. attendance and active participation in preseason practices, if applicable;

   b. attendance and active participation in four school-supervised practice sessions of normal length, which shall occur on four separate days prior to the day of the contest, if the student fails to attend and actively participate in more than 10 consecutive days of regularly scheduled practice.

**NOTE:** Only two practices are required to satisfy the provisions of this rule in girls golf.

**INTERPRETATION:**

<table>
<thead>
<tr>
<th>Days Missed</th>
<th># of Practices Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 to 10</td>
<td>4</td>
</tr>
</tbody>
</table>

7. Students shall not represent their school as a team member or individual in state tourneys or state meets in IHSAA recognized sport(s) which are not under the auspices of IHSAA.

8. The use of undue influence by any person or persons to secure or retain a student or to secure or retain one or both of the parents or guardians of a student as residents may cause the student to be ineligible for high school athletics for a period not to exceed 365 days and may jeopardize the standing of the high school in the association.
9. Contestants’ conduct, in and out of school shall be such as (1) not to reflect discredit upon their school or the association, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.

   NOTE: It is recognized that principals, by the administrative authority vested in them by their school corporation, many exclude such contestants from representing their school.

10. Rules for contest season, out of season, clinics, camps, conditioning, and open gym regulations can be found in the current IHSAA By-Laws and Articles of Incorporation.

UNDER NO CONDITIONS WILL A COACH PERMIT A STUDENT TO COMPETE AGAINST ANOTHER SCHOOL UNTIL HIS/HER NAME IS ON THE CERTIFICATION LIST IN THE ATHLETIC OFFICE.

• CHECK ATHLETIC OFFICE FOR LIST-COACHES THIS IS YOUR RESPONSIBILITY!

   SCHOOLATTENDANCE

To be eligible for practice or a match a student athlete must be in attendance one-half of their scheduled school day. Deviations from this must have prior written approval from the athletic office.

   A. Day of game or match – If student is absent from school he or she must have a doctors note or release to be eligible to participate that day or night.

   B. Any modifications to this rule should be talked about in advance and approved through the athletic office or principal.

   C. Usually, if a student is too sick to be at school, he or she is too sick to practice or participate that day.
Athlete Release Time

An athletic activity or contest should not interfere with the school’s regular program of studies. An exception to this rule could be made if the time and resources involved in the activity result in a contribution to the educational objective of the school. Participation in state tournaments is as follows:

When state tournament competition is scheduled the same day school is in session, athletes and coaches will be released in a timely manner to arrive on time at game.

Game and practice participation

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

1. As previously stated, the scheduling of all games, matches or meets is the primary responsibility of the athletic director. The athletic director should receive input from the head coach regarding possible changes in sport’s schedule before doing any final scheduling. After an event has been scheduled, a game contract should be on file in the athletic director’s office.

2. According to the regulations of the IHSAA, officials for all varsity contests should be selected by mutual agreement of both schools involved in the contest. Officials’ contract should also be on file in the athletic director’s office.

3. Head coaches may submit names of prospective officials to the athletic director who will then compile a list of qualified officials.

4. If at all possible, the scheduling and selection of officials for a particular sport for the next season should be completed by the end of the current season.

Purchase of Athletic Equipment and Supplies

1. The head coach shall work with the athletic director for purchasing supplies, equipment and services for their sport. All purchases of supplies, equipment, uniforms, etc., are to be made through the athletic department only. Any coach who places an order without the approval of the athletic director will be responsible for the payment of that bill.

2. Needs should be proposed for each sport, and once approved, every effort should be made to keep expenditures within the limits of the approved needs.

3. Auxiliary services such as cheerleaders will follow the same procedures for purchases.

Practice

The athletic director and head coaches will be responsible for practice schedules. They will work with each other to avoid conflicts of time and place.

Any event or practice scheduled should be placed on the athletic director’s calendar by the athletic director, but notified by the head coaches.

A coach must be present and personally responsible at any practice for the welfare of the students and also to insure proper supervision of school facilities and equipment. Common sense should be used with all equipment and facilities. Those sports utilizing the weight room shall adhere to the following regulations:

* When a sports team is fortunate enough to advance in the IHSAA tournament series, oftentimes it creates a conflict concerning available gym space for practices between “fall and winter sports” or “winter and spring sports.” Bad weather and contest postponements can also push regular scheduled games to the end of the playing season. Because of this, coaches must work together to solve any gym scheduling conflicts. Coaches practicing their teams for tournament play need everyone’s support.
Weight Room Regulations

MUSTS

1. WEIGHT RACKS – All weights must be stored on the weight racks, never on the floor. Weights must be placed on the correct pegs.

2. BELT – Belts must be worn for the following exercises:
   Squats
   Hang Cleans
   Shoulder Press

3. SPOTTERS – Spotters must be used for the following exercises:
   Bench Press
   Hang Cleans
   Incline Press
   Squats
   Shoulder Press

At The Conclusion Of Each Workout

1. BARS – Strip all bars of the weights & place on the correct pegs of the weight racks.
2. BELTS – Count the belts & place them in the storage cabinet.
3. ROPES – Count the ropes & place them in the storage cabinet.
4. CURL BARS – Place in the storage cabinet.
5. DUMBBELLS – Place on the dumbbell rack.

Reminders

1. All equipment returned to its original location (jump boxes-hurdles-etc.)
2. All clothing picked up by its rightful owner.
3. The weight room is a WORK area, not a social club. Please treat it with respect.

Transportation

Transportation by buses and small buses will be arranged by the athletic director after it is requisitioned by a coach or cheerleading sponsor.

Guidelines for use of the Franklin County buses are as follows:
1. First priority for the use of these buses is transporting students.
2. No food or drinks are to be consumed in the buses.
3. No shoes with spikes or cleats on the soles are to be worn in the buses.
4. All state school bus rules and laws apply at all times.
5. Any damage to the buses that is a result of student misuse will be repaired and billed to the guilty person or group involved.
6. A transportation request and approval for the use of a van is required.
7. The buses are to be operated in a safe and lawful manner at all times.
8. All mechanical problems are to be reported on the proper form to the transportation office.
9. Upon return from a trip the driver is required to be sure the van is clean and ready for the next group to use.
10. Van is to be full of fuel and the oil checked by the driver before leaving for a trip.
11. Buses are to be operated by school employees only.
12. Buses are not to be used for personal reasons.
13. No more than 14 passengers are allowed in the buses.
14. The buses are to be used only to transport groups to approved school sponsored functions.
15. Trip tickets are to be turned in by bus users to the athletic director’s office, with keys.

Guidelines for bus conduct will be established by the athletic director.

Scouting

Clearance for the athletic director should be obtained if reimbursement is expected on scouting trips that involve an unusual distance of travel. No food allowance will be approved.

Clinics

Requisitions must be made 21 days in advance with approval granted before the clinic meets. If this is done, one head coach and one assistant coach to one clinic per year. Clinic fee will be taken care of with $200.00 the limit, for both fees combined.

Prospective College Entrants

The IHSAA has definite rules regarding college visitations and ethics of athletes and coaches. The principal, athletic director and coaches involved should be well informed as to the procedures for college visitations by athletes. Check with your coach.

College bound student athletes will need to complete necessary paper work in the guidance office. Student athletes planning on college—NCAA Division I or II will need to complete requirements in “core classes,” SAT tests and register in the “eligibility clearinghouse.” See your coach and guidance counselor early!
Athletic Injuries

All athletic injuries must be reported to the athletic office on approved forms. If medical treatment is required, claim forms for medical services must be signed by the athletic director.

D. Hospitals
   1. Margaret Mary Community Hospital – Batesville
      812-934-6624
   2. Fayette Memorial Hospital – Connersville
      765-825-5131
      513-523-2111

IV. Injury Report and Follow-up

A. All injuries need to be filed on an injury report which is to be turned in to the athletic office.

B. When an injury requires that the athlete be under a doctor’s care, he/she will not return to practice until a release is received from the doctor.

V. Rehabilitation

A. Rehabilitation for any injury will be at the direction of the consulting physician.

B. Should a doctor not be consulted the adult athletic trainer will supervise the rehabilitation.

Pre-Season Procedures

PHYSICAL, ATHLETIC CODES AND DRUG CONSENT FORMS MUST BE ON FILE IN THE ATHLETIC DIRECTOR’S OFFICE PRIOR TO THE FIRST PRACTICE. No student athletic practice shall occur until these forms are on file. No equipment shall be issued until the codes and physical forms are on file. Season and pre-season practice should be arranged with the coach. There will be no preseason conditioning or practice until all forms are on file.

Season Wrap-up Reports

These reports shall be submitted to the athletic director by the head coach at the end of each sport season. The report will include:

- Name of award winners and types of awards earned.
- Season record, including dates, opponents, place and scores of each contest as well as total contests won, lost, or tied.
• Itemized budget request for the next year.
• A complete inventory of athletic equipment to be submitted **no later than two weeks** after the sport’s final contest.
• Score books should be kept in the A. D. office.

**Insurance**

See handout available in athletic office.

**Safeguarding Athletes**

To try to avoid injury, the athlete has a responsibility to play fair, to give his best, to keep in training and to conduct himself with credit to his school and sport. In return, he should be provided with optimal protection against injury. This can be partially assured by good conditioning and technical instruction, proper regulation and conditions of play, and adequate health supervision.

All of these factors should be periodically evaluated to help provide players with a safe and healthful experience.

**Telephone Policy**

1. Athletes are encouraged to use pay phones and not phones in office.
2. Coaches should not allow athletes to use office phones except in emergency or rare circumstances.
3. Long distance calls should be approved by athletic director before the call is made and long distance calls from the coach’s office should be kept on a list of long distance calls.
4. Long distance calls and talking time should be held to a minimum.
5. Coaches make calls specific and to the point.

**Transportation Policy**

A student/athlete will be required to travel by the provided form of transportation both to and from the athletic event. We realize there will be extenuating circumstances which may require students to use private vehicles. Permission will only be granted upon written request from the parent/guardian to the athletic office 48 hours before the trip, given to coaches. This is only permission to ride with the parent only – **No one else.**

**Miscellaneous Administrative Guidelines**

1. Sport season lengths and contest seasons listed in current IHSAA By-Laws.
2. Maximum IHSAA contest numbers listed in current IHSAA By-Laws.
3. Officials' payment scale available in athletic office.
4. Admission prices to athletic contest available in athletic office.
5. Tournament ticket policy available in athletic office.

Coaching Guidelines for Athletics (Organizational Reminders)

I. Prior To Your Season
   A. Meet with Athletic Director to discuss your concerns.
   B. Distribute FCHS athletic codes, IHSAA physical forms and
drug consent forms to interested candidates.
   C. Distribute any recommended conditioning program and answer
questions.
   D. Inform candidates of organizational meeting and first scheduled
practice and/or conditioning.

II. Prior to First Practice or Conditioning
   A. Inventory athletic equipment and file a copy of this in the athletic
office.
   B. Complete lists of needs through athletic director’s office. Needs
and wants differ.
   C. File in the athletic office proposed departure time for away matches.
   D. Meet with prospective candidates in your sport a few days prior to your
first practice to:
      1. Collect physicals and codes. All blanks must be completed on the
forms. Review codes with your candidates. No physical or codes,
no practice.
      2. Inform candidates of any additional training rules that pertain to
your sport.
      3. Complete an information sheet to keep on file in first aid box.
Include emergency phone numbers and medical problems.
      4. Give candidates a written practice schedule and game schedule.
      5. Inform candidates of practice and game attendance policies.
      6. It is the intention of FCHS for all students who wish to participate
in a sport to have the opportunity to do so. However, the nature
of some sports limits the number of students who may effectively
participate. When it is necessary for a coach to make a cut in the
number of participants in a sport he or she will talk to the affected
players personally. A student cut from a team may try out for
another sport.
      7. Discuss nutritional and diet need for athletic participation and
sleep needs pertaining to your sport.
      8. Inform candidates that persons involved in sport activities can be
exposed to situations in which accidents or injuries may happen.
The FCHS athletic staff takes precautions against this by providing
good athletic equipment and by following safety procedures.
      9. Develop a working policy for emergency procedures for both
practice and game situations. The athletic office should be
informed of your procedures.
When the Team is Established.

A. Inform team members of transportation to away matches. All athletes are expected to ride FCHS transportation to and from athletic events. Deviation request should be delivered to the coach one day before the scheduled event.

B. Inform the team of sport lettering criteria. (Student-Parent Handbook)

C. Inform the team of dress policy (if any) for home and away matches.

D. Inform athletes as to the care of equipment and that all distributed equipment is the property of FCHS athletic department. No equipment may become the property of an athlete at the conclusion of the season, regardless of the conditions, and they are financially responsible for equipment.

E. Inform athletes that they now are privileged to represent FCHS, the athletic department and the community that makes up Franklin County High School. Their actions in public are seen by many people. The athletic department hopes that the athletes of Franklin County High School conduct themselves in proper manner on and off the courts. Athletes are traditionally a model by many young people and are very much “looked up to.”

F. Parents should be notified of:
   1. Transportation information.
   2. Lettering procedures.
   3. The athletic code and drug consent. Encourage their support in all training rules.
   4. Practice and game attendance requirements.
   5. Practice and game schedule
   6. The information in Section II D-8 above.
   7. Insurance procedures.
   8. Eating policies for your sport for away games.
   9. Emergency procedures you will follow in case an accident happens at practice, at a home game or an away game. (See the athletic department if you need help in developing a working plan.)
   10. Extended illnesses during the season will require a medical approval to return to practice.
   11. Encourage communication with parents to deal with concerns and situations that may arise.
   12. Car pools to and from practices and games may be helpful in transportation problems of those athletes who can not drive. A list of athletes and their addresses and phones may be helpful to parents.

G. Compile a roster with all team members, uniform numbers, heights, weights, and positions, as well as their grade and file in the athletic office. Team information will be taken from this for programs, etc.
Please keep the athletic office informed of any changes, also get the roster to the athletic office A.S.A.P.

IV. Conclusion of Season

A. Complete season information sheets found in athletic office.
B. Inform the athletic office of lettering candidates, Freshman, Junior Varsity, and Varsity.
C. Collect and **INVENTORY** all equipment and ready this for storage.
D. Complete proposed need form for the following season.
E. Meet with Athletic Director to air concerns and review season and discuss proposed needs and wants…if they differ.
F. Assist the athletic director in filling team needs.
G. Inform the Athletic Director in writing what patches need to be ordered.

V. Food

1. During the season…one meal will be provided at $5.00 per team member, manager and coaching staff. At the end of the season, money will be provided for the banquet/awards meal ($5.00 per team member manager and coaching staff).
2. If the IHSAA gives money for food expenses during tournament play. It will be put toward the tournament meal. If the coach goes over the allotted amount, each member of the team and coaches must pay the difference. This amount of difference must be collected by the coach.

VI. Miscellaneous Information

A. Early in the season, a photo session will need to be held. A preseason session will need to be held for team and individual pictures.
B. Media should be kept well informed following each contest.
C. If you need keys to anything, request them in writing. School doors are locked at 6:00 p.m. each evening.
D. All doors are to be kept locked, not propped open for any reason. The assigned coach should be the last one out and he/she should also make sure all doors are locked and secured.
E. Keep the Athletic Office informed of last minute practice changes as custodians and the office must be aware of these.
F. Work with the boys-girls program coaches in scheduling practices and the use of facilities. Presently our communication is excellent between the boys and girls programs and every effort should be made to keep our channels open.
ATHLETIC DEPARTMENT AWARDS

Letter Blanket………………………………………….. 10 Letters

E-Award………………………………………………….. 1st Letter

E-Certificate………………………………………………… 2nd Letter & each additional letter thereafter.

All Conference/Conference Champs…………………… Athlete’s choice of patch (AC or CC patch)

A team that wins the conference*sectional*regional*semi-state*or*state* may choose one patch only. This is to avoid excessive cost to the athletic department.

*The athletic department will only pay for one patch a year. Patches bought will be picked from only the following:

*Conference Champions  *All Conference
*Sectional Winners  *Regional Winners
*Semi-State Winners  *State Champions

The coach will pick which patch the athletic department will purchase for his/her team. The patches must stay within a reasonable purchase price, with $5.00 being the maximum price per patch. Additional patches may be purchased through the athletic department; however, they will be paid for out of the player’s pocket, out of the coach’s pocket, fund raiser proceeds, or by some other means or purchase arrangement.
“Coaches Code of Ethics”

Coaches shall see that all IHSAA regulations are followed and be certain of the eligibility of each participant for practices or contests.

The health and safety of the students shall receive priority in all participation.

Coaches shall attend the IHSAA rules clinic in their sport annually.

Coaches shall display acceptable behavior and language concerning practices and game situation bench decorum.

Coaches shall work with other appropriate staff to coordinate their sports activities in the best interest of the total school.

FCHS teams and coaches will be present for an honorable display during the national anthem.

The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize their use.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.

Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.

Before and after contests, opposing coaches should meet and exchange friendly greetings to set the correct tone for the event, and the same for teams following a contest.

A coach shall not exert pressure on faculty members to give student athletes special consideration.

It is unethical for coaches to scout opponents by any means other than those adopted by the league and/or state high school athletic association.

Coaches are to give their participants an awareness and understanding of the athletic code and stress that the students represent the school and community. This representation is a privilege rather than a right.

Coaches shall promote proper dress and manners by their groups whenever they are together representing the school.