

2018-19 Bishop Noll Institute Athletic Department



Athletic Handbook

REVISED MAY 2018

School Information

Address

Bishop Noll Institute
1519 Hoffman
Hammond, IN 46375
219-932-9058

Nickname Warriors

Colors Navy & Vegas Gold

Conference Affiliation

Greater South Shore Conference

IHSAA District 1

Enrollment

485- (2A)

Principal

Lorenza Jara Pastrick
lpastrick@bishopnoll.org
932-9058 ext 1001

Athletic Director

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bkrolak@bishopnoll.org
932-9058 ext 1500

Athletic Secretary

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932-9058 ext 1123

Purpose of Handbook

This handbook has been developed to facilitate communication and consistency between all individuals associated with Warrior Athletics. It explains the duties, responsibilities, expectations, and policies for all coaches, athletes, and volunteers. Coaching personnel will adhere to all I.H.S.A.A. by-laws, GSSC Bylaws, as well as the guidelines established in the Bishop Noll Institute Athletic Handbook.

Bishop Noll Institute Athletic Department Philosophy

Interscholastic athletics is historically a significant part of the total educational program. They offer the opportunity for students to be a part of a team, to serve their school, to enjoy fellowship, and to develop intellectually, physically and emotionally. We believe that Bishop Noll athletics provide a unifying influence within our student body and between our school and community. The athletic staff will endeavor to provide each participant with positive experiences that will help them develop their own philosophy toward commitment, responsibility, and loyalty which will guide them for post-school competition in society. We believe that the will to win is a natural human trait and entirely desirable, but this urge whether individual or collective, is not to be attained at the price of unfair advantage or gained through violation of established rules and principles. The desire to win is important, but will never outweigh the welfare of the athlete and will be kept in perspective towards the balance of what is good for the team and the individual player. The most significant aspect of athletic achievement is quality effort itself. Being a winner is not always recorded on the scoreboard or in the won-loss records. Being an athlete at Bishop Noll Institute is a privilege, we therefore have the right to expect higher standards of behavior from our athletes than we do the general student body. We expect positive leadership at all times, as well as high levels of achievement academically and athletically. Bishop Noll will strive to offer the best personnel and facilities possible. Its coaching leadership will aspire to provide a positive example for the athletes by following ethical standards and presenting a professional attitude in all endeavors. They, along with parents and teachers, will help to instill a sense of pride in our school through supporting individual athletes, teams, and the Athletic Department and its policies. Bishop Noll athletics purpose is not to develop college or professional players or to prepare gifted athletes for Olympic competition. Those areas, however, are by-products of the interscholastic athletic program. BNI athletes and spectators can be proud of a program that is helping our athletes become the best that they can be in many aspects.

Bishop Noll Athletic Department Philosophy

VISION: To enhance the growth of student-athletes and their Catholic identity through teaching, modeling, and promoting integrity, trust, and leadership.

MISSION: BNI Athletics will provide an environment where student athletes grow mentally, physically, and emotionally and are prepared for their futures while inspiring pride within our school and community while serving Christ.

CORE VALUES: Trust, Team Work, Integrity, Accountability

Education Based Christ Centered Athletics

Discipline (Mind) – We expect all student-athletes and coaches to maintain poise and harness emotions in stressful competitive situations and be mindful of others emotions.

Perseverance (Body) – We expect all student-athletes and coaches to overcome trials initiated and replicated by strenuous athletic competition.

Humility (Soul) – We expect all student-athletes and coaches to be modest in their opinions of themselves and to use their talents and abilities to serve others before themselves and to glorify God in all they do and accomplish.

Athletics Offered at Bishop Noll Institute

FALL SPORTS

Women's Golf	David Padilla	dpadilla@bishopnoll.org
Women's Soccer	Armando Garza	armando.garza@morrison-chs.com
Women's Volleyball	Dave Rodriguez	drodriguez@metrarr.com
Men's Football	Wayne Racine	wayraci@icloud.com
Men's Soccer	Quinn Cloghessy	qcloghessy@bishopnoll.org
Men's Tennis	Eric Medina	emedina@amfam.com
Co-Ed Cross Country	Sal Cordova	salcordova95@gmail.com
Marching Band	Rocco Carioto	rcarioto@bishopnoll.org

WINTER SPORTS

Women's Basketball	Vanita Golston	vanita.golston@gmail.com
Cheer	Juli Sandoval	jsandoval@bishopnoll.org
Dance		
Men's Basketball	Josh Belluomini	jbelluomini@bishopnoll.org
Men's Hockey	Rich Sobilo	richard.sobilo@bp.com
Men's Wrestling	Robert Maldonado	maldored@yahoo.com
Co-Ed Bowling	Sam Krucek	taofan@aol.com
Co-Ed Swimming	Christine Lewandowski	cm.lewandowski15@gmail.com
Co-Ed Swimming	Mary Pasyk	maryrpasyk@gmail.com

SPRING SPORTS

Women's Softball	Karly Tabernacki	ktab1031@gmail.com
Women's Tennis	Eric Medina	emedina@amfam.com
Women's Track & Field	TBD	
Men's Baseball	Ryan Julian	rjulian@bishopnoll.org
Men's Golf	David Padilla	dpadilla@bishopnoll.org
Men's Track & Field	TBD	
Men's Volleyball	Dave Rodriguez	drodriguez@metrarr.com

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**Items highlighted are additions or have been altered from last year's book.*

Duties and Responsibilities of the Administration and Athletic Staff

High School Principal

The Principal is the administrative head of all Bishop Noll Institute programs. He/She is responsible to the Diocese of Gary, the Bishop, and the Board for the operation of the Athletic Department. He/She is also responsible to the IHSAA for the adherence of the guidelines of that organization. The Principal delegates authority to the Athletic Director for the everyday administration of the Athletic Department. The Principal is responsible for the conduct of adult fans, students, players, and coaches at all athletic events in which Bishop Noll is a participant. He/She is also Bishop Noll's representative to the Greater South Shore Athletic Conference. The Principal is also responsible for the staffing of the athletic department, as well as coordinating the athletic department with other school activities.

Athletic Director

The Athletic Director acts as the Principal's designee in all matters concerning the athletic program. He/She will have the immediate responsibility of the direction, administration and decision making within the athletic program. **Responsibilities include, but are not limited to:**

1. Establishing schedules for all sports.
2. Contracting competent, licensed officials for all home events.
3. Assisting coaches and administration in checking the eligibility of all participants.
4. Collecting and filing all required forms, including physicals.
5. Scheduling transportation to all away events.
6. Securing workers, team physician, police, and any other essential personnel for all home events.
7. Supervision of athletic contests as deemed necessary.
8. Assists the Principal in selection, supervision, and evaluation of coaches.
9. Encourages communication and cooperation among all BNI coaches, and in doing so, fosters an overall atmosphere of sportsmanship, positive attitudes, and wholesome standards.
10. Submits entry forms to the IHSAA for tournaments.
11. Approves and disburses athletic funds for all purchases and obligations.
12. Keeps records of all financial transactions.
13. Helps the Facility Director to oversee the athletic facilities, making requests or suggestions for maintenance and additions with safety as top priority.
14. Responsible for publicity for BNI updating website information, and other social networking provided by the athletic department. Some of these responsibilities may be delegated to the coaches of their respective sports.
15. Develops and implements appropriate rules and regulations governing the conduct of athletic activities.
16. Approves and supervises fund-raising events connected with the athletic program, and delegates responsibility for proper handling and accounting of monies involved.
17. Accurately prepares and submits according to established deadlines all required and requested local, conference, state, regional, and national forms and reports.
18. Responsible for tickets, rosters, etc. as needed.
19. Serves as a resource to all coaches in all athletic matters.

20. Assumes the responsibility of seeing that rules pertaining to training, conduct, and discipline are followed and handled fairly and consistently.
21. Works to evaluate, survey, and recommend salaries that are fair and consistent.
22. Assumes the responsibility for developing and updating the athletic handbook and coaches handbook.
23. Establishes style, number, and type of awards to be given, orders awards, determines with respective coaches how awards will be earned, prepares awards, plans and supervises recognition programs to distribute awards, and maintains a record of all award winners.
24. Works with the BNI Athletic Trainer to determine training supply needs, training budget, training policies, and dissemination to coaches of training information.
25. Serves as meet director for any IHSAA hosted tournaments or local school hosted tournaments.
26. Encourages positive relationships with parents, community, newspapers, radio stations, and other communications media.
27. Provides orientation to coaching responsibilities.
28. Maintains inventories with the assistance of the head coaches, of athletic supplies and equipment.
29. Assumes responsibility for the recognition of deserving teams, individuals, and coaches by providing information to the public and making arrangements, for the display of pictures and trophies.
30. Works closely with custodial and maintenance staff to insure that facilities are safe and ready for contests.
31. Responsible for reporting all violations of the coaches' handbook to the Principal.
33. Assumes responsibility of the pool manager and all related expectations of that position.
34. Attends all IHSAA, IIAAA and GSSC required meetings and is a representative of Bishop Noll in those organizations.
32. Performs such other responsibilities as the principal may designate.

Assistant Athletic Director

Assistant(s) to the Athletic Director perform duties and tasks as assigned by the Athletic Director. These duties will include contest supervision, assistance at award nights and department meetings, athletic council, contest set-up, and delegation by the Athletic Director of any of his/her responsibilities. The Assistant Athletic Director will attempt to treat all sports and coaches equally, assume the authority of the athletic department in the absence of the Athletic Director, and strive to be a liaison between the coaching staff and the Director of Athletics. The Assistant Athletic Director will also have his/her teaching assignment adjusted to enable adequate time to fulfill the necessary requirements of this position.

Athletic Secretary

The athletic secretary is an integral part of the Athletic Department. In addition to performing numerous duties assigned by the Athletic Director, she functions as a ticket manager, receptionist, and assistant to the coaches to insure that all appropriate BNI and IHSAA paperwork is handled in a timely and organized fashion

BNI Head Coaches

Head coaches are key individuals in our school's 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, building, and providing direction in the sport to which they have been assigned, as well as monitoring the behavior, safety, and welfare of the participants. They are to be responsible to the Athletic Director in all aspects of their respective programs. The head coaches at BNI are expected to conduct

themselves in a professional manner at all times. They are responsible for fielding teams which our school and community can be proud of, both on and off the field. Teaching the values of good conduct, attitude, scholarship, sportsmanship, and responsibility, are as important as win-loss records in determining the success of the program. Specific tasks include, but are not limited to:

- 1 Coordinate the total program with the aid of their assistant coaches. Assign duties, develop a positive working relationship and give guidance to all on the coaching staff.
- 2 Communicate with the Athletic Director, any problems which might occur.
- 3 Attend rules interpretation meeting for his/her sport.
- 4 Assist the Athletic Director with scheduling contests if needed.
- 5 Suggest & rate officials to the Athletic Director for hiring.
- 6 Communicate with the Athletic Director in requisitioning school maintenance for the necessary repair of facilities.
- 7 Promote the highest type conduct for each athlete, using programs such as *Habitudes*.
- 8 Has a thorough knowledge of Athletic Handbook and is responsible for their implementation by his/her staff.
- 9 Has up to date knowledge of school, sport, GSSC, and IHSAA regulations.
- 10 Understands the proper administrative chain of command, and refers all requests and grievances through proper channels.
- 11 Attends all required Athletic Department, GSSC, and IHSAA meetings.
- 12 Establishes the fundamental philosophy, skills and techniques to be taught by the staff.
- 13 Encourages professional growth & memberships in state and national organizations, and attendance at appropriate clinics and functions.
- 14 Schedules facility requests in a timely manner, and adheres to scheduled times.
- 15 Provides documentation in regard to physicals, consent, rosters, awards, eligibility, emergency medical cards, and any other requested information in the time frame set by the Athletic Department.
- 16 Provides a safe practice and contest environment.
- 17 Be present at all practices and contests, providing assistance, guidance and safeguards for each participant. Insure that athletes are supervised at all times before, during, and after an event or practice.
- 18 Communicate all procedures in regard to medical assistance to staff, athletes, and parents.
- 19 Works in cooperation with the Athletic Trainer for the treatment of your athletes, and to complete required paperwork on athletic injuries. The Athletic Trainer and supervising physician have the final determination of when an athlete can return to practice or a contest following injury.
- 20 Administers discipline in a fair and consistent manner using due process and established guidelines. Inform parents of incidences and action taken.
- 21 Does not allow any type of hazing to occur at any time.
- 22 Attends a pre-season meeting with all athletes and parents to explain expectations and guide- lines, the Athletic Handbook, sportsmanship, and lines of communication procedures. Shall have in writing: criteria for team selection, lettering, and rules.
- 23 Participates with the Athletic Director in establishing needs for the upcoming season, and recommends appropriate equipment.
- 24 Accountable for all equipment and uniforms, in care, safety, inventory and storage. Submits an annual update of inventory to the Athletic Director promptly after the season has ended. Seniors are never allowed to keep jerseys purchased by the school.

- 25 Secures all doors, lights, windows, and locks before leaving the area in which the staff or squad uses each day.
- 26 Instill in each athlete, a respect for school equipment, facilities, and property, its care and proper usage.
- 27 Promote your sport within the schools and community, taking consideration not to encourage students to specialize in one sport, but rather participating in other sports.
- 28 Responsible for the professionalism, quality, and validity of any oral or written release or statement to the media. Report game results and update website in a timely fashion.
- 29 Properly organize and plan out all activities and practices.
- 30 Strive to match or equate athletes with others of the same size or talent level to maximize safety.
- 31 Warn athletes of the inherent risk of a sport. Must submit signed Cautionary Statement.

- 32 Maintain appropriate and accurate records of contests and the season. Complete the season ending summary provided by the Athletic Department and return in a timely manner at the conclusion of the tournament.
- 33 Know, document, and enforce school regulations.
- 34 Help prepare for, and assist in set-up for home events as needed.
- 35 Supervise, evaluate, and foster improvement in assistant coaches.
- 36 Conduct an off-season conditioning program within the scope of the BNI athletic program and IHSAA guidelines.
- 37 Establish a positive relationship with the parents of your athletes. Communicate with parents any problem or concern you have with their son/daughter.
- 38 Choose managers, and assign them duties to aid the progress of the team.
- 39 Communicate with college recruiters, and help to arrange appropriate meetings.
- 40 Complete Coaches Education Programs per IHSAA guidelines through NFHSlearn.com, Virtus training, and criminal background check.
- 41 Establish an equitable scouting schedule with the assistant coaches or other approved staff if warranted.
- 42 Assume duties which the Athletic Director or Principal deems necessary for the improvement of the program.
- 43 Organizes a post-season Recognition Night, which properly provides a positive end to the season. Head coaches will recognize all lettermen, coaches, and support personnel.
- 44 Check with the Athletic Office to verify transportation. Follow school policy regarding early release of students from class. Notify athletes well in advance as to who will be traveling with the team to away events. Notify athletes as to how they are to dress for away contests.
- 45 Show respect to the athlete, recognizing his/her strengths. Avoid demeaning the athlete before his/her peers.
- 46 Maintains emotional control and uses appropriate language at both practice and contests.
- 47 Exemplifies and teaches discipline, sportsmanship, loyalty to team/school/coaches, and a respectful attitude towards opponents and officials.
48. Any other duty which the Athletic Director or Principal deems necessary.

BNI Assistant Coaches

Assistant coaches are charged with the basic responsibility of being loyal to his/her head coach. He/She is to be committed to the direction of the program, and work towards the same goals set forth by the head coach. When assistant coaches are in charge of their own team, they are to adhere to the same philosophies and rules that are expected of a head coach. Assistant coaches duties include but are not limited to:

1. Assist and support the varsity head coach and work with him/her as directed.
2. Assume control of the team in the absence of the head coach.
3. Supervise athletes as directed by the head coach.
4. Assist the varsity coach in scouting responsibilities as directed.
5. Make recommendations to the varsity head coach regarding team members, game plans, and the development of the total program.
6. Work cooperatively with any other assistant coaches in any task assigned.
7. Be diplomatic in relationships with parents, fans, and the community with regards to the school and its athletic teams.
8. Be responsible for the use, care, and storage of equipment.
9. Exhibit acceptable personal conduct and appearance before, during, and after practices and contests.
10. Inform the head coach or Athletic Director of any unusual event within sports activity.
11. Teach the proper fundamentals of his/her sport, keeping safety as top priority.
12. Strive to improve coaching through attendance at clinics, rules meetings, and professional memberships.
13. Complete Coaches Education Programs per IHSAA guidelines through NFHSlearn.com, Virtus training, and criminal background check.
14. Comply with all BNI, GSSC, and IHSAA policies.
15. Attend season ending Recognition Night.
16. Discuss productively any complaints with the head coach.
17. Perform any other specific duties as assigned by the head coach, Athletic Director, or Principal.

Volunteer Coaches

A volunteer coach will be considered as any coach who is not assigned to any building, and not paid by the BNI. Duties and responsibilities of each individual volunteer coach will vary depending on the volunteer's capabilities. Volunteer coaches will appropriately represent BNI, and abide by all the guidelines contained in the Athletic and Coaches Handbooks. He/She will positively represent BNI in action and behavior. Head Coaches are responsible in all school-related aspects, for their volunteer coaches. Before a volunteer can actively be allowed to help any head coach's staff, they must be approved. This approval must be initiated by that sport's head coach. The procedure is as follows:

1. A request for a volunteer coach is made to the AD by the specific sport head coach.
2. A Volunteer Request form will be issued and completed.
3. A Criminal History Information form needs to be completed.
4. The potential volunteer coach will be asked to complete Coaches Education Programs per IHSAA guidelines through NFHSlearn.com, Virtus training, and criminal background check.
5. After completion of all forms a recommendation from the head coach to the director of athletics will be made.
6. Recommendation of the Director of Athletics.

7. Notification and support of the building Principal.

Head Coaches should follow these guidelines with approved volunteer coaches:

1. Volunteer coaches should not be put in the position of being the only coach present at practices or contests, and therefore have sole authority and responsibility without the expressed consent of the BNI Administration.
- 2). Volunteers should be fully informed of the responsibilities of the position, and especially the delicate relationships between athletes, coaches, parents, and community.
3. Emergency and safety situations, such as injury, weather conditions, fire and other life-threatening situations should be covered thoroughly with your volunteer coach so that appropriate action can be promptly taken.
4. Before asking approval, consider carefully the ramifications of using parents and post-graduate athletes as volunteer coaches. Be prepared to defend and explain your recommendations

Certified Athletic Trainer

The Certified Athletic Trainer at Bishop Noll is provided in conjunction with the Community Hospital. He/she will work under the supervision of the Athletic Director, the Head Coaches, and the team physician. He/she will supervise, direct, and be responsible for:

1. The treatment and supervision of treatment for all athletic injuries and conditions.
2. Giving basic instruction to athletic staff members in the prevention and care of injuries.
3. Training, supervising, and scheduling student trainers for athletic contests and practices.
4. Referring athletic injuries to physicians for diagnosis and/or treatment, after parental notification.
5. Collecting, receiving, and filing all doctors' notes and release forms relative to an athlete's injury or illness.
6. Carrying out appropriate instructions and treatment as directed by the (athlete's) physician.
7. Developing and supervising appropriate rehabilitation programs for athletes
8. Assisting and advising the coaching staff regarding injury prevention, conditioning programs, and the selection, care, and fitting of protective equipment.
9. The final word in determining whether a player is capable of continued participation in a game and/or practice if the player is injured. * If a licensed medical doctor is present, the order of decision making is: 1) Doctor, 2) Trainer, 3) Coach
10. The organization, inventory, and requisition of all training room supplies. Requisition of equipment and/or supplies must be submitted to the Athletic Director.
11. Being in attendance at all home events including practices. High injury risk events will take precedence relative to the attendance of the Certified Athletic Trainer in both home and away contests. When doubt exists, the Athletic Director will be consulted relative to attendance of the ATC.
12. The care and cleanliness of the training rooms.
13. Reporting significant injuries to the athletic office, and keeping injury reports and records on the proper forms.
14. Keeping his/herself from coaching or assisting in the coaching of any sport while serving as a Certified Athletic Trainer.
15. Maintaining training room hours before, during, and after practice as the situation permits.
16. Keeping medical kits fully stocked and issued to all athletic teams.

17. Insuring that all athletes have an Emergency Medical Card with the training staff on duty for information in the event of an incident.

Game Supervisors

The Bishop Noll Athletic Department makes every effort to properly supervise athletic contests. In the event that one of the Athletic Department staff cannot be at a contest where a supervisor is needed, or additional staff is required as deemed necessary by the Athletic Director, a game supervisor may be asked to provide assistance. This individual would be able to handle emergency situations, help with crowd control, check officials and game workers, and be available if any need arises. The Athletic Department will endeavor to solicit the help of its off-season coaches or school faculty in this scenario. In the event that an Athletic Department representative is not present, a coach of the contest sport or game worker may be needed to handle an unusual situation.

Important Medical Numbers and Information

Coaches should carry this information to have available when needed as well as the Emergency Action Plan:

EMS: 911

Ryan Collins

Cellular 708-712-3076

Student Trainers

1. Each team will be assigned a student trainer(s) if available for duty, by the Certified Athletic Trainer. Coaches should not recruit student trainers without the consent of the ATC.
2. The student trainer will be at practices and games.
3. The student trainer should be respected and treated as an important member of the team.
4. The student trainers will report all injuries to the ATC as soon as possible.
5. The student trainers are responsible for the taping and general first aid for the athletes

General Responsibilities of all Coaches

To The Diocese

As a coach, you are a frequent topic of conversation among members of the community. You and your reputation are under constant scrutiny. Your actions and statements should reflect confidence in, and respect for, Bishop Noll Institute, The Bishop, and The Diocese of Gary. Through your personal and business contacts, much can be done to maintain the community's confidence in our schools and Athletic Department. Corporation policies and procedures pertaining to athletics, and school business, must be adhered to.

To The School

Since a coach is a teacher first, your proficiency and enthusiasm in the classroom will establish a sense of appreciation between yourself and other members of the faculty. Coaches are expected to give their support to all endorsed activities of the school, if they expect fellow faculty members to support him/her. They should also urge students, and others associated with Bishop Noll, to be polite and fair to officials and the opposing team. This, in turn, develops confidence from the general public. Your job as a coach will be much easier with the entire school community working with you. Be on constant guard, in the pursuit of your duty, against the possibility of creating a negative impression of yourself, our school, or our coaches, with others. A coach owes to his/her school 100% of his/her efforts and loyalty at all times. This work ethic, along with the example that he/she sets, will earn respect. Being respected is much more significant than being well liked. All coaches must strive to treat players, students, fellow coaches, and faculty with the same consistency and respect with which you wish to be treated. Coaches must maintain an open line of communication with peers, so that problems may be solved with a minimum of confusion

and misunderstanding. The work of a coach should always be concerned with the principles of education. Consequently, you should strive for continual improvement in both teaching and coaching. As in the classroom, a coach's team will be dealt with, in disciplinary matters, in a firm, fair, and consistent manner. The coach should be loyal and cooperative to superiors in making athletics fit into the general school program.

To The Athlete

The main reason for having athletic teams is to help the regular educational process to develop young men and women into better people. The development of proper attitudes is the best way to accomplish this goal. Promote and teach only clean, aggressive, fair play. Insist on good sportsmanship and clean speech at all times. This can only be accomplished by the example of the coach. Show an interest in the lives of your athletes. Support them in their endeavors as you would expect them to support your program. Be fair and unbiased with your players. Coaches should consider their individual differences, needs, interests, attitudes, and environments. Players and their parents have the right to expect the coach to have a sound and up-to-date knowledge of all aspects of teaching your sport. Safety and the physical condition of a coaches' players will be of highest priority at all times.

To The Profession

Coaches impact the lives of BNI students every day. Do not underestimate the influence that you have on our community. The coach must be the leader, and set the example. A coach should continue his/her professional growth in coaching as well as teaching. To accomplish this, coaches should belong to the coaching associations that are open to them. Be a student of the strategies of your sport, as well as sport psychology, and strength/training techniques.

General Information, Policies, and Procedures

Amateurism

Coaches should keep abreast of the IHSAA policies regarding the status of their student-athletes. Athletes should be made aware of what they can and cannot do in preserving their amateur status. They can't play under assumed names, accept payment directly or indirectly for athletic participation, or participate in athletic activities, tryouts, auditions, practices, and games held or sponsored by professional athletic organizations, clubs or their representatives. These policies are in affect year-round.

Athletic Training

Bishop Noll (in conjunction w/ Community Hospital) provides a Certified Athletic Trainer. Coaches are to work closely with him/her, with the well-being of the athlete as top priority. Scheduling of the training staff should be worked out in advance, through the proper channels. Coaches who have the services of the trainer are also responsible to notify him/her of changes in practice or contest times. The Certified Athletic Trainer will have regular hours for all athletes' availability, yet will be in attendance at practices and contests on a priority basis. Priority of ATC coverage is: 1) Collision Sports, 2) Contact Sports, 3) Non-contact sports.

Announcements

Coaches are encouraged to keep their athletes informed on all matters pertaining to their sport. In the event that there is information that needs to get to them, an announcement can be made over the PA at the high school. Announcements must have 24 hour notice to be read. School announcements are read at the beginning and end of school. The use of the Alert System on the athletic web site is encouraged. Coaches should aspire to keep athletes, parents, and fellow coaches, and the Athletic Department well-informed, with organized communication skills.

Attendance

Bishop Noll student-athletes are expected to be in attendance at all of their classes every day. Coaches should work closely with the attendance office Athletic Department to monitor their athletes' attendance. Athletes may not practice or participate in a contest unless they have been in school for at least 4 hours of the day. The only exceptions are when this time is excused (i.e.: funeral, dentist appointment). Coaches should be aware of who was at school, so as to not allow an athlete to practice/play when they have not met the criteria. Each head coach is provided each day with a list of current athletes and their attendance. This should be used in a positive, proactive way to keep your athletes aware that you are on top of the situation.

Awards

It is the responsibility of each head coach to establish criteria for lettering. This is covered in a latter section. Athletic trophies that are specific to the sport, and that are presented at Recognition Night need to be turned in to the Athletic Office promptly so that the nameplates can be made. These awards are intended to be very special. It is the desire of the Athletic Department for coaches to avoid having "co"-winners. These decisions are admittedly difficult, yet essential to keeping the integrity of the awards. The winners of these trophies (MVP, Mental Attitude, etc.) should not be made public until they are presented with the award. It is important to have an accurate tabulation on the "Letter Awards" sheet of ALL athletes on your particular roster, and to what level that they participated.

Award Ceremony

The Athletic Department will have a banquet at the end of each season. All awards should be presented to the athletes at the ceremony. Coaches are expected to attend to present the awards to the athletes. In the case of athlete's absence, the coach will then be responsible for getting the award to the athlete.

Bullying

Bullying can take many forms including slurs, rumors, name-calling, jokes, innuendos, demeaning comments, cartoon drawings, pranks, gestures, physical attacks, threats, stalking, physical or other intimidation, hazing, other written or electronic text messages, social media posts, emails, and verbal or physical abuse. For purposes of the rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that places the targeted student in reasonable fear of harm to the targeted student's person or property; has a substantially detrimental effect on the targeted student's physical or mental health; has the effect of substantially interfering with the targeted student's academic performance; has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school. This rule applies regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted students attend BNI and extends to bullying through computer, computer system, or computer network.

Camps

All camps run by individual sports will operate under the guidelines set forth by BNI Athletic Department. These camps will be run through the Athletic Director's office, and all finances will be recorded according to BNI policies. It is encouraged that all sports conduct a camp for school age athletes.

Cancellations

If school is canceled in lieu of weather conditions, the principal will make the final decision on whether a contest will be canceled. Practice may continue at the discretion of the principal / athletic director. A decision concerning practice being allowed or not will be made the morning school is canceled. If allowed, all practices will need to be done by 4:00 pm and are optional practices for the athletes. Coaches should keep the lines of communication open, keeping the athletes informed. Insuring the safety of the students will be top priority in these matters.

If a contest is canceled due to no school or poor conditions after a complete day of school, every effort will be made by the Athletic Department to reschedule the event at an appropriate future date. In the event that a contest is canceled when both teams and coaches are at the site, it is possible for the coaches to work out an appropriate future date. No plans are final, however, until there has been consultation with the Athletic Director. This insures proper arrangements for transportation, workers, officials, etc. In matters of rescheduling, a GSSC Conference game will take priority over any other contest.

Changing a Sport

If an athlete is “cut” from a team, he/she may join another team or program in the same sport season. However, an athlete cannot quit or be removed due to disciplinary action and join another sport until the original sports regular season has concluded. Coaches must be on guard as to not let an athlete lift, work out, or practice with their team if they are in violation of this policy. Any exceptions to this rule are rare, yet must be cleared specifically by the Athletic Director.

Cheerleaders/Dance

Cheerleaders/Dance at Bishop Noll are under the jurisdiction of the Athletic Department. The athletes in these groups will abide by the same policies as any other sport. Scheduling of these groups must be first cleared through the Athletic Director.

Civility Policy

This policy requires mutual respect, civility, and orderly conduct among BNI students, parents, employees and the public. Civility does not deprive any person of his/her right to freedom of expression, but serves only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. In the interest of presenting adults as positive role models to the students of this school, as well as to the community, BNI encourages positive communication and will not tolerate volatile or hostile actions and/or abusive language by any student, parent, guardian, employee, or patron (here after known as “person”). Any person who disrupts or threatens to disrupt normal school and/or office operations (either in person or through electronic means); willfully causes property damage; uses offensive language; or who otherwise establishes a continued pattern of unauthorized entry on school property, will be dealt with either according to student disciplinary procedures, or if an adult, will be asked to cease such behavior or directed to leave school property. If any person uses obscenities or speaks in an abusive manner (in person or electronically), the administrator or employee to whom the remarks are directed will politely request that person to communicate in a courteous manner. If corrective action is not taken by the person, the employee will verbally notify him/her that the meeting, conference, or telephone conversation is terminated and will refer the person to the building principal or designee. For students, appropriate disciplinary action will be taken according to the school handbook. For employees, appropriate disciplinary action will be taken in accord with school agreements. For adults, the Principal, or designee will inform the person that he/she will not be allowed on school property for an amount of time commensurate with the violation of this policy. Verbal harassment or disrespect targeting a student or employee (in person or electronically) on the basis of race, religion, or handicap will not be tolerated. Any person claiming to have experienced such harassment shall follow the same reporting procedures set apart for sexual harassment. Bullying of students, either verbal or physical, shall not be tolerated. Any report of bullying shall be reported to a school administrator and investigated. Student disciplinary procedures shall be enforced. Any employee or student who knowingly files false charges against an employee or student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to sanctions for misconduct set forth in paragraph 5 of this policy.

Coaches Clinics

As with the teacher in the classroom, coaches are encouraged to keep up to date on strategies, techniques, and current trends in their sport. The best way to do this is to attend coaches' clinics. Other areas covered at clinics which can be beneficial to all coaches, would include: safety issues, conditioning, legal issues, parent-coach relationships, etc... Coaches are also encouraged to join their sport's state association, and attend the state conference. This is an opportunity to have a voice in policies established by each sports committee, which is your link to the IHSAA. Requests to attend clinics must be approved by submitting the proper paperwork to the building principal. The Athletic Director should be consulted on matters pertaining to possible partial reimbursement.

Coaches Education

The BNI Athletic Department is committed to making our coaches the best that they can be. One way to help achieve this is for coaches to get certified through the NFHS Coach Education Program. All BNI coaches will be required to complete a minimum number of courses as outlined by the IHSAA. There are three levels of certification recognized by the NFHS: Registered, Certified and Professional. It is the goal of the BNI Athletic Department for all licensed teachers to reach the level of a Professional Coach. All coaches will need to meet the requirements for a registered coach and be Virtused trained in order to continue as a coach at BNI. Go to ww.dcgary.org/protecting-children for more information on training locations.

College Bound Athletes / Recruiting

All prospective student-athletes should be monitored closely by their coaches and counselors to insure that the proper courses and requirements are met for graduation and eligibility. Head coaches should be familiar with NCAA guidelines for those athletes that aspire to compete at the college level. Each head coach should work with recruiters as much as possible, within the proper parameters, when interest is shown in one of their athletes. Coaches need to remember that it is part of our jobs to promote our athletes, yet it is the college coach's job to find the athletes which best fit into their system. Athletics at the high school level fit into the overall school experience. The opportunity to play at the college level is a desirable, yet uncommon, by-product of high school sports.... not the driving factor.

Communication with Parents

Clear lines of communication should be established between coaches and parents. The Athletic Department will conduct a parents meeting in the fall and winter for parents to attend. Items that will be covered in the meeting with all teams, coaches, and parents present include but are not limited to:

1. Athletic Handbook
2. Physical, Concussion and Heat Forms, Cautionary Statements
3. Parent – Coach Communication
4. NCAA Clearinghouse
5. Doctors Release to Play
6. Sportsmanship
7. Grades, attendance, discipline

Communication is key in order to maintain a successful program. In order to do so, athletes, coaches, and parents should follow proper procedures in chain of command communication.

Appropriate concerns to discuss with the coaches should be items such as how to improve the athlete's performance, behavior issues affecting the athlete's performance, or mental & physical treatment of the athlete. Items that are considered inappropriate for discussion are things such as team strategy, play calling, and athlete's playing time. Coaches should not be confronted before, during, or after a contest about any of the previous items. The procedure should be as follows:

- 1st The student-athlete should talk to the coach first about any concerns or issues.
- 2nd the student-athlete and parent should schedule a meeting with the coach at a convenient time for all to discuss concerns.

-3rd The student-athlete and parent should schedule a meeting with the administration and coach if previous attempts are unfruitful.

Conduct (Athlete)

Athletes at Bishop Noll are expected to adhere to three (3) levels of conduct:

1. The rules according to the IHSAA in regards to the conduct of athletes. (8-1) "Athletes conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the IHSAA, 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 administrative authority vested in them by their school corporation, may exclude such contestants from representing their school." Any contestant, coach, contest administrator or school administrator who is ejected from a contest for an unsportsmanlike act will be subject to penalties as outlined in the IHSAA by-laws.
2. The BNI Athletic Code of Conduct guidelines also referred in the handbook. These expectations are in the best interest of our school, athletic department, individual teams, and student-athletes.
3. The team rules and expectations of their individual sports.
4. Any athlete ejected from a contest for unsportsmanlike conduct shall be suspended from the next inter-school contest in addition to any other penalties assessed. They will also have to take the sportsmanship course on-line in order to participate.
5. If a student is ejected from a game for physical altercation, the athlete is subject to the above noted as well as a suspension from school.

Failure to adhere to these rules and codes could lead to a school discipline such as a detention or suspension. It can also lead to suspension of practices, games, or even a season.

Conduct (Coaches)

Coaches are the role models for all that their program represents. This includes: observation of school codes, training rules, rules of the game, ideals of good sportsmanship, and behavior of participants. A coach should be in control at all times, and language, actions, and emotional display come under close scrutiny. Swearing and/or inappropriate comments which directly attack the character of athletes are examples of conduct which will not be tolerated. Coaches will also be expected to positively represent BNI athletics in their treatment of athletes, fans, parents, officials, opponents, and the media. The quality of leadership provided very often makes all the difference. The head coach is also responsible for the conduct of his/her team and assistant coaches. Any student-athlete who shows disrespect for an official, opponent, his/her own teammate or a coach should be removed from the contest by the head coach until he/she can conduct himself/herself properly. Any coach ejected from a contest for unsportsmanlike conduct shall be suspended from the next inter-school contest in addition to any other penalties assessed. They will also have to take the sportsmanship course on-line in order to participate.

Contest Management

Some sports require many workers and supervisors at its contests, some require none, and the majority fall somewhere in between. Each Head Coach will have his/her unique duties pertaining to contest management, that differ from others. Issues such as paying officials, taking tickets, setting up the contest, supervision, crowd control, are dealt with on a sport by sport basis. Coaches are expected and encouraged to take the initiative in running their programs, and doing whatever is necessary in terms of contest preparation, contest management, and post-contest procedures. Coaches should confer with the Athletic Director on what is expected of them, and issues pertaining to the managing of contests.

Contest Season

All coaches are to begin their season on the date set by the IHSAA. These dates are available on the IHSAA website or at the athletic office.

Boys' Sports Seasons *Maximum Number of Events*

Tennis	22 matches
C-Country	14
Football	9
Soccer	16 (no tournaments) or 14 + 1 tournament
Wrestling	18
Swimming	18
Basketball	22 (no tournaments) or 20 + 1 tournament
Track	16
Golf	18
Baseball	28 (no tournaments) or 26 + 1 tournament

Girl's Sports Seasons *Maximum Number of Events*

Golf	18
C-Country	14
Volleyball	25 + 2 tournaments
Soccer	16 (no tournaments) or 14 + 1 tournament
Swimming	18
Basketball	22 (no tournaments) or 20 + 1 tournament
Tennis	22 matches
Track	16
Softball	28 (no tournaments) or 26 + 1 tournament

Dress

Coaches are expected to lead by example in dressing in appropriate attire for their sport. Dressing properly is an extension of one's professionalism, and will gain the respect of athletes, peers, parents, and other observers. Athletes are to dress in appropriate attire for away contests. Coaches are to set their own standards regarding student-athletes dress as long as it is a positive representation of Bishop Noll. If you have a dress code, it must be included in writing with your other team rules and given to the athletes and athletic office at the beginning of the season. Athletes are allowed to wear jerseys/shirts that represent his/her team on home game days only. Not following this rule will result in the team losing its privileges for the remainder of the season and post-season.

Due Process

Every coach is expected to follow procedures which allow for the due process of a student-athlete. Be sure to document problems—(date, time, witnesses, problem, and attempted solution). Speak with the athlete concerning the problem. At the appropriate time, contact the parents to make them aware of the concerns. Let them know of the problem, the attempts to solve the situation, and the possible consequences if the issue is not resolved. Coaches should notify the Athletic Director of problems, if your instinct tells you that the problem might reach the administrative level.

Greater South Shore Conference

The GSSC is currently comprised of the following high schools: Bishop Noll Institute, Boone Grove (football), Calumet, Griffith, Hanover Central, Lake Station, River Forest, South Central (football), Wheeler, Whiting. The GSSC participates in 20 sports, ten male and ten female. A conference championship is determined in all twenty sports. All-conference and all-academic athletes are awarded certificates by the conference. All BNI coaches will strive to positively represent our conference to the best of their ability.

Emergency Medical Cards

Emergency Medical Cards serve a dual purpose. First, they are used in emergency situations by both the coach and athletic trainer. Second, they are used by the athletic office to keep track of student information, team rosters, and athletic awards. These forms must be turned in and on file before any athlete is able to compete. These forms are very important to all parties involved and must be checked by the coach to make sure that all blanks have been filled. Coaches will notify the Athletic Office when athletes are no longer on the team, and also when a new athlete has been added. A form should be filed immediately when a new athlete is added to your roster.

Evaluation

Head Coaches will follow the guidelines set by the Athletic Office in being evaluated by the Athletic Director. Head Coaches will evaluate their assistants in a timely manner, before their meeting with the AD to be reviewed. The forms for this process will be given to each Head Coach by the AD. The evaluations will be a review of the performance done, and hopefully challenge and encourage each coach to improve their skills. Copies of completed evaluations will be kept in the athletic office.

Facility Scheduling

The facilities at Bishop Noll are used by many groups. Because of this high demand for our facility space, the following criteria shall be used by coaches to reserve space:

1st priority: Athletic teams that are in their authorized contest season

2nd priority: Athletic teams that are in their authorized practice season

3rd priority: Athletic teams that are in their pre-season conditioning

4th priority: Non-athletic groups

Please be prompt with your requests, as equal priority requests will be met at a first-come first-serve basis.

DO NOT switch to a “preferred” area after you have been scheduled unless permission from AD.

DO NOT leave student-athletes unattended or unsupervised.

Facility Security / Lock-up

We expect all coaches to be aware of what is going on around you and your athletes. The best approach is to keep all doors locked, and only authorized personnel should be able to enter. **DO NOT** prop open doors. Key open the crash bars during practice time. Confront immediately, any person that does not belong. If they are not supposed to be there, and pose any threat at all, call the police or get an administrator. Keys should be only in the hands of coaches. Do not give to students, parents, or make copies for anyone. Keys must be issued by the administration only. All coaches will properly lock up their facility every time it is used.

Fundraising

A fund raiser request form will need to be approved for all fund raising activities at BNI prior to the fund raiser. Upon completion of the fund raiser, a follow up report will need to be completed and turned in to the athletic department.

Fees

Athletes that participate in a sport must pay an athletic fee at the end of the year. If they play multiple sports, there are additional reduced charges: 1st Sport \$175, 2nd Sport \$100, 3rd Sport \$75. An athlete will be charged the full amount after the first scheduled contest has occurred.

Gender Equity

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 in 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 and Bishop Noll believe that gender equity is more than being in compliance with the law. It is a spirit and personal ethic. It is a commitment to do what is right and fair for all student-athletes. It means creating 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.

Grade Checks / Eligibility

Coaches should make every effort to assist their athletes and programs by keeping a watch on their progress and scheduling of courses. Although this is the responsibility of each individual athlete, the Athletic Office will help each Head Coach to monitor these issues. Shortly after the grading period ends, each coach must check the grades and make sure that their athletes do not have any failing grades. An athlete becomes ineligible if he/she has ANY F's. The athlete is not eligible for reinstatement until the following grading period.

Handbook (Student-Athlete)

All athletes and parents will be required to complete all necessary forms and sign in all appropriate areas the Athletic Code of Conduct prior to the athlete's participation. These forms will be kept on file in the athletic office for the duration of the school year in which it is applicable

Harassment

The school board recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the Diocese will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal and physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age and/or disability. The harassment by a student of a staff member or fellow student of this Corporation is strictly prohibited. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Code of Conduct. If a student reports that s/he is being harassed by a member of the staff, or witnesses harassing behavior by a staff member against a student, the matter is to be reported immediately to the athletic director, who shall then contact the principal, who shall then contact the assistant superintendent. Detailed information regarding the harassment and the reporting of such can be found in the Bishop Noll handbook.

Hazing

Hazing takes its shape in many forms. It can be physical, verbal, sexual, or emotional, and can involve a combination of these elements. Some hazing has wrongly taken place in schools across the country for years. Extreme examples are carried out in secret, without the coaches' knowledge. Simple forms are sometimes thought of as "harmless", and occasionally with the knowledge of the coaches. It is the policy of the BNI Athletic Department that there are no "rituals" that any athlete must participate in to play sports

or be on an athletic team. Hazing in any way, shape, or form will not be tolerated. There will be no “dares”, “dressing up”, “duty”, “tradition”, “test”, or any physical challenge. Head Coaches are in charge of their programs, and must make it clear to all of their athletes and assistant coaches that “hazing” (in ANY form) will NOT occur at BNI. What is considered simple and harmless to one person might not be to another. It is not only the conduct itself, which may make certain behaviors inappropriate, but the context or way in which it is delivered, or its repetitive nature. All athletes must be informed by each Head Coach that any incident of, or talk of, hazing should be reported to the Athletic Director. The coaches are the most influential participants in preventing harassment, hazing, and abuse during their season.

IHSAA Entry Lists

Entry lists for each of the IHSAA Tournaments will be emailed to each Head Coaches. These lists should be filled out as directed on the sheets. Grades and birthdays will be filled in by the Athletic Office. Coaches should get these entry lists completed and returned to the Athletic Office as soon as possible.

Injuries

The Certified Athletic Trainer (ATC) at Bishop Noll should be made aware of all injuries when he/she is not in attendance at a particular game or practice. He/she may be informed in writing (note in mailbox, on training desk, or e-mail), by phone, in person, through the student athletic trainers, or by sending the injured athlete to see the ATC for injury follow-up after physician evaluation.

All injuries sustained while involved in athletics at Bishop Noll must have injury reports on file for insurance documentation purposes. The ATC will complete and maintain these reports.

Inventory

Every Head Coach is expected to keep an accurate inventory of all items pertaining to their sport. At the conclusion of their season, the head coach will turn in this inventory to be used to determine the needs for next season. The Athletic Director and head coach shall be authorized to dispose of equipment that has been mutually agreed upon as not usable.

Keys

Any coach requesting a key for themselves or an assistant, should contact the Athletic Director. Keys should be kept only in the possession of the coach and not given to any student, manager, or athlete. Any lost key should be reported immediately to the Athletic Director. Keycards are issued to coaches that must get into the high school during “off-hours”. These also, must be obtained through the Athletic Director. Keycards will be modified to let the coach only into the door that they must enter, and at only the times that they need it.

Legal Duties of Coaches

Along with the duties of organization, teaching and training for competition, coaches must be aware that the attitude of today’s society forces all professional educators to always keep in mind their legal duties as well. All coaches need to know and understand their legal obligations, which are being more clearly defined with each court case. The following information should be helpful to understand one’s responsibilities and will, therefore, help to protect coaches and our school corporation from litigation.

LEGAL DUTIES THAT HAVE BEEN ESTABLISHED BY COURTS THROUGH LITIGATION INCLUDE THE FOLLOWING:

1. Properly plan the activity: develop a season plan, including daily practice plans and keep a copy of your season plans.
2. Provide proper instruction: consider readiness and move from simple to complex; know and practice proper skill progression; include these factors on the written season plan; document your attendance at coaching courses and clinics.
3. Provide a safe physical environment: inspect courts, fields, and locker rooms; warn athletes and others of misuse.

4. Provide adequate and proper equipment: check regularly for fit and wear; repair and replace regularly; keep inspection checklists, including age and repair dates.
5. Match your athletes: match according to size, strength, ability, and maturity; document on practice plans; keep written skill test records.
6. Evaluate athletes for injury or incapacity: know and practice proper procedures for injury evaluation; complete CPR and sport first aid courses.
7. Supervise the activity closely: check or establish standard coach-athlete ratios for the sport with the AD; insure locker rooms are supervised; never leave athletes unattended; see the last athlete gone; include supervision notes on practice plans.
8. Warn of inherent risks: require a signature on a pre-participation form detailing risk; post the appropriate signs; keep copies of pre-participation forms; practice plans should reflect what and when things were said; repeat warnings on several occasions
9. Provide appropriate emergency assistance: create and follow an emergency medical plan; have emergency medical cards and plan on file and at practices/contests

Coaches also have the duty of taking reasonable care of the student-athlete. This legally means that each coach is to act in a way that avoids creating unreasonable risk of injury to others. Not performing to a standard of care/performance can result in negligence. Standard is the conduct expected of an ordinary reasonable person (coach) under like circumstances. Coaches should also have plans for: allowing adequate warm up and warm down time, consistently and fairly enforcing rules, and dealing with potentially dangerous situations (storms, equipment failure, and facility).

Lettering Criteria

Coaches should inform the parents and athletes the specific criteria that have been set for earning a letter in your sport. Criteria should be on file in the Athletic Office, and be of a nature that it is a challenge to letter, and not just given away to participants. Coaches should be aware to equate corresponding sports. For example, it would not be fair that you only had to participate in 2 boys’ track meets to earn a letter, but have to participate in 10 girls’ track meets to earn one. Lettering criteria should be fair, consistent, and not subjective.

Limited Contact Rules for Out-Of-Season Athletes

The Limited Contact Program replaces what was previously known as “open facility” and now allows coaches to work directly with student-athletes two days a week for two hours per day providing instruction in a practice setting with balls, goals, nets, etc. The restriction of working with only two athletes was removed.

Limited Contact Program	Start Date	End Date
FALL SEASON	Monday of Week 9	Saturday of Week 15
WINTER SEASON	Monday of Week 23	Saturday of Week 31
SPRING SEASON	Monday of Week 40	Saturday of Week 45

Moratorium weeks will be the first week of July and the week before the start of the fall season.

Medical Protocol

For all practical purposes, if the ATC is available, emergencies will be deferred to the ATC. If the ATC is not available, the supervising coach will assume responsibility of the situation. In the event, of an emergency, immediately call 911, and do not attempt to delay the situation by contacting the ATC first. If an ambulance is contacted, have the athlete's Emergency Medical Card available to present to the EMS personnel. The card also contains phone numbers where a parent/guardian can be reached. If you are unsuccessful in contacting a parent/guardian, the card contains authorizing signatures, which will allow medical personnel to perform needed and appropriate treatment. Have a coach, trainer, manager, or athlete wait at the entrance to the facility to assist in directing EMS personnel upon their arrival. UNDER NO CIRCUMSTANCE should any student-athlete or FA/CPR Certified student-trainer be encouraged or advised to assume responsibility in an emergency situation. Neither group has formal training/education in emergency procedures. Head Coaches should inform the Athletic Director of any athlete that has been sent to the hospital for treatment as soon as possible after the situation has been taken care of.

Officials

HIRING—Depending on the sport, officials will be hired in 3 ways. 1) Some sports have assignment chairpersons who do all the hiring of officials for the GSSC Schools, 2) Some sports will be required to assign their own officials for contests, and 3) Some sports have officials assigned by the Athletic Office. In the case of the Athletic Office hiring officials for your sport, it is the desire of the Athletic Office to get input from the Head Coach of certain officials that you wish to re-hire, and ones that you do not.

CONDUCT TOWARDS—All coaches will treat IHSAA licensed officials with courtesy, respect, and a positive attitude. Coaches are representing Bishop Noll, and unprofessional behavior towards the judgment of an official or his/her decision will not be tolerated. Officials are human beings that are trying to do the best job possible. It is easy to second guess a decision that, for them, must be made in an instant. Competitive contests are won and lost by the performance of the athletes and the decisions of the coaches, not by a few "bad calls" by the officials.

Overnight Trips

Coaches who must take an overnight trip with their team are to follow these procedures:

1. Obtain field trip permission slips, fill out, have athletes complete, and submit to attendance office.
1. Provide an itinerary for athletes, parents, and the athletic office which includes:
 - Hotel - name, address, and phone number
 - Transportation - arrival and departure times, route map
 - Contest information - where, when, who
 - Food - arrangements, money if needed
 - Conclusion - estimated return time to La Porte & pick-up location
2. Have a team meeting to discuss behavior, room assignments, etc.
3. Room checks during non-contest and evening hours
4. Provide an adequate number of chaperones
5. Make proper arrangements with the athletic director before the trip, regarding procedures, number of rooms, method of payment, etc.

Parent / Senior Nights

All coaches that wish to have a "senior night", or any other special occasion must first have it approved by the Athletic Director. Contest management will change with the addition of a special event, and all aspects of the contest, as well as all parties involved, must be organized by the coaches in advance. Head coaches must also be aware that it is the position of the Athletic Office that, if so approved, these special events WILL NOT force a delay upon the opponent or disrupt the normal time frame of the scheduled contest. Facility usage forms need to be completed for use of cafeteria and other spaces.

Participation

Bishop Noll student-athletes are encouraged to participate in as many sports as possible. Coaches are to encourage this involvement, and are not to discourage any athlete from participating in other sports. This

behavior on the part of our coaches on any level would be in direct violation of our philosophy. If a student-athlete is not involved in a sport during a particular season, he/she should be encouraged to be involved in a conditioning program.

Physicals

All student-athletes are required by state law to have a physical exam completed and on file with the Athletic Office **before** practicing/conditioning in any sport. Physical exams are the responsibility of the athlete and his/her family. The trainers and athletic secretary will work together in making sure that the forms are filled out correctly, properly signed, and on file in the Athletic Office prior to the athlete's first participation. Coaches will not allow an athlete to practice/condition without this requirement fulfilled. All athletes must have a physical on file with the Athletic Department prior to **any** summer participation in conditioning, open facilities, weight training etc. Physicals must be dated April 1st and after of the current school year to qualify.

Pictures

All BNI teams are required to have pictures taken for the athletes and parents to purchase as well as for the Athletic Office and yearbook. Pictures are to be organized in advance with a local photographer. Teams are to be uniformly dressed in their school-purchased uniforms. Each picture should be set up in a professional manner. Teams should be dressed with forms completed and ready to line up 15 minutes prior to their scheduled time. All athletes must fill out an order form regardless purchase.

Practices

Athletes must have 10 separate days of a full organized practice in that sport under the direct supervision of the high school coaching staff prior to participation in the first inter-scholastic contest. Athletes cannot participate in practice if they have been absent or were not in school for the required 4 hours/classes. Athletes are expected to leave within 30 minutes of the conclusion of practice and will only be supervised for such time unless otherwise arranged with the coaches.

According to the IHSAA, any student properly certified to participate in inter-school activities shall attend regularly scheduled practice sessions to be eligible for inter-school athletic competition. If, as a result of a school strike, student suspension, athletic suspension, health limitation or other similar reasons, a student fails to attend regularly scheduled practice sessions, the student shall be required to compete the following prior to participation:

5-10 days missed complete 4 regular practices

More than 10 consecutive complete 6 regular practices

Public Relations

Each coach is responsible for the public relations, advertisement of achievements, news releases, sports previews and game results. Coaches are encouraged to use local radio, TV, and newspapers, and the Bishop Noll Athletics web site (bishopnollathletics.org) to gain positive recognition for their athletes. The key word when dealing with the media is positive. We are in the business of building self-esteem, not breaking it down. Negative comments to the media, regarding individuals or an entire team, do nothing to enhance a program or the confidence of our athletes.

**note* - Coaches should be aware, and have a known policy with their team concerning the media talking (and in some cases calling at home) with athletes.*

Purchasing

All purchasing of any kind will be done by the head coach of each program. All of these purchases will be run through the proper channels. The Athletic Director will meet with each head coach after completion of the season, at which time purchasing issues and needs for the next season should be discussed. Every acquisition that requires a purchase order needs to be approved by the Athletic Director.

Release from Class

Class time should also not be interrupted for coaches to discuss athletic matters with athletes or other coaches. Recruiting visits should also be made in advance. Athletes should not be “pulled out” of class without notice, because a recruiter or coach did not have the courtesy to make plans in advance. Any recruiter without previously scheduled appointments should be directed to the Athletic Directors Office. If his visit is cleared by the Athletic Director as an exception, it is up to the discretion of the individual classroom teacher to allow it to take place or not.

Reporting Game Results

Upon completion of either a home or away contest, each head coach is expected to report the results to the proper media. Each sport is different, and results will be sent to the radio, newspaper, and television stations that apply and the Bishop Noll Athletics web site (bishopnollathletics.org). If there are any questions about who to send results to, or the phone/fax number, please see the Athletic Office. Coaches should remember that good relations with the media are expected. You are promoting your program with each form of media that will report it. There are times, however, that a coach might feel that they are not being covered properly, even though results are getting to them in the proper timeframe. The urge to not report results is strong when you are not feeling like the media is interested or fair in their reporting. Our job as coaches is to report our scores and statistics to the media on time. It is the job of the media to announce, print, or televise it as they see fit. The media is not obligated to report results, yet we are obligated to cheerfully get the information to them. Try to do this as soon as possible after your contest.

Return to Play

If a physician withholds a student/athlete from competition, that student athlete must present a physician's note, clearing the student /athlete to return to competition. This note of clearance shall be attached to the injury report, and kept on file with the ATC. If this note of clearance is to return an athlete from an extended illness, the coach may keep this on file at his/her discretion. The procedure for returning to play after a concussion is clearly outlined in the athletic code of conduct and all coaches are expected to support and follow this procedure. The IHSAA also is clear on the number of practices required to return to competition after an injury, illness, or suspension. If an athlete misses 5 (five) to 10 (ten) consecutive days, he/she is required to have 4 (four) practices prior to game participation. If an athlete misses more than 10 (ten) consecutive days, he/she is required to complete 6 (six) practices prior to game participation.

Rosters

Coaches will submit a completed roster to the Athletic Office as soon as possible. This roster is needed for transmission to other schools, emergency medical card verification, the Athlete Tracker computer program, and many other necessary areas. Coaches will keep an accurate record, and keep the Athletic Office informed of changes to this roster. This is VERY important. The Athletic Office must be informed promptly of every time an athlete is added, or leaves the team.

Schedules

Coaches are encouraged to work with the Athletic Director to secure the best schedule for their athletes. Our goal is to play the best available opponents at all times. Competitive schedules help develop competitive teams.

Season Ending Summaries

At the conclusion of each season, each head coach will receive a Season Ending Summary form. This form is intended to keep the Athletic Office up to date with team records and statistics. On many occasions, the need arises to quickly find out who was a captain, or what the GSSC record for a particular team was, or did someone make all-conference. This form filled out at every post season will let us have a running record of these items. The sheets will be put in order by year in a separate folder for that sport. Any other team records or all-time things can also be added to this folder for permanent referral. Please

fill the Season Ending Summary form out as soon as possible after your season is over, and turn it in to the Athletic Office.

Spectator Code of Conduct All spectators, regardless of their age or affiliation to the school, are expected to illustrate good behavior at any BNI athletic event and away events.

Spectators will:

- Display good sportsmanship at all times.
- Be polite and respectful to those around them.
- Immediately notify the event security if they witness any illegal activity.
- Sit in the assigned seating stated by the host school.
- Follow the re-entry rule once they leave the event.

Spectators will not:

- Harass the officials, coaches, or participants.
- Bring and/or carry any weapons into the event.
- Bring or consume alcohol or illegal substances.
- Enter the playing surface at any time.

If at any time spectators do not follow the Code of Conduct Rules, they will be subject to removal from the facilities.

Summer Guidelines

With the advent of the ruling by the IHSAA on summer participation, it is necessary to address potential concerns and possible abuses pertaining to Bishop Noll Institute. It is our belief that students and their families must continue to be the number one priority. All Bishop Noll coaches must work together to provide a total program in which our student-athletes can develop individual skills as well as team concepts, without placing unnecessary pressure on them or their families. If an athlete is to participate in summer program, they must have a physical on file with the Athletic Department prior to summer participation. The Athletic Department supports a summer program that is aimed at helping our students become better athletes within the parameters that we have all agreed on. Summer activities are voluntary and open to all registered BNI students as the nature of the sport permits. BNI will provide our facilities, equipment, and coaching for summer sport activities, but will not provide financial support for officials, additional coaching salaries, insurance, supervision, trainers, or transportation. All BNI coaches will adhere to the IHSAA required moratorium in which no contact between coaching staffs and student-athletes may take place. Moratorium will be declared by the BNI Athletic Department well in advance of summer activities. The BNI coaching staff has agreed to the following parameter so as to share our athletes without putting undue pressure on them to make decisions of which sport activity to attend. The coaches need to work together in order to figure out any conflicts. A player should not be put in the middle of making a decision of which sport to attend. Any other issues regarding sharing of athletes and scheduling should be resolved in a professional and fair manner by the coaches involved. We have always had a cooperative and supportive coaching staff, and the Athletic Department believes that a consensus can be reached concerning any situation. Coaches will be expected to discuss any changes in their summer programs with the Athletic Director so abuses in monopolizing student-athlete's time do not occur. **Moratorium weeks will be the first week of July and the week before the start of the fall season.**

Supervision

All coaches are expected to supervise their athletes **AT ALL TIMES**. This includes before, during, and after a practice, event, or meeting on school grounds. Coaches are expected to arrive before their athletes so as to not have them alone. All practice and dressing must also be supervised until all athletes leave each area. Each coach is responsible for his/her student/athletes until they leave the sport's facility. This includes not allowing an athlete to sit alone after a practice or contest waiting for a ride. Coaches will wait a reasonable amount of time (approximately 30 minutes) until all athletes have left. Lack of supervision can result in the coach being viewed as negligent. Athletes not being picked up can also be viewed as negligent on the family and authorities can be called.

Team Selection

Coaches of athletic teams, cheerleaders, dance, and athletic training are to have their own policy on how they will choose their teams. In some sports, “cutting” a team down to manageable size is a necessity. These policies will be made clear to the players and parents of your sport prior to the season. Coaches should take note that an athlete may be cut from a team anytime during a season with just cause.

Transfer Students

Any student who is transferring to Bishop Noll Institute and wishes to participate in athletics must first go to the Athletic Office and follow the proper procedures to become eligible. Coaches are not to allow any such athlete to participate in any practices until the Athletic Director has given permission.

Transportation

Warrior Wagons and yellow busses will be scheduled in accordance to each athletic schedule. Coaches are to arrange dates and requests with the athletic secretary in advance. Car caravans may be used which is outlined in the Cautionary Statements and Permission Slips.

Weather Procedures

Transportation: The Principal and/or AD is the final word on the status of traveling to an away event in a time of extreme weather conditions. If there is a question, coaches should contact the AD or Athletic Secretary.

Practice: The head coach is responsible for assessing the weather and making prudent decisions regarding the safety of BNI athletes. Coaches should also consider the safety factors involved with athletes and staff traveling home from practice in severe weather. Each outdoor practice site has been issued a lightning proximity meter. This has been provided as a tool to help head coaches make wise decisions.

Contests: The contest officials are in charge of weather situations that occur during an event. If a contest is delayed or cancelled due to the weather, the head coach should seek out the administrator from the opposing school for assistance in keeping our athletes safe until the contest is either resumed or travel home is possible.

Vacations During Season

In certain cases, an athlete is told by his/her family that they will be out of town on vacation during the season. Although we ask for a commitment from our athletes, we do not want to put them in the middle between parents and coaches. A firm and consistent policy is needed to handle this (or any other similar) situation. All athletes are to be treated equally with consequences in this matter. Coaches are to remember that other athletes who are in attendance are ready to step in, if others are absent. Coaches and athletes must adhere also to IHSAA return to play guidelines if the absence is longer than 5 days.

Weight Room Policy

1. Athletes must have a coach from their sport in attendance when they are using the weight room. A single athlete without a supervisor must leave. A coach from their sport must be present.
2. Supervisors must be inside of the weight room! Do not supervise the Fieldhouse and the weight room at the same time.
3. Please pick up weights and put them in the proper racks! Do not leave weights on the bars or machines. The exception would be the rubber weights on the power platforms, which may be left on the bars. Do not leave the rubber weights on the floor.
4. Put all weight belts on the proper racks. Do not leave them lying around the weight room.
5. Teams using the weight room must first sign up for it in the Athletic Office.
6. Pick up after yourself and your team. Take the extra effort to keep this facility in order. Failure to do so can result in loss of privilege to use the facilities.
7. Coaches may use the weight room for their own personal use, as the facility permits.