

# **Daleville Athletic Handbook**



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**Daleville, IN 47334**

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## TABLE OF CONTENTS

Academic Standards for Athletes.....	Page 5
Affiliations.....	Page 2
Athletic Equipment.....	Page 4
Athletic Injuries .....	Page 5
Attendance Policy.....	Page 1
Code of Conduct.....	Page 1
Daleville Athletic Awards Policy .....	Page 9
Due Process Procedures .....	Page 8
Educational Values of Athletes .....	Page 2
Hazing .....	Page 7
IHSAA Eligibility Rules .....	Page 3
Individual Awards.....	Page 10
Individual Criteria for All State Wall .....	Page 10
Length of Season .....	Page 8
Operational Procedures Regarding the Use of Alcohol, Drugs, Tobacco .....	Page 5
Penalties .....	Page 7
Policy for Receiving Varsity Awards .....	Page 10
Policy for Students Involved in Multiple Activities.....	Page 1
Preparation Before the First Practice .....	Page 3
Responsibilities of the Athlete .....	Page 3
Self-Report Clause .....	Page 7
Statement of Philosophy .....	Page 1
Travel .....	Page 8
Verification of Violation.....	Page 6
Violation of the Indiana Code.....	Page 6
Weight Room .....	Page 4

## STATEMENT OF PHILOSOPHY

The Daleville Athletic Department believes that participation in competitive athletics programs are an important part in the overall educational program for the students. In addition, participation in athletics is a privilege. Therefore, in order to run a successful athletic program, it is necessary to set forth rules and guidelines. This allows our athletic department to maintain credibility for its actions. These guidelines and rules are in effect ***twenty-four (24) hours a day, three hundred sixty five (365) days a year*** and apply to all students involved in athletics.

Written policies are necessary in order for the student-athlete and their parent(s) guardian(s) to be aware of rules and guidelines. By providing a written code, everyone has equal access to, and prior knowledge of the disciplinary action that can result from rule violations. Your signature attests that you have complete understanding of these policies.

## CODE OF CONDUCT

### Attendance Policy

The school believes that students unable to attend school will also be unable to attend or participate in school sponsored athletic functions later in the same day. Any students gaining an absent status in any class: will not be permitted, will not be able to work, or participate in extracurricular activities after school unless approved by administration.

In this handbook, "tardy" is defined as twenty (20) minutes or less to a class.

Any student that is more than 20 minutes late to class **will be counted as ABSENT to that class**. All students should go directly to the main office to sign in when they are late to school. Teachers will not allow students into class without a pass from the attendance office. After 8:15a.m., students will be considered absent from 1<sup>st</sup> period and will not be allowed to participate in any work or extracurricular activities that afternoon unless approved by administration.

1. An athlete must attend the full school day (all scheduled classes) in order to participate in competitions or practice.
2. The athlete is expected to attend school the day after an event (when school is in session) **on time all day!**
3. Exceptions to this would be attending a funeral, an appointment with a medical doctor, or a planned college visit. The athlete must provide written documentation that will verify the reason for the absence.
4. A doctor's appointment does not necessarily allow the athlete to miss the full day of school. The excused time for absence is travel to and from an appointment and the appointment time itself.
5. When an athlete arrives late to school, they should report to the attendance office and then the athletic office will notify the coach.
6. Failure to do these things will result in no participation in contests or practice that day.
7. The policies in this handbook are not meant to address all situations. Therefore, Principal and Athletic Director will review any situation in question and decide on an appropriate penalty.

### POLICY FOR STUDENTS INVOLVED IN MULTIPLE ACTIVITIES

When a student wishes to participate in more than one sport or activity during the same season, the adult sponsors should meet and determine a feasible practice and participation schedule. The coaches and/or activity sponsors should remember that all decisions are to be made in the best interest of the student.

1. The adult parties should meet and determine a feasible practice and participation schedule, which best works for all parties.

2. If no resolution can be determined, the matter should be brought to the attention of the athletic director or principal, who will review the situation. A meeting will be held with all parties if deemed necessary.
3. The decision will be issued to all parties concerned. Under no circumstances will the student be penalized by either of the adult coaches and/or activity sponsors.

## **EDUCATIONAL VALUES OF ATHLETICS**

- We believe in interscholastic athletics
- We believe there are substantial educational benefits from a soundly conceived and executed program for the participants, the student body and the school as a whole.
- We believe the potential values to the participants are genuine. Rigorous competition under prescribed regulations and policies provide for students the opportunity to develop ideas and habits of health, fair play, initiative, achievement and emotional control.
- We believe students should be taught to win gracefully and behave responsibly and demonstrate good sportsmanship in victory and defeat.
- We believe that many students have found purpose in their schoolwork and in their lives through the program of athletics.
- We believe that athletics provide tangible values for the student body. Athletics can make a substantial contribution to morale and can provide an outlet for enthusiasm.
- We believe the athletic program, along with a challenging and demanding scholastic program, does justify its existence by providing profitable educational experience for the participant.
- We believe the welfare of the individual student should be the primary concern. The game exists for the students, never the student for the game.

## **AFFILIATIONS**

Daleville High School is a member of the Indiana High School Athletics Association (IHSAA), which has determined and directed the overall program for interschool athletics in Indiana since 1904. The direction of the IHSAA rests with high school principals who elect an eighteen member executive committee to represent the five IHSAA districts and five classes of schools, based on enrollment. Daleville resides in District 4.

Daleville High School, by acquiring membership in the IHSAA, has agreed to abide by the rules and regulations, both in spirit and in law, as expressed in the By-Laws and Articles of Incorporation published by the IHSAA and available for review in the athletic office.

Daleville High School is also a member of the Mid-Eastern Conference, a league of ten (10) schools, (Daleville, Blue River, Cowan, Union, Randolph Southern, Shenandoah , Monroe Central, Wapahani, Eastern Hancock, and Wes Del) whose mission is to foster and promote athletics through policies and procedures determined by the combined efforts and guidance of the members' principals and athletic directors. (See Mid-Eastern Athletic Conference Handbook)

Daleville Jr. High School is a member of the Delaware County Junior High Athletic Association. The DCJHAA consists of six schools, (Daleville, Yorktown, Delta, Selma, Wes-Del and Cowan) whose purpose is to arrange, coordinate and establish policies regulating junior high athletic contests in Delaware County. (See DCJHAA Handbook)

## **IHSAA ELIGIBILITY RULES**

Daleville Jr. Sr. High School is a voluntary member of the Indiana High School Athletic Association (IHSAA) and agrees to the rules set forth in their governing bylaws. Therefore, it is important that all athletes, parents of high school athletes, and coaches of DHS understand and comply with these set rules for eligibility.

IHSAA eligibility rules can be found on the website: [ihsaa.org](http://ihsaa.org) or copies of eligibility requirements can be picked up at the front office of Daleville Jr. Sr. High School.

## **PREPARATION BEFORE THE FIRST PRACTICE**

**Before** the athlete can participate, there are a number of forms that must be turned into the Athletic Office. These forms include the IHSAA Pre- participation Physical Form, Proper signatures and insurance are to be marked on this physical form.

Forms to be turned into the Athletic Office include:

1. Per Participation Physical Evaluation
2. Concussion and Cardiac Arrest Statement
3. Drug Consent Form
4. Media Consent Form
5. Code of Conduct Agreement

After the Athletic Department has obtained the required forms from the athlete they will be issued a **"Bronco Pass"** and the athlete will then hand that over to their coach.

## **RESPONSIBILITIES OF THE ATHLETE**

1. Student athletes should be aware of and adhere to the policies of the IHSAA in regards to participation in interscholastic activities.
2. Student athletes must display high moral, social and ethical standards at all times.
3. Student athletes must promote outstanding sportsmanship.
4. Student athletes must be respectful of teachers, coaches, officials, opponents, teammates, patrons and staff.
5. Student athletes must present themselves in a clean, orderly and exemplary manner while attending athletic contests.
6. Student athletes must use appropriate language. Profanity and obscene gestures will not be tolerated.
7. If an athlete quits a sport, he/she may not participate in another sport until the season is completed. Mutual consent of the coaches may waive this rule.
8. All athletes are students first and subject to all the rules of other Daleville students. Any athlete that is suspended from school (including In-School Supervision) will also be restricted from participation.
9. Any athlete that fails to attend after-school detention and/or Saturday school will not be allowed to practice or play until the missed detention is made up.
10. All athletes are subject to the Academic Standards Policy as adopted by the Daleville Community School Board. (See Student Handbook)

11. All athletes must have a current IHSAA student physical form; Drug and Alcohol Information/Screening consent form, a signed "Code of Conduct Agreement" set forth in the Athletic Handbook, as well as a signed copy of the media release form on file in the Athletic office before the athlete may participate in any athletic activities.
12. Once the Principal, or his designee, has determined that a student has complied with rule 11 above, that student need only to update his/her physical annually. Any changes in policy or procedure will require the amended form to be signed and placed in that athlete's file.
13. If an athlete misses consecutive practices in season : See IHSAA General Rules (Illness-Injury of the Athletic Handbook for "return to play" procedures)
14. If a student athlete is found to be in violation of any Athletic Code of Conduct contained within this athletic handbook, the athlete will be subject to discipline by the coach and/or school administration.
15. The athlete will follow all team rules as outlined by the coach.

## Weight Room

1. No athlete will be permitted in the weight room without a coach for their sport or designated personnel appointed by the school to supervise the weight room. The coach is expected to be in the immediate area. Absolutely no weight lifting is allowed when a coach is not in the weight room.
2. No food or beverages are permitted in the weight room.
3. No horseplay, running, or misuse of weight equipment will be tolerated.
4. All "free weight" equipment i.e. barbells, dumbbells, weight plates, etc. are to be returned to the intended storage area between sets and before leaving the weight room.
5. Athletes failing to comply with the posted weight room rules will be reprimanded or could lose their weight room privileges for a period of time.

## ATHLETIC EQUIPMENT

1. One of the values of athletics is to teach responsibility, and this should apply to the care of athletic equipment as well as school property. Every athlete is expected to take special care of the equipment provided to him or her.
2. The student athlete is expected to turn in uniforms after a contest so they can be properly laundered for the next competition.
3. If equipment/uniform is lost or damaged, the student athlete will pay for its replacement and until it is resolved the student athlete will be held from the next athletic season in which they wish to participate.
4. Athletes who are participating in outdoor activities are to put on and remove muddy shoes outside the building. **The athlete will make every effort to keep the facility clean and presentable at all times.**
5. All clothing worn during practice and/or participation must be appropriate.

## ATHLETIC INJURIES

1. All participants in the athletic program must be covered by his/her own insurance before being allowed to participate in athletic contests and/or practices. If the athlete does not have coverage, they must purchase the school sponsored insurance.
2. Any school related injury/accident must be reported to the coach immediately. The coach shall

- file a report with the athletic director.
3. If the athlete has any special medical problem, he/she must inform the Athletic Department and coach prior to athletic activity.
  4. Should an injury be discovered after the athlete has returned home, he/she must seek necessary treatment and report as in number two (2) above.
  5. Should the athlete incur an injury or illness resulting in the release of bodily fluids, the incident is to be immediately reported to the coach and/or official. Coaches will take immediate and appropriate action in accordance with IHSAA, IDOE and the Indiana Dept. of Health to prevent contact, contamination and infection.
  6. IHSAA Rule C-9-14 **"Return to Competition after Athletic Injury"** states that if an athlete misses 5-10 practices due to illness or injury, that athlete must attend four (4) consecutive practices before being eligible for competition. If an athlete misses more than ten (10) consecutive days of practice due to illness or injury, six (6) consecutive practices must be gained in order to return to competition.

## **ACADEMIC STANDARDS FOR ATHLETES**

Daleville Jr. Sr. High School has a **One "F" Policy** that applies to all those participating in athletics. Any student that has more than one "F" for a nine (9) weeks grade will not be allowed to 'dress' and compete in athletic contests until such time as the student improves the grades to become eligible at the next grading period.

Clarification of this policy is found under the Policy Enforcement section of the Daleville Community School's Policy Handbook and in the Student/Parent handbook of Daleville Jr. Sr. High School.

## **OPERATIONAL PROCEDURES REGARDING THE USE OF ALCOHOL, DRUGS, TOBACCO AND CONTROLLED SUBSTANCES**

The following policy applies to all Daleville student athletes, student drivers, students participating in extra curricular activities, athletes, and students connected with the various teams: cheerleading, managers and statisticians.

The possession and/or use of alcohol, drugs, tobacco and unauthorized controlled substances by any Daleville student are strictly prohibited. We hope that by placing restrictions on the use and/or possession of these items, healthy habits are established leading one to value his/her mind and body.

Students wishing to participate in athletics, extra-curricular activities or drive to Daleville Jr./Sr. High School are subject to random drug and alcohol screens. (See Daleville Jr./Sr. High School Drug and Alcohol Screening Procedures). A student who tests positive and/or possesses any prohibited substance will be disciplined in accordance with the policies approved by the Daleville School Board of Trustees.

It is a violation of the athletic disciplinary code and the student handbook of Daleville Jr./Sr. High School to possess, use, provide to another person, or be under the influence of any substance which contains: alcohol, marijuana, tobacco, amphetamines, barbiturates, an intoxicant, a narcotic, anabolic steroids, a depressant or a hallucinogen, whether prescription or over the counter or any substance represented by the provider to be any of the listed substances at any place or any time, twenty-four hours a day twelve months per year.

Use by a student of medication prescribed by a medical doctor, dentist or other health care provider

authorized by law to prescribe medication for that student does not violate this rule. However, an athlete or student may not participate if the medication adversely alters or impairs the athlete's or student's judgment or ability, which could result in illness or injury.

Any student who is unsure if possession, use or providing another person with any medication or substance would violate this rule should contact any Daleville administrator before possessing, using or providing the medicine or substance.

If an athlete or student is at a party or gathering of people where alcohol, tobacco or illegal drugs are being used or school rules and/or state laws are being violated, he/she is to leave immediately. Failure to do so will result in the athlete or student violating the substance abuse policy and the athlete or student will receive the following consequences.

## **PENALTIES – SUBSTANCE ABUSE (TOBACCO, ALCOHOL, DRUG)**

**1<sup>st</sup> Violation** - The student athlete will be suspended for **25% of contests** on the day the Principal or Athletic Director learns of the violation. If the length of the suspension exceeds the time left in the current sport the suspension will extend into the next sport season the student joins. If the student athlete fails to complete the entire sport season, the suspension will be reinstated during the next athletic season the student athlete joins. To reduce the time to **15%** of the current season, **the athlete can choose to enter a school accepted drug-counseling program, attend three sessions and provide a clean drug test. The drug test must be administered at the school and paid for by the student.** See "SELF REPORT CLAUSE" for reduced suspension time for the first violation.

**2<sup>nd</sup> Violation** – The student athlete will be suspended for **50% of contests**. The student must pass a drug test by school's contracted testing firm, at the student's expense, before being allowed to participate in athletics, extra-curricular activities or drive to school.

**3<sup>rd</sup> Violation** – The student athlete will be suspended for **one calendar year** from all athletic activities and driving privileges. An athlete who has successfully completed a Student Drug Assistance Program and has been drug-free for a period of twelve months may apply for an administrative review to be reinstated into the athletic program and regain driving privileges. Retesting, as outlined above, will also be required. This request must be in writing and submitted to the Principal or Athletic Director.

## **SELF-REPORT CLAUSE**

Athletes who voluntarily reports on himself/herself as to a violation of the Athletic Code of Conduct before 3:00pm the next working day will be permitted leniency. They will be suspended for 15% of their current season or their next upcoming season. The athlete must also enter a school accepted counseling program. The self-reporting athlete must also participate in a substance abuse awareness session(s) with a qualified professional to receive the benefit of this clause. The Self-Report can only be used once during the athletes four (4) year career and **can only be used on the first incidence.**

## **VERIFICATION OF VIOLATION**

In this handbook the term "verification" is defined as any of the following:

1. Self-admitted involvement by the student.
2. Witnessed student Involvement by a coach or Daleville School Corporation staff member.
3. Failed drug test conducted at Daleville Jr. Sr High School
4. Parent(s)/Guardian(s) admission of their student's tobacco, drug, or alcohol involvement.



5. Verification by official law enforcement.

## **VIOLATIONS OF THE INDIANA CODE**

1. Unlawful acts committed outside of school will be reviewed by the Principal and the Athletic Director.
2. Unlawful acts would be violations addressed under the Indiana Code. Theft, vandalism, possession of controlled substance, etc.
  - a. The athlete is suspended pending an investigation conducted by the Principal (or his designee) and the Athletic Director.
  - b. The athlete will be entitled to his/her full rights of due process and appropriate action will be taken.

## **HAZING**

Any involvement in hazing activities is prohibited.

“Hazing” means any intentional, knowing or reckless act directed against a student for the purpose of being initiated into, affiliating with, or maintaining membership in any organization, club or athletic team whose members are, or include, other students.

Any student engaging in hazing will be subject to discipline. The athlete is suspended during pending investigation by the Principal and Athletic Director.

## **DUE PROCESS PROCEDURES**

All athletes that have been disciplined have the right to appeal their case. It is the genuine hope of the Athletic Council that this procedure is not abused and that most matters can be resolved at the lowest level.

The decision of the principal’s designee can be appealed to the Athletic Council. All appeals must be filed in writing with the principal’s designee or principal within forty-eight hours of the disciplinary action (weekends and holidays excluded). The Athletic Council will review the case and make a recommendation to the principal. The decision of the principal to support or modify the Athletic Council’s recommendation can be appealed to the superintendent. The decision of the superintendent may be appealed to the Daleville School Board of Trustees. The penalty will remain in force during the appeal process.

## **TRAVEL**

A team bus will leave school on schedule (which will be announced). The entire team will travel by bus **to** and **from** competition.

All athletes are to remain under the supervision of the coach on all trips from the time of departure until the time of return to Daleville Jr. Sr. High School.

### **Exceptions:**

1. Athletes may return home with his/her parent(s) guardian(s) upon notification to the coach. The coach may deny the request. Coaches are required to collect a signature from the parent(s)/guardian(s) prior to releasing the athlete.
2. No athlete can ride home with someone else’s parent(s)/guardian(s) or anyone other than the parent(s)/guardian(s) of the athlete unless a written permission form is submitted to the coach twenty-four (24) hours prior to the game/meet. Exception: extenuating circumstances only, i.e. death in the family. Verification of extenuating circumstances will be required as follow up

procedure.

## LENGTH OF SEASON

The sports season starts with the first day of practice in accordance with the IHSAA and officially ends after the awards night program for that sports season.

<b>FALL</b>	
<u>BOYS</u> Cross-Country	<u>GIRLS</u> Cross-Country Volleyball Golf
<b>WINTER</b>	
Basketball Wrestling	Basketball Cheerleading
<b>SPRING</b>	
Baseball Track Golf	Softball Track

## DALEVILLE ATHLETIC AWARD POLICY

The following policy applies to high school athletes. Junior high athletes receive participation certificates and any additional awards or honors as determined by their coach and approved by the athletic director.

The Athletic Department will provide the following awards in accordance with the rules of participation:

1. The first Varsity award will be:
  - a. Large Black block letter "D"
2. The second Varsity award will be:
  - a. Numerals for graduation year
3. The third Varsity award will be:
  - a. Letter jacket can be purchased ONLY after the third varsity letter; a certificate will be issued for the student athlete to be able to purchase the jacket, the athletic department will pay up to \$50.00 towards the purchase of a jacket upon completing the above letter requirements examples below...
    - i. 3 Varsity letters in one sport
    - ii. 2 varsity letters in one sport and 1 varsity letter in another sport
    - iii. 1 varsity letter in 3 different sports

**Chevrons:** Each athlete earning a varsity letter will receive a chevron.

**Junior Varsity/Reserve members:** Will receive a certificate denoting participation on that team.

**Participation Certificate:** Any student who, through illness, injury, or other legitimate circumstances, was limited in his/her participation in so much as to not achieve letter recognition may receive a letter of participation. Recommendations are made by the coach and authorized by the athletic director.

**Team/Individual Patches:** The Athletic Department will provide team and individual patches to those athletes who advance out of their sectional or achieve outstanding status in their sport. Patches will be awarded to the following: Conference and County Team Champions, Conference and County Individual Champions, and All Conference/All County award winners.

**Honor Blanket:** An athlete may become eligible for a blanket after earning his/her seventh varsity award.

**Honor Ring:** An athlete may become eligible for a ring after earning his/her twelfth varsity award beginning with the class of 2004-2005.

**Manager:** Each team will be allowed to letter a certain number of managers providing the student manager meets or exceeds the expectations set up by the coach. Quantity – Volleyball – 2, Basketball - 2, Cross Country 2, Track – 2, Baseball – 1, Softball – 1, Golf – 1, Wrestling – 2

Athletic awards are to be worn only by the recipient. Instructions will be given on the proper placement of the letter, chevrons, patches, and inserts denoting the recognized sport. Varsity letters may be worn only on authorized letter jackets. No unauthorized pins, patches, medal, or inserts will be placed upon the letter jackets. Authorization must come from the athletic director.

No awards will be given to an athlete who owes money to the athletic department or who fails to return equipment or uniforms.

Male and female athletes will receive the same awards, but these vary slightly according to the desire of the coach and with the approval of the athletic director.

Athletes who miss an awards banquet or program without prior notification may be required to wait until the next banquet or program for that sport, to receive their award.

### **POLICY FOR RECEIVING VARSITY AWARDS**

A varsity award will be given if the athlete meets the general requirements below:

1. The athlete must be certified for the IHSAA Tournament Series.
2. An athlete must finish a sports season in good standing.
  - a. Good standing with the team (not missing practice or contests, good attitude, good sportsmanship. Good standing with the school, (equipment turned in and all fees paid).
3. At the discretion of each varsity coach.

### **INDIVIDUAL AWARDS**

Upon recommendation from the individual coaches, the following awards will be presented to the athletes from the Athletic Department.

**MVP- Most Valuable Player/Runner  
Most Improved  
Mental Attitude or Sportsmanship Award**

\*Individual awards may be changed at the recommendation of the coach and approval of the athletic director.

## INDIVIDUAL CRITERIA FOR ALL STATE WALL

1. Baseball and Softball
  - a. Athlete selected to 1<sup>st</sup> team All-State by the Associated Press
  - b. Indiana All Star
2. Basketball – male/female
  - a. Athlete selected to 1<sup>st</sup> team All State by the Associated Press
  - b. Indiana All Star
3. Cross Country – male/female
  - a. Athlete Selected to 1<sup>st</sup> team All State by the Associated Press
  - b. Place 1<sup>st</sup> – 25<sup>th</sup> in the IHSAA State Meet
4. Golf – male/female
  - a. Athlete selected to 1<sup>st</sup> team All State by the Associated Press
  - b. Place 1<sup>st</sup> -20<sup>th</sup> in the IHSAA State Meet
5. Track & Field – male/female (Relays Included)
  - a. Athlete selected to 1<sup>st</sup> team All State by the Associated Press
  - b. Finish top 8 in your event at the IHSAA State Meet
6. Volleyball
  - a. Athlete selected to 1<sup>st</sup> team All State by the Associated Press
  - b. All Star team selection
7. Wrestling
  - a. Athlete selected to 1<sup>st</sup> team All State by the Associated Press
  - b. Place 1<sup>st</sup> – 8<sup>th</sup> in your weight class at the IHSAA State Tournament

If the athlete has any questions regarding his/her eligibility, contact the Athletic Director before endangering athletic eligibility rather than making contact after it is too late.

## CODE OF CONDUCT AGREEMENT

STUDENT NAME (Printed) \_\_\_\_\_  
SCHOOL YEAR \_\_\_\_\_ GRADE \_\_\_\_\_ YEAR OF GRADUATION \_\_\_\_\_

I \_\_\_\_\_ have read and received a copy of the Daleville Jr./Sr. High  
(Print Students Name)

School Student Athletic Handbook. The signatures below attest that we have reviewed the Handbook, understand the policies contained therein, and agree to abide by the requirements set forth in the Code of Conduct.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Please remove this page and return it directly to the Athletic Department to complete your Bronco Pass.**

## Media Release Form

Daleville Athletic Department

I, \_\_\_\_\_ (Print Name) grant the Daleville School Corporation, and the departments and employees that fall within it, full permission to produce, use, or distribute any video, audio recordings, or photographs of me during or outside the scope of my athletic related activities or contests. I understand that the use of my name and likeness for such media purposes often includes use of the internet and social media platforms. Furthermore, I understand that the Daleville Athletic Department reserves the right share such media content to any authorized entity or personnel with whomever they so choose for the sake of marketing and promotions during my enrollment as a student in the Daleville School Corporation.

The signatures below attest that I have reviewed and understand the policies contained therein, and agree to abide by the requirements set forth in this "media release form".

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Please remove this page and return it directly to the Athletic Department to complete your Bronco Pass.**