

**Griffith Middle/High School
Athletic Department**



Coaches' Handbook Handbook

School Information

Address

Griffith High School
600 N. Wiggs Street
Griffith, IN 46319

Nickname/Mascot: Panthers

Colors: Black and Gold

Conference Affiliation

Greater South Shore Athletic
Conference

IHSAA District 1

Enrollment

850 (3A)

Principal

Brian Orkis
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Athletic Director

Neil Dimos
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219.924.4281 ext. 5016

Athletic Secretary

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Athletic Department Phone Number

219.924.4281

Purpose of Handbook

This handbook has been developed to facilitate communication and consistency between all individuals associated within Griffith Athletics. It explains the duties, responsibilities, expectations, and policies for all coaches employed by the Griffith Community School Corporation, as well as sanctioned volunteers. Coaching personnel will adhere to all Indiana High School Athletic Association (IHSAA) by-laws, Greater South Shore Conference (GSSC) by-laws, as well as the guidelines established in the Griffith Middle/High School Athletic Handbook and Coaches Handbook.

Griffith High School 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 Griffith 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 for any level for Griffith 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. Griffith Athletics 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 community through supporting individual athletes, teams, and the Athletic Department and its policies. Griffith 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. Griffith athletes and spectators can be proud of a program that is helping our athletes become the best that they can be in many aspects.

Interscholastic Sports Offered at Griffith High/Middle School

(Most, if not all sports, offered at the high school level are offered in some fashion at the middle school level.)

MEN'S

Fall

Varsity Football
Junior Varsity Football
Freshman Football
Cross Country
Varsity Soccer
Junior Varsity Soccer
Tennis

Winter

Varsity Basketball
Junior Varsity Basketball
Freshman Basketball
Varsity Wrestling
Junior Varsity Wrestling
Swimming/Diving

Spring

Varsity Baseball
Junior Varsity Baseball
Golf
Track

WOMEN'S

Fall

Varsity Volleyball
Junior Varsity Volleyball
Freshman Volleyball
Cross Country
Varsity Soccer
Junior Varsity Soccer
Golf
Co-ed Unified Flag Football

Winter

Varsity Basketball
Junior Varsity Basketball
Freshman Basketball
Swimming/Diving
Cheerleading
Pantherettes (Dance)

Spring

Varsity Softball
Junior Varsity Softball
Tennis
Track
Co-Ed Unified Track

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DUTIES AND RESPONSIBILITIES OF ADMINISTRATION AND ATHLETIC STAFF

High School Principal

The Principal is the administrative head of all Griffith Middle/High School (GMHS) programs. He/She is responsible to the Superintendent and School 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 Griffith High School is a participant. He/She is also Griffith High School's representative in the 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, but not limited to:
 - a. physicals
 - b. Athletic Code Book
 - c. emergency medical forms
- 5) Scheduling transportation to all away events.
- 6) Securing workers, team physician, police, and any other essential personnel for all home events.
- 7) Scheduling all athletic facilities for use by school and non-school groups.
- 8) Serving as direct liaison with Booster Clubs and feeder systems.
- 9) Supervising of athletic contests, as deemed necessary.
- 10) Assisting the Principal in selection, supervision, and evaluation of coaches.
- 11) Encouraging communication and cooperation among all GMHS coaches, and in doing so, fostering an overall atmosphere of sportsmanship, positive attitudes, and wholesome standards.
- 12) Submitting entry forms to the IHSAA for tournaments.
- 13) Approving and disbursing athletic funds for all purchases and obligations.
- 14) Keeping records of all financial transactions.
- 15) Overseeing the athletic facilities, making requests or suggestions for maintenance and additions with safety as top priority.
- 16) Responsible for publicity for GMHS Athletics. (Some of these responsibilities may be delegated to the coaches of their respective sports.)
- 17) Developing and implementing appropriate rules and regulations governing the conduct of athletic activities.
- 18) Approving and supervising fundraising events connected with the athletic program, and delegating responsibility for proper handling and accounting of monies involved.
- 19) Accurately preparing and submitting, according to established deadlines, all required and requested local, conference, state, regional, and national forms and reports.
- 20) Responsible for the printing of tickets, schedules, rosters, etc. as needed.

- 21) Supervising the sale of tickets, and receipts therein.
- 22) Serving as a resource to all coaches in all athletic matters.
- 23) Assuming the responsibility of seeing that rules pertaining to training, conduct, and discipline are followed and handled fairly and consistently.
- 24) Working to evaluate, survey, and recommend salaries that are fair and consistent.
- 25) Assuming the responsibility for developing and updating the athletic handbook and coaches' handbook.
- 26) Establishing style, number, and type of awards to be given; ordering awards; determining, with respective coaches, how awards will be earned; preparing awards; planning and supervising recognition programs to distribute awards; and maintaining a record of all award winners.
- 27) Working with the GHS Athletic Trainer to determine training supply needs, training budget, training policies, and dissemination to coaches of training information.
- 28) Serving as meet director for any IHSAA hosted tournaments or local school hosted tournaments.
- 29) Encouraging positive relationships with parents, community, newspapers, radio stations, and other communications media.
- 30) Providing orientation to coaching responsibilities.
 - a. Maintaining regular coaches' meetings.
- 31) Maintaining inventories, with the assistance of the head coaches, of athletic supplies and equipment.
- 32) Assuming 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/or trophies.
- 33) Working closely with custodial and maintenance staff to ensure that facilities are safe and ready for contests.
- 34) Responsible for reporting all violations of the coaches' handbook to the Principal.
- 35) Performing such other responsibilities as the Principal may designate.
- 36) Responsible for website information, updates and other social networking provided by the Athletic Department.
- 37) Assuming responsibility of the pool manager and all related expectations of that position.
- 38) Attending all IHSAA, Indiana Interscholastic Athletic Administrators Association (IIAAA) and GSSC required meetings and is a representative of Griffith High School within those organizations.

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 Athletic Director. 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, he/she functions as a ticket manager, receptionist, and assistant to the coaches to ensure that all appropriate GMHS and IHSAA paperwork is handled in a timely and organized fashion.

GHS 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 Griffith High School 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.
 - a. Assign duties, develop a positive working relationship, and give guidance to all on the coaching staff.
- 2) Communicate with the Athletic Director, any problems or concerns which might occur.
- 3) Attend rules interpretation meeting for his/her sport.
- 4) Assist the Athletic Director with scheduling contests if needed.
- 5) Suggest 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.
- 8) Have a thorough knowledge of Coaches' and Student-Athlete Handbooks and be responsible for their implementation by his/her staff.
- 9) Have up-to-date knowledge of school, sport, GSSC, and IHSAA regulations.
- 10) Understand the proper administrative chain of command and refer all requests and grievances through proper channels.
- 11) Attend all required Athletic Department, GSSC, and IHSAA meetings.
- 12) Establish the fundamental philosophy, skills and techniques to be taught by the staff.
- 13) Encourage professional growth & memberships in state and national organizations, and attendance at appropriate clinics and functions.
- 14) Schedule facility requests in a timely manner and adhere to scheduled times.
- 15) Provide 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) Provide a safe practice and contest environment.
- 17) Be present at all practices and contests, providing assistance, guidance and safeguards for each participant. Ensure that athletes are supervised at all times.
- 18) Communicate all procedures in regard to medical assistance to staff, athletes, and parents.
- 19) Work in cooperation with the Athletic Trainer for the treatment of your respective sport's 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) Administer discipline in a fair and consistent manner using due process and established guidelines. Inform parents of incidences and action taken.
- 21) Do not allow any type of hazing to occur at any time.
- 22) Attends a pre-season meeting with all athletes and parents/guardians to explain expectations and guidelines, the Student-Athlete Handbook, sportsmanship, and lines of communication procedures.
 - a. Shall have in writing: criteria for team selection, lettering, and rules.
- 23) Coordinate with the Athletic Director in establishing needs for the upcoming season and recommends appropriate equipment.
- 24) Be accountable for all equipment and uniforms, in care, safety, inventory and storage.
 - a. Submit an annual update of inventory to the Athletic Director promptly after the season has ended.
- 25) Secure 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, as well.
- 28) Responsible for the professionalism, quality, and validity of any oral or written release or statement to the media. Report game results 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.
- 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 total GMHS athletic program.
- 37) Establish a positive relationship with the parents of your athletes. Communicate with parents any problem or concern you have with their son/daughter first before athletic department.
- 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. Examples include, but are not limited to:
 - a. IHSAA trainings and/or courses
 - b. National Federation of State High School Associations (NFHS)
 - c. Global Compliance Network (GCN), as per Griffith Public Schools mandates
- 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 deem necessary for the improvement of the program.
- 43) Organize 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 Department to verify contests and transportation for away contests.
 - a. Follow school policy regarding early release of students from class.
 - b. Notify athletes well in advance as to who will be traveling with the team to away events.
 - c. 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) Maintain emotional control and use appropriate language at both practice and contests.
- 47) Exemplify and teach 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 deem necessary
- 49) Complete background check and drug screen annually.

Griffith Athletic 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.
- 14) Comply with all GMHS, 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.
- 18) Complete background check and completed drug screen annually.

Volunteer Coaches

A volunteer coach will be considered as any coach who is not assigned to any building, and not paid by the Griffith Community School Corporation. Duties and responsibilities of each individual volunteer coach will vary depending on the volunteer's capabilities. Volunteer coaches will appropriately represent Griffith Athletics, and abide by all the guidelines contained in the Athletic and Coaches Handbooks. He/She will positively represent Griffith Athletics 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 by school boards and all of Griffith School Corporation Guidelines. All Volunteer coaches may not run practice without the supervision of an assistant coach or head coach. The volunteer coach approval process must be initiated by that respective 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/Recommendation to Hire 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 a Coaches Education Program.
- 5) After completion of all forms a recommendation from the head coach to the Athletic Director will be made.
- 6) Recommendation of the Athletic Director.
- 7) Recommendation of the building Principal.
- 8) Notification of the Assistant Superintendent of Educational Services.
- 9) School Board notification and support
- 10) Completed background check and drug screen annually.

Head Coaches are expected to follow these guidelines with regard to 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 GHS 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

Game Supervisor

The Griffith 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. All paid coaches (head and assistants) will be asked to donate a minimum of 2 service days, to include but not limited to 3-5 hours, to help with staffing events outside of their respected seasons. 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.

Certified Athletic Trainer

The Certified Athletic Trainer at Griffith High School is provided in conjunction with Community Hospital. He/she will work under the supervision of the Athletic Director and the Head Coaches. 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 doctor's 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) Being 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) Athletic 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) Communicating with Community Hospital Sports Medicine Department regarding additional coverage of athletic events and practices as needed.
- 12) 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.
- 13) The care and cleanliness of the training rooms.

- 14) Reporting significant injuries to the Athletic Department and keeping injury reports and records on the proper forms.
- 15) Keeping his/herself from coaching or assisting in the coaching of any sport while serving as a Certified Athletic Trainer. Coaches should not be taping or diagnosing injuries.
- 16) Maintaining training room hours before, during, and after practice as the situation permits.
- 17) Keeping medical kits fully stocked and issued to all athletic teams.
- 18) Ensuring that all athletes have an Emergency Medical Form with the training staff on duty for information in the event of an incident.

Important Medical Numbers and Information

Coaches should carry this information to have available when needed:

EMS: 911

Jessica Whalley: 614-403-3572

Student Athletic 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.

GENERAL RESPONSIBILITIES OF ALL COACHES

To the Corporation

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, the Griffith Community School Corporation. 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 Griffith Middle/High School, 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 coach's players will be of highest priority at all times.

To the Profession

Coaches impact the lives of Griffith Athletics 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, POLICY 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 cannot 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

Griffith Athletics, in conjunction with 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 Athletic Trainer are also responsible to notify him/her of changes in practice or contest times within 24 hours of new event changes. The Certified Athletic Trainer will have regular hours for all athletes' availability, yet will be expected to 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. All athletes must have a signed cardiac arrest and concussion form signed and on file with the Athletic Department.

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 be communicated to student-athletes, the preferred method of communication is the alert process via VNN. However, in the event an alternate method is needed, an announcement can be made over the PA system at the school. Announcements must have 24-hour notice to be read. School announcements are read at the beginning of school. Occasionally, announcements pertaining to athletics (cancellations, & change of practice plans) are read at the end of the day before the bell rings. Coaches should aspire to keep athletes, parents, fellow coaches, and the Athletic Department well-informed with organized communication skills. There are also several approved methods of communicating cancellations, postponements or other information via social media.

Attendance

Griffith Athletics student-athletes are expected to be in attendance at all of their classes every day. Coaches should work closely with the Athletic Department to monitor their athletes' attendance. Athletes may not practice or participate in a contest unless they have been in school for 70 % of class periods 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. The Athletic Department 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. If a student has ISS (in-school suspension) or OSS (out of school suspension), they may not participate in athletics those days and must adhere to the IHSAA policy of returning to active competition.

Attendance - 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 sport season. Although, we ask for a commitment from our athletes, we do not want to put them in a situation 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 also adhere to IHSAA return-to-play guidelines if the absence is longer than 5 days.

Attendance - Activity Conflict

Where sports or other school activity conflicts occur, the following policy will apply:

1. The "Performance", i.e. the athletic game or meet in sports, concert or contest in a non-athletic school activity, has priority over any practice or extra rehearsal. In the event a practice, extra rehearsal, or even final dress rehearsal is scheduled at the same time, an athletic game or meet occurs in which the student is participating, the game or meet has priority and the non-athletic school activity member is excused without penalty. Conversely, in the event the non-athletic school activity "Performance" conflicts with an athletic practice (even a final practice), the "Performance" takes priority and non-participation will not result in a penalty.
2. In the event the practice occurs at the same time in both the non-athletic school activity and sports, the practice time is divided equally between the two activities. The two parties involved can work out a mutual agreement to trade off every other day in having the athlete involved.
3. In the event a non-athletic school activity performance conflicts with a game, both scheduled at the same time, the student is permitted a choice without penalty. If this causes a problem, the high school principal will act as arbitrator.

Awards

It is the responsibility of each head coach to establish criteria for lettering. Each coach must standardize the requirements for lettering and have these requirements on their rules, regulations, and expectations. Coach preference will not suffice. Final lettering requirements to be approved by Athletic Director. (Please see **Lettering Criteria** for more information.) Athletic trophies that are specific to the sport, and that are presented at Recognition Night need to be turned in to the Athletic Department promptly so that the nameplates can be made. These awards are intended to be distinct. 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, Most-Improved.) should not be made public until the recipient is presented with the award. The Athletic Department has a set system in place for athletes to attain awards. It is important to have an accurate tabulation on the "Letter Awards" sheet of ALL athletes on your particular roster, and to what level they have participated.

If there is any question by an athlete or parent on awards, please refer them to the Athletic Department during office hours. Coaches should insist that all awards are non-transferable, and that certificates for awards must only be used by the athlete to whom it was issued.

Award Ceremony

The Athletic Department will be hosting 2-3 Recognition Night ceremonies for seasonal sports throughout the school year. During Recognition Nights head coaches will be required to present a season recap, exciting developments and events of the past season, conference awards, and the season (MVP, Best Mental Attitude, Most Improved, etc.) awards. At the conclusion of the seasonal Recognition Nights, coaches and athletes are encouraged to break away for a sport specific meeting, should they desire.

Each individual sport may have an awards ceremony of their own on a separate night to honor their award winners and team accomplishments. It is the individual sport's determination regarding the type of ceremony. A sport may conduct a simple ceremony by announcing the award winners (i.e. pizza party, etc.) or the sport may have a banquet in the process of honoring their athletes.

Camps

All camps run by individual sports will operate under the guidelines set forth by the Griffith Athletic Department. These camps will be run through the Athletic Department, and all finances will be recorded according to Griffith Public School policies. We currently have the functionality to set up online registration for any sports offering camps. Any and all workers must complete volunteer coaching guidelines. If they are going to be compensated for any and all work with the camp, they will need to have a W-2 and compensation time card created. Any and all compensation will come from the individual sports account, not from the Athletic Department.

Cancellations (*see also: Weather*)

If school is cancelled due to weather conditions, the Athletic Director, building Principal, and/or the Superintendent will make the final decision on whether a contest will be cancelled. Practice at the High School may continue at the discretion of the Principal/Athletic Director. A decision concerning practice being allowed or not will be made by 10:00 am of the morning school is cancelled. If allowed, all practices will need to be done by 4:00 pm and are considered optional practices for the athletes. Coaches should keep the lines of communication open, keeping athletes informed of changes and/or cancellations. Ensuring the safety of the students will be top priority in these matters.

If a contest is cancelled due to a school cancellation 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 cancelled when both teams and coaches are at the site, it may be 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 Greater South Shore Athletic 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 sport's 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 should they occur.

Cheerleaders/Poms

Cheerleaders/Poms at Griffith Athletics are under the jurisdiction of the Athletic Department. The athletes in these groups will abide by the same policies as any other sport, including but not limited to physicals, necessary forms, grade checks and expectations, along with attendance expectations. Scheduling of these groups must be first cleared through the Athletic Director.

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 sport's 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 Griffith Athletic Department is committed to making our coaches the best that they can be. One way to help achieve this is for coaches to become certified through the NFHS Coach Education Program. All Griffith coaches will be required to complete a minimum number of courses as outlined by the IHSAA.

College Bound Athletes/Recruiting

All prospective student-athletes should be monitored closely by their coaches and counselors to ensure that the proper courses and requirements are met for graduation and eligibility. Head coaches should be familiar with NCAA guidelines for those athletes who 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

Both parenting and coaching are extremely difficult vocations. Clear lines of communication should be established between coaches and parents. The individual sports will conduct a parents'/guardians' meeting before their respected season in the fall, winter and/or spring for parents/guardians to attend. Items that should be covered in the meeting with all teams, coaches, and parents/guardians present may include but are not limited to:

1. Coaching staff introductions
2. Student-Athlete/Parent Handbook
3. Cardiac and Concussion Forms/ Practice Schedules/ Game Schedules
4. Parent – Coach Communication Methods
 - a. VNN alerts as the preferred method
 - b. alternate communication methods
5. NCAA Clearinghouse information
6. Travel Policy
7. Sportsmanship
8. Grades
9. Discipline policy
10. Lettering requirements
11. Policy, procedures and team expectations
12. Team guidelines (rules) regarding:
 - a. practice
 - b. attendance
 - c. physical appearance
 - d. potential disciplinary consequences.

13. Warn parents of potential injuries, some serious, that are inherent with all athletic participation. Review common injuries in your sport, treatment, and how they may be avoided.
14. Inform parents that you are open to their concerns, and how they can contact you to voice those concerns. Remember to do it on your own time, and avoid confrontational meetings following contests or practices. Emphasize that playing time and/or coaching strategy is not negotiable.
15. Discuss the equipment and uniforms that will be used in your sport, and what the expectations are for their care.
16. Inform the parents of your requirements for earning a varsity letter.
17. Discuss practice length and transportation. Explain when parents can expect to pick up their athlete from practice and/or athletic contests. Reinforce our philosophy that athletes should ride to and from away contests with the team.
18. Discuss working out scheduling conflicts, if applicable, that could arise (band, drama, academic competitions, vacations, etc.).
19. Ensure parents are fully aware of the following regarding fundraisers:
 - a. proposed and planned fundraisers
 - b. the purpose of the fundraiser(s)
 - c. the expectations of the student-athlete and/or parent/guardian during fundraisers
 - d. how the athletes will benefit

Coaches are encouraged to meet separately after the parent/guardian meeting to discuss individual issues, policies, and information that is specific to their sport and review any take-aways/concerns from the parent/guardian meeting.

It is the hope of the Griffith Athletic Department that communicating effectively prior to, and during, your sport season will help limit the number of crisis management items that occur during the season. Coaches should strive to be thorough so as to alleviate questions and problems concerning potential policy violations.

Conduct (Athlete)

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

1. The rules according to the IHSAA in regard to the conduct of athletes. By-law (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 Griffith Student-Athlete Code of Conduct guidelines, also commonly referred to as the "Panther Book". 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.

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 in any level of Griffith Athletics. Coaches will also be expected to positively represent Griffith 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. 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. If a player/athlete is removed or ejected from a sporting contest, a coach on staff must escort them out of the playing area and/or field and must remain with the athlete until the athletic contest is concluded and then release them to their parent/guardian, as to not allow the situation to escalate further. Following the removal/ejection, IHSAA penalties and/or team penalties will be enforced.

Contest Management

Each sport, by its nature, differs in the way that it is managed. 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, and crowd control are dealt with on a sport by sport basis by the Athletic Department. 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. Coaches are required to maintain supervision until all athletes have left school grounds. There should be no unsupervised athletes ever left on school without supervision. This also pertains to practices, as well.

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 in the Athletic Department.

Boys' Sports Seasons	<i>Maximum Number of Events</i>	Girls' Sports Seasons	<i>Maximum Number of Events</i>
Tennis	22	Golf	18
Cross Country	14	Cross Country	14
Football	9	Volleyball	25 + 2 tournaments
Soccer	16 (no tournaments) OR 14 + 1 tournament	Soccer	16 (no tournaments) OR 14 + 1 Tournament
Wrestling	18	Swimming	18
Swimming	18	Basketball	22 (no tournaments) OR 20 + 1 tournament
Basketball	22 (no tournaments) OR 20 + 1 tournament	Gymnastics	16
Track	16	Tennis	22
Golf	18	Track	16
Baseball	28 (no tournaments) OR 26 + 1 tournament	Softball	28 (no tournaments) OR 26 + 1 tournament

Dress/Attire

Coaches are expected to lead by example in dressing in appropriate attire for their sport. Consider business casual as a standard baseline for appropriate attire. Dressing properly is an extension of one's professionalism, and will gain the respect of athletes, peers, parents, and other observers. It is understood that during practices, business casual attire may not be practical, at which time, a coach's best judgement should be used. Athletes are to dress in appropriate attire for away contests. Coaches are to set their own standards regarding student-athletes' attire, as long as it is a positive representation of Griffith Athletics. If you have a dress code, it must be included in writing with your other team rules and given to the athletes and Athletic Department at the beginning of the season. Dress code, for coaches and student-athletes, should follow in the line of the Griffith Public Schools dress code policy, but is not necessarily limited to the following:

1. Clothing and jewelry that alludes to or contains references to weapons, profanity, ethnic or racial slurs, drugs, alcohol, tobacco, sex, gangs, the occult, inappropriate writing or artwork are not permitted
2. Excessively tattered, torn, revealing or provocative clothing is not permitted
3. Revealing, low cut, excessively tight clothing is not permitted
4. Undergarments must not be visible

Due Process

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

Greater South Shore Athletic Conference (GSSC)

The Greater South Shore Conference consists of the following schools: Griffith, Bishop Noll Institute, Wheeler, Calumet, Hanover Central, River Forest, Whiting. The following schools are special acceptance - Boone Grove, Hebron, North Newton, South Central.

The GSSC schools participate in as many sports as offered. A conference championship is determined in all sports and will be determined at the all-sports banquet in June. All-conference, all-academic, and most valuable player athletes are awarded certificates and trophies by the conference. An All-Sports Award (one for both boys and girls) is determined by a Board of Control and is presented to the winning schools.

All Griffith Athletics coaches will strive to positively represent our conference to the best of their ability.

Emergency Medical Form

Emergency Medical Contact forms 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 Department 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 Department 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. Originals of Emergency Medical Contact forms should be kept by the sport's head coach, with copies on file with the Certified Athletic Trainer and the Athletic Department.

Evaluations

Head Coaches will follow the guidelines set by the Athletic Department in being evaluated by the Athletic Director. Head Coaches will evaluate their assistants in a timely manner, before their meeting with the Athletic Director to be reviewed. The forms for this process will be given to each Head Coach by the Athletic Director. 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 Department.

Facility Scheduling

The facilities at Griffith High School are used by many groups. The high school, middle school, and elementary schools, as well as groups from the community all vie for precious space to perform and practice. Because of the 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

Coaches must obtain a "Facility Request/Usage Form" from the Athletic Office. This form will be filled out, with special attention to what facility you wish and when. Return these forms to the Athletic Director or Athletic Secretary in charge of facility scheduling. Please be prompt with your requests, as equal priority requests will be met on a first-come, first-serve basis.

Do NOT practice, meet, or stretch in the hallways if you cannot secure a facility

Do NOT switch to a "preferred" area after you have been scheduled

Do NOT leave student-athletes unattended or unsupervised

Facility Security/Lock-up

With times as they are, we must ALL take seriously the issue of security. 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. Doors should only be unlocked by the head coach (delegated assistant coach in their absence) after arrival and only remain unlocked until the scheduled start time of practice, at which time they should be locked again. Confront immediately, any person who does not belong. If they are not supposed to be there, and pose any threat at all, call the police or contact an administrator. Keys should be only in the hands of coaches and not given to students, parents, nor should copies be made. Keys must be issued by the administration only, for safety and accountability purposes. All coaches will properly lock up their utilized facility each and every time it is used, ensuring all doors/gates are locked and lights are shut off.

Fundraising

A Fundraiser Request Form will need to be approved for all fundraising activities at or on behalf of Griffith athletics prior to the fundraiser. You are asked to provide as much detail as possible to prevent delays in the approval process. When completing and submitting a Fundraiser Request Form, keep in mind the approval process and the length of time in which it may take. The fundraiser will need approval from the following before any promotional materials can be distributed or advertising can be done in any form:

1. Athletic Director
2. Building Principal
3. School Board

Upon completion of the fundraiser, a follow-up report will need to be completed and turned in to the Athletic Department.

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 Griffith Athletics 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

Eligibility is an area of great concern to all parties involved. 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 Department will help each Head Coach to monitor these issues. Shortly after the grading period ends, each coach will receive a list of their athletes and the grades that they currently have from the Athletic Department. Each coach must check the grades and make sure that your athletes are passing 5 solids and/or if their eligibility is in danger. The following are special areas to watch for, circumstances which are not considered a solid include:

1. Any EA grade, WorkForce 2000, any student assistant position (including library), study hall, and tutoring.
2. Athletes who are in cadet teaching receive a total of one (1) hour of credit for the two (2) hours of time.
3. Athletes who are at the Area Career Center receive a total of two (2) hours of credit for the three (3) hours of time.
4. Building Trades is three (3) hours of credit for the full three (3) hours of time.

Any area of concern or uncertainty by a coach or athlete should be directed to a Guidance Counselor for clarification.

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, commonly referred to as the “Panther Book”, prior to the athlete’s participation. This is done during the parent/guardian meeting and coaches have access to those athletes who have signed the appropriate forms. Student-athletes are held to the standards and policies laid out in the student handbook.

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 school corporation will not be tolerated. This includes but is not limited to social media and all forms of cyberbullying.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and/or 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 school 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 Superintendent. Detailed information regarding the harassment and the reporting of such can be found in the Griffith School Student 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 coach’s knowledge. Simple forms are sometimes thought of as “harmless”, and occasionally with the knowledge of the coaches. It is the policy of the Griffith 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 Griffith. 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 also 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 put into each Head Coaches mailbox. These lists should be filled out as directed on the sheets. Grades and birthdays will be filled in by the Athletic Department. Coaches should get these entry lists completed and returned to the Athletic Office as soon as possible. With the usage of www.myIHSAA.net these entries must be submitted as soon as possible.

Injuries

The Certified Athletic Trainer (ATC) at Griffith High School 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 Griffith High School must have injury/incident reports on file for insurance documentation purposes. The ATC will complete and maintain these reports.

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 Contact Form available to present to the EMS personnel. The form contains phone numbers where a parent/guardian can be reached. If you are unsuccessful in contacting a parent/guardian, the form 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, as 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 handled by EMS personnel.

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 Student-Athlete Handbook 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 or illness. 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.

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 / Keycards

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 into only the door(s) that they must enter, and only at 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
 - a) develop a season plan, including daily practice plans
 - b) keep a copy of your season plans
 - c) Provide proper instruction
 - d) consider readiness and move from simple to complex
 - e) know and practice proper skill progression
 - f) include these factors on the written season plan
 - g) document your attendance at coaching courses and clinics
2. Provide a safe physical environment
 - h) inspect courts, fields, and locker rooms
 - i) warn athletes and others of misuse
3. Provide adequate and proper equipment
 - j) check regularly for fit and wear
 - k) repair and replace regularly
 - l) keep inspection checklists, including age and repair dates
4. Match your athletes
 - m) match according to size, strength, ability, and maturity
 - n) document on practice plans
 - o) keep written skill test records
5. Evaluate athletes for injury or incapacity
 - p) know and practice proper procedures for injury evaluation
 - q) complete CPR and sport first aid courses
6. Supervise the activity closely
 - r) check or establish standard coach-athlete ratios for the sport with the AD
 - s) ensure locker rooms are supervised
 - t) never leave athletes unattended
 - u) see the last athlete gone
 - v) include supervision notes on practice plans
7. Warn of inherent risks
 - w) require a signature on a pre-participation form detailing risk
 - x) post the appropriate signs
 - y) keep copies of pre-participation forms
 - z) practice plans should reflect what and when things were said
 - aa) repeat warnings on several occasions
8. Provide appropriate emergency assistance
 - bb) create and follow an emergency medical plan
 - cc) have Emergency Medical Forms 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 cool down time, consistently and fairly enforcing rules, and dealing with potentially dangerous situations (storms, equipment failure, facility, etc.).

Lettering Criteria

Coaches should inform the parents and athletes the specific criteria that have been set for earning a letter in your sport, along with including said information on the sport rules and expectations. Criteria should be on file in the Athletic Department 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. All final determinations to be made with the final say of the Athletic director and Head Coach.

Numerals: Awarded to an athlete who completes their first sport

Letter G: Awarded to an athlete who has completed the sports' criteria for lettering

Meals

Overnight trips may require the need for assistance from the Athletic Department regarding meals. Each coach should communicate this need to the AD for pre-approval.

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 Athletic Conference Schools, 2) Some sports will be required to assign their own officials for contests, and 3) Some sports have officials assigned by the Athletic Department. In the case of the Athletic Department hiring officials for your sport, it is the desire of the Athletic Department to get input from the Head Coach of certain officials whom you wish to re-hire, and ones whom you do not.

CONDUCT TOWARDS - All coaches will treat IHSAA licensed officials with courtesy, respect, and a positive attitude. Coaches are representing Griffith Athletics 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.

Parent/Senior Nights

All coaches who wish to have a "parent night", 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 Department that, if so approved, these special events WILL NOT force a delay upon the opponent or disrupt the normal timeframe of the scheduled contest.

Parking for Athletes

Coaches are asked to tell their athletes to park in the east lot of the high school during season. This will allow them to leave the building easily when the gates are down after hours. Even when there is a home game, this needs to be followed. It is recommended that Head Coaches talk with their athletes about proper driving decorum. Athletes are driving to and from practice at several sites during much of the year, and the Athletic Department will not tolerate unsafe driving from athletes.

Participation

Griffith 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.

Participation – Dual Sports

Athletes may participate in two sports during any given sport season (i.e. fall, winter, spring) with the approval of both the Athletic Director and coaches. There will be a mandatory meeting prior to the beginning of those seasons. Those attending the meeting will be the Athletic Director, coaches, parent(s)/guardian(s) and the athlete. The athlete will designate his/her primary sport at that time. The athlete must participate in the IHSAA required practices before any competition is allowed, as well as, team expectations.

Physicals

All student-athletes are required by state law to have a physical exam completed and on file with the Athletic Department **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 Department prior to the athlete's first practice. 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.**

Pictures

All teams are required to have pictures taken for the athletes and parents to purchase as well as for the Athletic Department 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. Any extra banners or posters will be arranged by the Coach or booster club and will not be paid for by the Athletic Department.

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 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 of and have a known policy in place with their team regarding the media talking with athletes directly, and in some cases calling their homes.*

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 school Bookkeeper and Athletic Director in 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

It is sometimes necessary to release teams or individuals early from class to get to an event on time. This should be a last resort and not a habit. If this is necessary, coaches should remember that we are asking for their early release. It is not guaranteed.

If an early release is desired, the Athletic Director needs to be consulted first. If approved, each coach must ask every teacher in the building in a memo. This can be on paper or an email. The memo should have everything explained properly, including the team, date, the roster, and wording that states that each teacher must let the coach know if there is a problem, or if an athlete cannot be released early. The Athletic Department wishes all coaches to know that academics come first, and if a particular athlete is not allowed to release early by a teacher, they will not be released.

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 Director’s Office. If his/her 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. If there are any questions about who to send results to, or the phone/fax number, please see the Athletic Department. Coaches should remember that good relations with the media are expected. You are promoting your program with each form of media which will report it. There are times, however, that a coach may feel they are not being covered properly, even though results are getting to the media source in the proper timeframe. The urge to not report results is strong when you are not feeling as though 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. Coaches are also asked to report scores to VNN immediately after the athletic contest.

Rosters

Coaches will submit a completed roster to the Athletic Department as soon as possible. This roster is needed for transmission to other schools, Emergency Medical Form verification, and many other necessary areas. Coaches will keep an accurate record, and keep the Athletic Department informed of changes to this roster. This is VERY important. The Athletic Department 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 Department 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 if someone made all-conference. This form filled out at every post-season will allow 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 records/milestones 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 Department.

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 GHS. It is our belief that students and their families must continue to be the number one priority. All Griffith 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 programs, 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 upon. Summer activities are voluntary and open to all GHS students as the nature of the sport permits. GHS 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 coaches will adhere to the IHSAA required moratorium, annually during the week of Independence Day, in which no contact between coaching staffs and student-athletes may take place. Moratorium will be declared by the Athletic Department well in advance of summer activities.

The 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 does not occur.

Support Organizations

All support groups or organizations (i.e. Booster Clubs, Pop Warner, etc.) must be approved by the Athletic Director.

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 until all athletes have left. Lack of supervision can result in the coach being viewed as negligent.

Team Selection

Coaches of athletic teams, cheerleaders, poms, 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 not be cut from a team anytime during a season without just cause.

Telephones in an Emergency

The Athletic Department insists on the safety of our athletes as our top priority. It is, however, impossible to have a phone readily available at every site that high school athletes might be at in the corporation (i.e.: Beiriger Field). Coaches should have an emergency plan in place that will insure them quick access to assistance. A cell phone will be needed if there is not a phone available. A coach should bring a cell phone with them in case of an emergency. If a coach does

not have access to a cell phone, contact the Athletic Department before the season starts to develop a line of communication. In an emergency, if the Certified Athletic Trainer is not available at the particular facility, do not attempt to contact him/her first. Immediately call for medical assistance by dialing 911.

Transfer Students

Any student who is transferring to Griffith 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

The Griffith School Corporation has been very generous and cooperative in their facilitation of transportation for athletics. Please adhere to all policies regarding this area as to insure this, including but not limited to cleaning/removing a team's belongings and/or trash after use. Buses and vans will be scheduled in accordance to each athletic schedule. The Athletic Director in charge of transportation will copy a list of this transportation well in advance of the season and give it to the head coach. This transportation schedule should be scrutinized and either corrected or approved and sent back to the Athletic Department. Each head coach should keep a copy of this schedule for themselves and distribute it to assistants, parents, and team if appropriate. Any questions about transportation should be directed to the Athletic Director in charge of transportation.

Tournaments & Post-Season:

Many of these events will not have a firm time or site when turned in to the Bus Garage. Please make sure that you communicate with the Athletic Department as to your specific schedule and needs.

Short Notice Needs:

It is the desire of both the Bus Garage and the Athletic Department to work out issues of transportation well in advance. The policy of the Bus Garage is a one-week notice. In certain situations, transportation is needed on a short notice. This type of situation is not guaranteed but will be honored in athletic situations, if possible. The nature of athletics with weather cancellations and unpredictable tournament changes sometimes creates a need for transporting athletes with a short time frame. Coaches will be expected to make sure that it is not something that happens on a habitual basis. Do not abuse this policy.

If OUR bus breaks down to/from an athletic event:

1. When the trip is going to be out of bus radio range, the driver has been issued a cell phone as a contingency.
2. The driver will call Transportation to get help/a mechanic/or a replacement bus.
3. If this is not possible, the Transportation Office will call another school that they have an "agreement" with, to provide us with what we need.
4. Coaches should help wherever possible, but the Transportation Office will handle the situation.

If an OPPONENT'S bus should break down:

1. AD on duty should let the visitor's driver follow the plan that their school has in place for them. Allow the driver to use the phone, if necessary.
2. If they cannot get the problem resolved, contact Georgia Smith (Director of Maintenance), and she will provide whatever assistance that Griffith Transportation can offer.
3. AD on duty should keep on top of the situation and may have to offer the visiting coach and team a place of more comfort than the bus to wait. Coaches will try to be helpful in this matter. AD on duty should stay with the situation until it is rectified, and they are on their way home.

If there is no bus, or there is a problem:

Griffith Athletic Department

Travel Release Forms

The Athletic Department wants to emphasize the importance of student-athletes riding the team bus to and from athletic events. The riding of the team bus creates a bond and team unity amongst teammates and coaches. It is a sanctuary where athletes can commiserate after a loss or celebrate after a victory. It is an educational classroom where coaches can discuss team goals, strategies, along with giving skill, game, or practice instruction. It may be a place where a coach can console, congratulate, or motivate an athlete without any interruptions or outside interference. It is an environment that cannot be duplicated or recaptured at any other time than at that moment. Taking these types of experiences away from our athletes is undesirable. Under certain circumstances or exceptional situations, athletes may be excused from riding either to or from a contest on school authorized transportation. Examples of possible reasons are funerals, medical emergencies, religious observances, weddings, etc. If one of these situations arises, the coach is required to submit a contest travel release form to the Athletic Director. This form is to be filled completely by the athlete, coach, and parent/guardian, with a minimum of 24-hour notice. This form will be either approved or denied by the AD. Upon the decision, a copy will be kept in the Athletic Department, one to the coach, and one to the parent/guardian. If the release is approved, it is the head coach's responsibility to make sure that the athlete who has made the request actually leaves with the parent or guardian who has signed the form. It is unacceptable to allow an athlete to leave your area of responsibility with a friend, or fellow student.

Overnight Trips

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

1. Complete the necessary field trip request form.
2. Provide an itinerary for athletes, parents, and the Athletic Department which includes:
 - a) Hotel - name, address, and phone number
 - b) Transportation - arrival and departure times, route map Contest information - where, when, who
 - c) Food - arrangements, money if needed
 - d) Conclusion - estimated return time to GMHS & pick-up location
3. Have a team meeting to discuss behavior, room assignments, etc.
4. Room checks during non-contest and evening hours
5. Provide an adequate number of chaperones
6. Make proper arrangements with the Athletic Director before the trip, regarding procedures, number of rooms, method of payment, etc.

Weather Procedures

Transportation

The Transportation Director and/or Athletic Director 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 Athletic Department/Athletic Director in charge of transportation or the Transportation Office.

Practice

The head coach is responsible for assessing the weather and making prudent decisions regarding the safety of 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 safe 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 on site from the opposing school for assistance in keeping our athletes safe until the contest is either resumed or travel home is possible.

Protocol for the cancellation/postponement of athletic events due to weather

School cancelled because of weather

1. Practices may or may not be held depending on the conditions.
2. All practices are optional.
 - a) This should be addressed at pre-season parent meetings with athletes and their parents.
3. Athletic contests may or may not be held.
 - a) This is evaluated throughout the day and a decision is generally made after conversations between Athletic Department, Principal's office and the Transportation Department.
4. Local media notified of any cancellations.
5. Contests and practices are not to be considered automatically cancelled because weather warranted the cancellation of school at 5:30 a.m., due in fact to by late morning or afternoon the weather conditions may have changed, and traveling is not considered dangerous.

Early dismissal of students because of weather

1. All practices and contests automatically cancelled.
2. Competing schools contacted by Athletic Department.
3. Local media notified.
4. All use of athletic facilities is cancelled.

Starting time of school delayed because of weather

1. All pre-school practice and conditioning programs are held with the understanding that athletes will not be penalized if, due to weather conditions, they are unable to attend. Athletes and their parents are asked to use good judgment and to not take any unnecessary risks if the weather is questionable.
2. If notification of a school delay occurs the night before, pre-school conditioning programs are cancelled.

Saturday or non-school day contests

1. If the forecast calls for questionable weather on a Saturday or a day in which there is no school, the Athletic Department will contact the school(s) scheduled in the contest and exchange contact information.
2. The Athletic Department will also be in contact with the Transportation Department concerning any out of town contests and the following procedures will be followed:
 - a. The Athletic Director and the Transportation Director will both survey the weather and road conditions one hour prior to the first departing bus for the day.
 - b. The Athletic Director and the Transportation Director will discuss and mutually determine if athletic event bound buses should be allowed to proceed.
3. If it is determined that all charters should be cancelled the Transportation Director will contact:
 - a. the driver of the charter(s)
 - b. the Superintendent or his/her designee
4. The Athletic Director will contact:
 - a. the coaches involved
 - b. the local media
 - c. the opposing schools

If weather is an issue after you have left for a contest

1. In a bus, if there is a difference of opinion between a bus driver and a sponsor as to whether a bus should leave for a charter, or to cancel the charter because of inclement weather, the Athletic Director or the Transportation Director should be notified. Coaches should make safety the top priority in their mutual decision, at all times.
2. In a small bus, coaches must make the best judgement decision to leave or continue on, unless directly advised by the Athletic or Transportation offices.

The Griffith coaching staff is encouraged to use VNN to alert student-athletes and their parents/guardians of any changes and/or cancellations to practices and/or athletic events and contests in a prompt fashion. As an alternate means of communication, phone and/or email trees may also be used to communicate information, as well. All coaching staff should have a standard procedure, specific to their sport, in the event of school delays or cancellations.

Weight Room Policy

1. Athletes must have a coach from their sport in attendance when they are using the Weight Room. Any athletes without coach supervision must leave.
2. Supervisors must be inside the Weight Room. Do not supervise the Fieldhouse and the Weight Room at the same time.
3. Please pick up weights and return them to their respective racks. Do not leave weights on the bars or machines.
 - a) The exception would be the rubber weights on the power platforms, which may be left on the bars. However, even in the instance of rubber weights, they should not be left on the floor.
4. Put all weight belts on the proper racks.
5. Any sports team wishing to utilize the Weight Room must first complete a Facility Request Form in the Athletic Department.
6. Coaches and student-athletes are responsible for cleaning and leaving the Weight Room in order after usage. No personal belongings should be left on the floor or machines.
7. Coaches may use the Weight Room for their own personal use, as the facility scheduling permits.
8. Do not use the hallways for any type of training, lifting, or practice.

