

SOUTH PUTNAM

STUDENT ATHLETIC

HANDBOOK



SOUTH PUTNAM MIDDLE/HIGH SCHOOL
1780 EAST US HIGHWAY 40
GREENCASTLE, IN 46135

SUPERINTENDENT - BRUCE BERNHARDT
PRINCIPAL - LEVI YOWELL
ATHLETIC DIRECTOR - TOM STARNES

Eligibility

Physical Examination and Medical Clearance

A physical examination is required for each student-athlete every school year and no student is to practice or participate in any sport until the correct forms are on file in the Athletic Department. A physical examination received after April 1st, of any year, is valid from the date of examination through the following school year.

All physical examinations must be recorded on the Pre-participation Physical Evaluation form provided by the Indiana High School Athletic Association (IHSAA). The physician, physician assistant, or nurse practitioner conducting the examination must have an unlimited license to practice medicine. These forms are available on the IHSAA and South Putnam School websites.

Student-athletes who are absent from school for five consecutive days, or who are physically unable to practice for five consecutive days due to illness or injury, must present a statement from a physician who holds an unlimited license to practice medicine to the Athletic Director or Athletic Trainer certifying that they are again physically able to participate in practices and athletic contests.

Absence of Athlete from School

A student-athlete must attend at least four classes in order to participate in a school event. Exceptions to this policy may only be made by the Principal or Athletic Director. An athlete shall not be eligible for practice or contest participation while suspended from school attendance.

Additional South Putnam Requirements

Athletes must be enrolled and attend either South Putnam High School or a combination of South Putnam High School and the Area 30 Vocational School to be eligible for athletic competition.

Athletic Permission Statement – No students will be allowed to participate in a competition until the Signature Page is completed and in the possession of the Athletic Department.

Athletic Insurance – Insurance is *required* for all members of athletic teams. The South Putnam Athletic Department provides no athletic insurance to participants.

IHSAA Eligibility Rules for All High School Students

Participation in athletics is a privilege earned by meeting the standards set by South Putnam Middle/High School, the Western Indiana Conference, and IHSAA. In the event of questions regarding eligibility, contact the Athletic Director or the Principal before eligibility is endangered. To be eligible to represent your school in Inter-School Athletics you must meet the following criteria:

Age – You do not turn 20 years old prior to or on the scheduled date of the IHSAA State Finals tournament in a sport.

Amateurism – You have not played under an assumed name. You have not accepted money or merchandise directly or indirectly from athletic participation. You have not signed a professional contract in that sport.

Awards and Gifts – You have not received in recognition for your athletic ability any award that is not approved by your high school Principal or the IHSAA. You have not used or accepted merchandise as an award, prize, gift, or loan or purchase for a token sum. You have not accepted awards, medals, recognitions, gifts, and/or honors from colleges/universities or their alumni.

Conduct and Character – You have not conducted yourself in or out of school in a way which reflects discredit on your school or the IHSAA. You have not created a disruptive influence on the discipline, good order, moral, and educational environment in your school.

Consent and Release Certificate – You have the complete certificate (physical form) on file with your Principal each school year, between April 1st and your first practice.

Enrollment – You enrolled in a school during the first 15 days of a semester. You have not been enrolled more than four consecutive years, or the equivalent (e.g. 8 semesters, etc.), beginning with grade 9. You have not represented a high school in a sport for more than four years.

Illness and Injury – If you are absent 5-10 consecutive school days due to illness or injury, you have participated in at least four separate days of practice prior to competing.

Participation

During Contest Season – You do not participate in try-outs or demonstrations or athletic ability in that sport as a prospective post-secondary school student-athlete. You do not participate in a practice with or against players not belonging to your school, including students enrolled below grade nine. You do not participate in a non-school sponsored contest without an approved waiver. You do not attend a non-school camp. You do not attend and participate in a student-clinic.

During School Year Out-of-Season – You do not participate in a team sport contest as a member of a non-school team where there are more than the following number of students listed below in each sport, including incoming freshmen, who have participated in the previous year in a contest as a member of their school team in that sport:

- Basketball – 3
- Baseball – 5
- Football – 6
- Volleyball – 3
- Softball – 5
- Soccer – 6

You do not receive instruction in a team sport from individuals who are members of your high school coaching staff (exception: open facility). You do not participate in a non-school contest that required participation during school time, without gaining approval by the school Principal or his/her designee.

During Summer – You do not attend any school-sponsored fall sports camp and/or clinic after Monday of Week 4. You do not attend any non-school camp and-or clinic after Monday of Week 7 (see the Athletic Director for specific dates).

Practice – You have completed the required number of separate days of organized practice in your sport under the direct supervision of the high school coaching staff in your sport preceding participation in a contest.

Scholarship – You passed 70% of the full credit subjects or the equivalent (five classes per semester) that a student can take in your previous grading period. Semester grades take precedence. You are currently enrolled in 70% of the full credit subjects or the equivalent (five classes per semester) that a student can take.

Transfer – You do not transfer from one school to another primarily for athletic reason. If you are transferring, you must see the Athletic Director to complete an IHSAA Athletic Transfer to be eligible. The following are valid reasons for transfer:

- You are entering the 9th grade for the first time.
- You are transferring from a school district or territory with a bona fide move by your parents.
- You are a ward of the court.
- You are an orphan.
- Your former school closed.
- Your former school is not an IHSAA member school and is not accredited by the state accrediting agency in the state where the school is located.
- Your transfer was pursuant to school board mandate for redistricting.
- You enrolled and/or attended, in error, a wrong school.
- You transferred from a correctional school.
- You are emancipated, as defined by the IHSAA.
- You did not participate in any contests as a representative of another school during the preceding 365 days.
- You return to an IHSAA member school from a non-member school and reside with the same parents or guardians.
- You transfer to a member boarding school with a corresponding move from the residence of your parent/s or you transfer from a member boarding school with corresponding move to the residence of your parent/s.
- You are a qualified foreign exchange student attending under an approved CSIET program, who has attended a member school for less than one year.
- Your parent or legal guardian accepted a licensed or certified position at the school you are transferring to.

Undue Influence – You, your parents, or guardians accepted a licensed or certified position at the school you are transferring to.

Facilities and Equipment

Care of School Facilities

Athletes are to be instructed by the coaches in the proper care of facilities and equipment. The coach must inform the Athletic Director of any damage to school equipment or facilities. Any damage caused by athletes must be paid for in full before being allowed to participate in further athletic activities. Suspension from athletic activities will be considered for some damages, depending upon circumstances; if sufficiently serious, a suspension of one year may be imposed.

School-Owned Equipment

Equipment issued to athletes remains the property of the school. Equipment that is not returned is to be paid for by the athlete. The cost will be equal to the replacement cost.

Exception: When the athlete pays for a part of the cost and is permitted to retain the item and then turn it in at the conclusion of the season. The athlete is to be responsible for the proper maintenance of the item. The coach is responsible for the equipment being returned.

No athletic equipment bought by the athletic department and issued to squad members may be worn outside of practice or game situations.

Exceptions: With the approval of the Athletic Director, athletes may wear game jerseys or shirts on the day of a contest. Each coach must inform his or her squad of the limitations of this rule.

All equipment shall be fitted by the coach and athletic trainer to insure proper size and to protect against injuries. The coaches are to issue all game and meet equipment and uniforms at the start of each season and check the equipment in at the end of each season. Team members should be instructed in the proper care and laundering of equipment. Equipment issued to athletes remains the property of the school unless the athlete pays part of the cost with the agreement that the equipment is then that property of the athlete. The athlete is responsible for the proper maintenance and replacement of equipment. **If equipment has not been returned, the person responsible will not be allowed to participate further in athletics until the equipment has been returned or payment for the lost equipment has been received.** The coach and the Athletic Director shall be responsible for the proper resolution of any such problem.

Awards

Qualifications for Awards

All candidates must have met the IHSAA and school rules, returned all equipment to the satisfaction of the coach and Athletic Director, and display proper sportsmanship to opponents, officials, and teammates. A participant must be in regular attendance at practice. He/she is to meet the practice schedule as set forth by the coach or assistant coach. A participant must be eligible and available at all times throughout the season for his or her chosen sport(s). The coach will determine excused or unexcused absences from practice or contests. Athletes who transfer to SPHS from another school will receive credit from their athletic record at the previous school after they have won a varsity award at SPHS.

In most instances, the athlete must complete the season. Injuries may waive this consideration for an athlete well into the season who has made an outstanding contribution to the team. The injury must be related to the sport (occurred in practice or game) and the candidate is not allowed to participate further in athletics on orders from a doctor. The candidate must further be qualifying for the award at the time of the injury.

For all teams, the sports season has not concluded until that team's individual season celebration night has been held. The celebration night will be held after completion/elimination from the State Tournament. This program is considered an extension of the athletic season and all athletes are expected to attend. An excused absence on the part of the athlete may come from the Athletic Director. An absence that is not properly excused may mean forfeiture of the award.

Coaches must recommend all recipients to the Athletic Director. Attitude on and off the athletic field are to be taken into consideration when an athlete is recommended for an award. The coaches of each sport reserve the right to recommend any senior athlete for an award who, in their estimation, has contributed satisfactorily. The coach of each sport will certify that each participant recommended for an award has met the minimum requirements for that particular sport. Any coach may appeal to the athletic council on behalf of any deserving athlete who does not qualify under the letter guidelines.

Varsity Letters

Varsity – Varsity letter (initial award only) and Varsity pin

Reserve and Freshman – Certificates

Jacket Numerals - Awarded to any student athlete completing his or her first high school athletic season in good standing.

Individual Sport Requirements for Varsity Letters – **Ultimately, all varsity letter decisions are at the coach's discretion.**

To be eligible, a student athlete must at minimum:

- be listed on the team's sectional roster
- complete the season in good standing

Athletic Trainer Student Aids – Student Trainer Aids earn a varsity letter after completing two athletic seasons in good standing and meet minimum requirements as agreed upon by SPHS administration and the athletic trainer.

Managers – Managers must be present for all practices and events and follow the same attendance policy as other team members.

Cheerleading – Cheerleaders who complete the summer competition season are eligible to receive a varsity letter; however, points will not be added toward the end of the year selection of Outstanding Senior Athlete or the Blanket Award. The varsity cheer coach will determine the successful completion of summer competition.

Letter Jacket

Any athlete may purchase a letter jacket after he or she earns two varsity letters in one sport or three letters in a combination of sports. The total cost will be paid by the athlete; letter jackets will not be purchased by the Athletic Department. It is the athlete's responsibility to inform the Athletic Department when he/she has attained this status.

Letter Blanket

Athletes must earn a total of nine varsity letters in order to be eligible for a letter blanket. It is the athlete's responsibility to inform the Athletic Department when he or she accumulates enough letters for a letter blanket.

Outstanding Senior Athlete

The recipients of these two awards will be determined by the South Putnam High School Athletic Council (Varsity head coaches, the Athletic Director, and the Principal) using the following guidelines.

Eligibility – An athlete must successfully complete two sport seasons in his or her senior year to be eligible for the Outstanding Senior Male and Outstanding Senior Female Athlete Awards.

Selection – Athletes will be awarded points for the following accomplishments:

- One point for participation in a sport in his or her senior year.
- Two points for each letter earned for athletic competition (not managing or cheering) in his or her senior year.
- One point will be awarded for each of the following outstanding accomplishments above winning a letter:
 - All WIC *Individual* (one point maximum)
 - WIC Champion *Team* member
 - Sectional, Regional, Semi-State, or State *Individual* Champion
 - Sectional, Regional, Semi-State, or State *Team* Champion
 - State finals qualifier in individual sports that do not have a Semi-State competition
 - A ½ point (.5) will be awarded for *individuals* advancing in each round of the State tournament for sports that have a sectional, regional, semi-state, and state competition
 - Members of North-South All-Star Football and Indiana All-Star Basketball team receive an additional point

- Academics – All-WIC ($\frac{1}{3}$ of a point per sports season, 1 point maximum for the year):-
- Three points will be awarded for recognition as All-American

If, after tallying the points according to the above criteria, there is no clear cut winner, each Athletic Council member will consider the following when casting a vote:

- State Mental Attitude Awards
- National Honor Society
- Girls' State
- Boys' State
- School Offices
- Conference or Tournament Records
- Underclass participation in sports

Twelve Season Award

To be eligible for this award, athletes must compete in athletics every season throughout their high school career. It is the athlete's responsibility to inform the Athletic Department once they have become eligible.

Rules and Regulations

All rules and regulations of the South Putnam Student Athletic Handbook must be met before athletic participation may take place. An athlete is an athlete 365 days of the year, 24 hours a day. Any violation during or between season will be handled in accordance with the Athletic Handbook and the Drug, Alcohol, and Tobacco Testing Policy. Nothing in this policy shall be construed to require the school corporation to follow the provisions of the Due Process and Pupil Discipline Statute (IC 20-8.1-5) in removing a student from participation in any athletic activity.

Violations of training rules as listed in the Handbook and/or Testing Policy will be investigated immediately upon receiving the report by the coach and the Athletic Director. If the charge is not substantiated, the source of the charge will be notified and no further action will be taken. If substantial evidence appears to exist, the following actions will be implemented (in or out of season).

Any consequence resulting in a suspension from athletics may carry over to the next athletic season that the student participates in should he or she have not served the entirety of the suspension from the previous season. Any in season tournament other than the IHSAA state tournament will count as one contest towards serving an assigned athletic suspension.

- The athlete may be subject to suspension from all athletics for an indefinite period for the first offense. The period of suspension for the first offense may include exclusion from all athletics for the rest of his/her career of a calendar year, but will be at least 25% of the current sports regular season plus one contest (to account for the one guaranteed contest that each team has in the state tournament) and will include social probation and driving suspension.
- A second offense will result in a suspension of athletics by the principal/designee for a minimum of the entire length of the current sports season, beginning from the date of the notification of suspension.
- A third offense will result in a suspension from athletics for a full calendar year. The student must request reinstatement after one calendar year from the date of suspension.
- A student who fails to successfully complete participation in an athletic season after successfully completing a penalty imposed under this policy must serve the penalty in full in each subsequent athletic season in which the student participates until such time as the student successfully completes participation in a sports season for the full term of the season in good sports standing.

Alcohol, Drugs, and Paraphernalia Products

Includes controlled substances, look-a-likes, and drug paraphernalia as well as vape devices, e-cigarettes, Juuls, and all associated products.

An athlete shall not use or consume, have in his or her possession, buy, sell, or give away drugs, alcohol, or tobacco, or look-alikes. This policy also applies to students who have violations or positive drug tests within the confines of South Putnam's drug policy.

Attending any event, or being in someone's company, where this rule is knowingly being violated or where substances are illegally being consumed or sold will be treated the same as a violation of the above rules unless the athlete leaves immediately. The policy does not apply to an athlete who has a valid prescription or order for a controlled substance, as long as the prescription or

order was written for the athlete. This policy does not cover the use (not abuse) of over-the-counter medications for colds, allergies, or minor pain.

Penalties for violating the rule or for students registering a positive drug test, admitting usage, or proven to have used (including, but not limited to, reports issued by police or juvenile probation) drugs, alcohol, tobacco, or look-alikes:

- First Positive – Dismissal from all athletics*, social probation, suspension of driving privileges, and a suspension for a minimum of 40 school days from the date of notification.
- Second Positive – Suspension from all athletics and social probation for a minimum of one calendar year.
- Third Positive – Suspension from all athletic participation and social probation for the remainder of high school career. The student may request reinstatement after a minimum of one calendar year from the date of suspension. This request for reinstatement must be in writing with reasons for reinstatement. It is to be given to the principal/designee.

All suspensions will be a minimum of the remainder of the season. If any suspension overlaps the beginning of a season, then the athlete is not eligible for reinstatement until the beginning of the next season

Use of Abusive Language and/or Personal Confrontation (Fighting)

- First Offense – Coach’s discretion with the approval of the Athletic Director.
- Second Offense – Principal, Athletic Director, and Coach will handle problems with minimum penalty of one contest for language and two contests for fighting.
- All other offenses will be handled by the same group with penalties increasing.

Involvement with Law Enforcement Agencies

Penalties begin with competitive season and are based on conviction, admission by the athlete, and police report (minor traffic violation excluded).

- Misdemeanors – Up to one year maximum suspension.
- Felonies – Minimum suspension for at least one calendar year and possible suspension for entire high school career. *All suspensions will be a minimum of the remainder of the season. If any suspension overlaps the beginning of a season, then the athlete is not eligible for the reinstatement until the beginning of the next season.*

Quitting or Being Dismissed from a Team

Once a student begins practice in a sport and his/her team membership is terminated by a coach for reasons other than being cut due to lack of ability, they are not eligible to practice or participate in any other sport in the current season unless given approval by the Athletic Director and by mutual consent of the coaches involved. A complete investigation is to be made.

When an athlete quits a team, he or she may not try out for the next season sport until the team he or she quit finishes their current season.

- Only mutual consent of the coaches involved and the Athletic Director may waive this rule.
- The rule further prohibits preseason conditioning for another sport, weight training, or intramurals until the uncompleted season has ended.

In-School Suspension

Disciplinary action for athletes that have received in-school suspension will be at the coach's discretion, with approval from the Athletic Director.

Sportsmanship

Sportsmanship and character are to be emphasized at all times. **Unsportsmanlike conduct will not be tolerated.** Procedure for athletes being disqualified or ejected for unsportsmanlike conduct:

- A conference between the head coach and athletes will be held the following school day. Each case is decided on its own merits.
- Penalties set by South Putnam will be decided in each case with no precedent being set by any case. A meeting with the Athletic Director and the Principal may follow.
- Penalties may range from a conference with the athlete, dismissal from the team, suspension, or exclusion from all athletics.
- If an athlete was ejected from competition for unsportsmanlike conduct, they are not able to participate in the following contest and they must also complete the required IHSAA Sportsmanship Class.

Unauthorized Possession of School Owned Equipment

No SPHS athlete shall have in his or her possession any school owned equipment (Athletic or Non-Athletic) belonging to SPHS or any other school or athletic department. This does not include equipment that is to be worn for SPHS practices or contests for the current sport season.

- First Offense – Dismissal from the team for at least the remainder of the sports season.
- Second Offense – Suspension for a minimum of one calendar year.
- Third Offense – Suspension from all athletic participation for the remainder of high school career. The student may request reinstatement after a minimum of one calendar year from date of suspension. This request for reinstatement must be in writing with reasons for reinstatement. It is to be given to the Principal/Designee.

One Sport per Season

An athlete is permitted to participate in one sport only per season. No individual, group, or team may hold formal or informal practices, workouts, or open gyms which conflict with scheduled practices or contests of in-season teams. **All preseason and out of season workouts must follow IHSAA guidelines and rules.**

Additional Circumstances

Any and all situations covered by these regulations are to be presented by the coach and resolved by the Athletic Director and Principal.

Additional Information

Transportation

All athletic trips must be made by school bus or white bus. No private transportation will be permitted unless approved by the Principal, Athletic Director, or School Board. This applies to all trips outside the school corporation limits.

Members of all athletic teams will return to the school unless there is an agreement otherwise between the athlete's parents and the coach. The parent must inform the coach in person if they wish to furnish the transportation for the athlete. If the coach directs the athlete to return to school by transportation provided by the school, the athlete is to comply with those directions.

Overnight Squad Trips

Approval from the School Board, through the Athletic Director, must be obtained for any overnight athletic trip. The coach of a squad making an overnight trip, or one of a longer duration, must forward a letter to the parents of the athletes involved with the following information:

- Purpose of trip
- Date and time of departures
- Date and estimated time of arrival upon return
- Location of lodging for squad
- Method of contacting athletes in case of emergency
- Method of travel – If transportation is by private automobile, the names of adult drivers and the passengers in each vehicle are to be listed
- A breakdown of expenses and who will assume the expenses

A parental consent form granting permission for the athlete to take part in the trip must be signed by the parent or guardian and then be presented to the Athletic Director prior to the trip.

Injuries

In the event of an injury, the coach should administer first-aid immediately unless the Athletic Trainer is present. The welfare of the individual athlete is first and foremost.

In the event of an injury that is thought to be serious, the parent or guardian is to be contacted immediately and advised of the injury. If, in the Athletic Trainer/coach's opinion, the injury is serious enough to warrant the immediate summoning of an ambulance, the ambulance should be summoned and the parents notified as quickly as possible. The coach is to arrange for an adult to accompany the injured athlete in the ambulance or to follow in an automobile and then stay with the athlete until the parents arrive.

Hazardous Weather

Postponing Practice – On days when school attendance is cancelled, consideration of the safety and welfare of athletes and coaches will determine the holding or postponing of practice. No mandatory

practice will be allowed unless suitable improvement in condition is noted. Coaches are to inform the players of the cancellation of the practice or game.

Lightning Policy – Severe weather should always be taken seriously by every coach and athlete. If you can see lightning, you are in danger. **Coaches will remove their teams from outside venues when lightning is sighted, or thunder is heard, and may not return outside until thirty minutes after the last lightning bolt was sighted.**

Sunday Practice

There shall be no contest, practice, formal or informal team meeting scheduled on Sunday (IHSAA Rule). The exception to this is the IHSAA Sectional Draws televised by the IHSAA.

Intramurals

Intramural contests should not displace athletic contests, practices, or open gyms.

Duties of Principal

The principal shall have complete control of the athletic program. This is an IHSAA regulation.

Athletic Council

On-staff varsity head coaches, the Athletic Director, and the Principal comprise the Athletic Council.

Chain of Command

Coaches, athletes, and parents will follow the line of authority as established by the South Putnam Board of Education, as follows:

- South Putnam Board of Education
- Superintendent of Schools
- Principal
- Athletic Director
- Coach

Problems should first be discussed on the lowest appropriate level on the chain of command before going to a higher level.

Fundraisers

All fundraisers must be submitted to the Athletic Director and approved by the building principal. Neither the Athletic Department nor athletic events shall be used to raise money for individuals seeking to make trips or play in games while not representing South Putnam High School.

Student Athletic Handbook

Acknowledgement and Signature Page

1. **Risk Awareness Verification** – Organized secondary athletics involve the potential for injury that is inherent in all sports. I acknowledge that even with the best coaching, use of the most advanced protective equipment, and strict observation or rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, or even death.
2. **Parent/Guardian Permission to Participate** – Permission for my son/daughter/custodial person to engage in IHSAA or South Putnam High School approved activities as a representative of his/her school must be granted by the parent/guardian. Consent for my son/daughter/custodial person to accompany the team or group as a member on its out of town trips must also be given. I understate that neither the School Board nor the Athletic Department carries insurance for injuries sustained in the interscholastic program.
3. **Signature Page** – The athlete is required to return the final page of the Handbook with his/her signature and the signature of his/her parent or guardian prior to being allowed to participate in any competition representing South Putnam High School.

As a student athlete, I have read the South Putnam Student Athletic Handbook. I understand and agree to obey the rules and regulations listed in the handbook. I also understand the possible consequences if they are not followed.

Student Athlete _____ **Date** _____

Signature _____ **Date** _____

I, as the parent or legal guardian of the above named student, have read the South Putnam Student Athletic Handbook. I understand the rules and regulations listed and agree to abide by any possible consequences if my athlete does not follow these rules.

Parent/Guardian _____ **Date** _____

Signature _____ **Date** _____