

NEW CASTLE HIGH SCHOOL

Student Athlete/Parent Athletic Handbook



ATHLETIC HANDBOOK FOR STUDENT-ATHLETES

ATHLETIC STATEMENT

This Athletic Department handbook for parents and student athletes is intended to serve as an information document and a guide. It is hoped that communication of the written rules, regulations, and policies will lead to a clearer understanding among the staff, the parents and the student athletes.

Interscholastic athletics are most important and a vital program for the education of our youth. Participation in a sound athletic program contributes to the health and happiness, physical skill, emotional maturity, and social and moral development of our youth.

We feel that the athletic department must be a cooperative one. All sports should be considered in their proper perspective with each other and with the total school program. Moral support and positive reinforcement of the entire sports program and policies is expected of coaches, student athletes, parents, and community.

Finally, we should realize that the athletic program is for the benefit of student athletes and is one part of the total education process.

ATHLETIC PHILOSOPHY / MISSION

New Castle High School believes that a dynamic athletic program is vital to the educational development of a student. Athletic activities offer the opportunities to instill in students the values of citizenship which encompass, sportsmanship, teamwork, healthy lifestyles, community service, self-evaluation, respect, positive values, and perspective.

The athletic program should function to provide each participant with experiences that will be positive, memorable, and that help the student-athlete develop the capacity for commitment to cause, acceptance of responsibility, and loyalty towards and chosen endeavor.

It is furthermore the philosophy of this department to encourage participation by student-athletes in multiple athletic and other co-curricular activities.

The pursuit of these personal principles and goals is vital to the success of the athletic department and the student-athlete.

ATHLETE DEFINED

The New Castle athlete is defined as and includes all young men and women who represent a team that engages in interscholastic competition and further includes cheerleaders, student managers, trainers and statisticians affiliated with a team. Students will be considered athletes from the time they try out for their first team until they graduate or are no longer a student at New Castle High School.

ATHLETIC PROGRAM PROFILE

New Castle supports 22 sports and cheerleading to students in grades 9-12. New Castle is a member of the Hoosier Heritage Conference (HHC). Members of the HHC are Delta, Greenfield-Central, Mt. Vernon, New Castle, New Palestine, Pendleton Heights, Shelbyville, Yorktown.

Updated: June 27, 2018

ELIGIBILITY

ACADEMIC/ATHLETIC ELIGIBILITY AT NEW CASTLE

Student-athletes must be enrolled at New Castle High School and enrolled in at least 6 full credits and pass at least five full credits (IHSAA standard). Semester-ending grades take precedence. Coaches and sponsors can check progress of students by issuing periodic grade checks. It is the policy of the athletic department to work closely with the academic progress of each participant. Students with failing grades will attend practices or study at the coaches' discretion during periods of academic difficulty. The ineligibility will be in effect until the next 9 week report card certification date. At that time, eligibility will be determined.

PHYSICAL EXAMINATIONS

Every student-athlete is required by New Castle and the IHSAA to have a **yearly physical examination completed and on file with the athletic office before practicing in any sport**. Physical exams are the responsibility of the athlete and his/her parents. Exams are in effect for the next school year if taken after April 1st. If an athlete is practicing with a sport over the summer they must have a physical on file with the athletic office before starting on June 1st. An athlete must have all paperwork turned in before conditioning/practice with a team.

CONCUSSION AND SUDDEN CARDIAC ARREST

In compliance with Indiana State Laws (IC-20-34-7 and IC-20-34-8) New Castle Community School Corporation will ask all student athletes and parents/guardians to follow the following guidelines

- All student athletes will be provided and expected/encouraged to read *Heads Up Concussion: A Fact Sheet Athletes* and *Sudden Cardiac Arrest: A Fact Sheet for Athletes*.
- All parents/guardians will be provided and expected/encouraged to read *Heads Up Concussion: A Fact Sheet for Parents* and *Sudden Cardiac Arrest: A Fact Sheet for Parents*.
- All student athletes and their parents/guardians must sign an acknowledgement form of receiving and reading the documentation mentioned above. This form must be on file with the athletic trainer.

Return to Play after Injury

- Concussion – A student athlete returning from a concussion will be expected to provide to the athletic trainer a written release from a licensed physician who has been trained in concussion evaluation and management. The release must be on an official document from the physician's office.
- Sudden Cardiac Arrest – A student athlete who has been removed from play due to sudden cardiac arrest symptoms may not return to play until the student athlete has been evaluated and cleared by a licensed physician. The release must be on an official document from the physician's office and provided to the athletic trainer.

WHAT MUST BE DONE BEFORE YOUR FIRST PRACTICE

The following items are to be completed by the athlete and parent/guardian before the first practice with any team:

- Take and pass physical examination and have supporting student, parent and doctor signatures
- Meet academic eligibility requirements
- Have athletic transfer filed (Transfer students new to New Castle High School cannot compete in interscholastic contests until an athletic transfer is completed)
- Have handbook acknowledgment signed and on file
- Have concussion & sudden cardiac arrest acknowledgements signed and on file
- Have all other supporting documentation completed and on file

CODE OF CONDUCT

STATEMENT

The following New Castle High School rules are in accordance with the Indiana High School Athletic Association Constitution. An athlete is defined as a participant on an athletic team, cheerleaders, managers, trainers, and athletic assistants.

The New Castle Community School Corporation is committed to fair play, ethical behavior, and integrity - all critical elements of good sportsmanship. The values of good citizenship and high behavioral standards apply equally to all school activities, participants, and fans.

ENFORCEMENT OF THE CODE OF CONDUCT

The Principal or his/her designee shall enforce all rules and regulations as described in the Code of Conduct (hereafter the Code) for athletes. All rules regarding behavior and/or training as outlined in IHSAA regulations apply. The Code will be reinforced by the coach of each sport during the year. Parents/guardians and athletes are required to sign the acknowledgment, consent, injury awareness and disclosure document stating that they understand the Code and the athlete is subject to disciplinary measure should he/she violate the Code.

Any alleged violation of the Code shall be reported first to the Principal or his/her designee and then is to be followed by an investigation by any or all of the following people...coach, sponsor, athletic director, principal or his/her designee.

THE CODE IS IN FORCE TWELVE (12) MONTHS A YEAR

EXPECTED STANDARDS OF CONDUCT FOR ATHLETES.

- No player(s) will ever employ illegal tactics to gain an undeserved advantage. All players will devote themselves to being a true sportsman.
- All athletes will care for all equipment as though it was their own personal property. If equipment is destroyed through practice it will be replaced by the school. If equipment is lost the athlete(s) will fulfill their responsibility by paying for replacement of items(s).
- All athletes will obey the specific training and practice rules of their team as given to them by the coaching staff.
- Athletes will not engage in negative things. Drinking alcohol, taking controlled drug substances, using tobacco products, vaping, using profanity and being disobedient are harmful to athletes and their team. Maximum effort and performance cannot be attained doing these things.
- Athletes and support students of the team must pass five credits, each grading period to be eligible to participate in athletics. Team members should plan their time so that they devote energy to their studies to insure passing grades which represent their true abilities.
- Athletes should be a positive influence in all they attempt to do. They are to work for the betterment of New Castle and set a good example by doing what is right and good.
- Officials deserve courteous respect. All must realize that officials do not lose a game or contest. They are there for the purpose of insuring both teams a fair contest.
- Athletes should appreciate that coaches, teachers and school officials have the best interests of all athletes in mind as they equip, schedule and conduct the athletic program.
- All New Castle athletes must comply with the standards of our athletic code of conduct and school rules or be subject to disciplinary action or dismissal from a team as determined by the rules, coaching staff, athletic director and or principal of New Castle High School.

ANTI-HAZING POLICY

New Castle High School is committed to providing the best learning atmosphere for our students. Hazing activities are inconsistent with our educational mission and will not be tolerated in the athletic department. The Indiana Code defines hazing as "forcing or requiring another person-(1.) With or without the consent of the other person and (2.) as a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury." The American Heritage Dictionary, Fourth Edition, defines hazing as: "To persecute or harass with meaningless, difficult, or humiliating tasks. To initiate by exacting humiliating performances from or playing rough practical jokes upon." The New Castle Athletic Department will not tolerate actions by athletes that recklessly or intentionally endanger the mental or physical health or safety of a student. This includes, but is not limited to, paddling, beating, branding, exposure to the elements, forced consumption of food or drink, "swirlies", forced conduct resulting in extreme embarrassment, or any other conduct which could adversely affect the mental health or dignity of another individual. Disciplinary actions will be taken against students who plan, encourage, or engage in hazing activities. Athletic department employees who permit, encourage, condone or tolerate hazing will be subject to discipline.

RULES OF CONDUCT - TROJAN CODE

The following rules are specific examples of conduct that would violate the ***Code of Conduct*** set forth above. Conduct that is not covered by these specific examples but that violate the principles of the ***Code of Conduct*** is subject to disciplinary measures at the discretion of the principal or his/her designee.

Athletes shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, alcohol, tobacco, vaping, stimulant, depressant, anabolic steroids, marijuana, counterfeit caffeine pills or possess, use or transmit paraphernalia for use of such substances. (Use of an authorized drug as prescribed by a registered physician shall not constitute a violation of this rule). *Any of the above offenses, whether done consecutively or separately, are considered an offense. The participating athlete will conduct himself/herself as a gentlemen/lady at all times. Any flagrant violation (smoking, drinking, use of drugs, felony, or any misdemeanor) constitute automatic suspension.

CONSEQUENCE: First Offense

Suspension from 40% of all regular season contests for that sport he/she is able to compete. Student-athletes will be allowed to practice and attend contests in street clothes. The Carry Over Rule will be used in instances where needed.

Second Offense

Suspension from athletics for 365 calendar days from the time infraction was discovered by the administration. If the athlete enrolls in appropriate approved education, counseling, treatment, or rehabilitation services at the parent(s) and/or guardian(s) expense for the violation, the suspension could be reduced.

Third Offense

Suspension from participation in athletics for the remaining time they are a student at New Castle High School. After 365 calendar days from the time of the infraction was discovered by the administration, the athlete can ask the administration for reinstatement.

*Carry Over Rule: The student's suspension will begin the first official day his/her practice begins. If the student commits the offense during summer break or any other time when the student is not participating in his/her sport season, the consequence will start on the first official practice day of his/her sport. Should a student be suspended from participation in the middle of the athletic season, he/she will finish out the remainder of the suspension when they participate in another sport.

Honest/Self Report Clause:

It is the intent of New Castle High School to assist students with developing responsibility for their actions and to encourage honesty. Therefore, any student who voluntarily reports on themselves as to a violation of the Code of Conduct to a coach or an administrator within 48 hours of the incident may be permitted leniency. The suspension may be reduced from 40% to 20% on the first offense only of Rule 1.

OTHER ATHLETIC VIOLATIONS

VIOLATION 1: Cheating in a class

Cheating will not be accepted by an athlete, if an athlete is caught cheating in a class then the student will meet the school discipline for that offense plus they will have a one game suspension in their next sporting event. (Practices and scrimmages do not count)

VIOLATION 2: Cell Phone, Camera, Social Networking Site Policy

Anyone using his/her cell phone and/or camera in the locker room or restroom, must use proper etiquette and good choices while using their phone (camera). If an inappropriate picture/video is taken in the locker room or restroom, the students/managers/coaches participating in the photo or taking a photo/video will immediately be subject to an investigation which may result in a suspension and or expulsion from school, in addition to possible dismissal from the team, and referral to law enforcement (School Resource Officer). If for some reason, the student/coach is aware of someone taking a picture/video in the locker room, it must be reported immediately to an administrator.

Student athletes are responsible for information contained in written or electronic transmissions and any information posted on a public domain (i.e. Facebook, Instagram). Any inappropriate, ill-meaning, or derogatory material should not be posted in any public domain. Student athletes should be reminded that they serve as representatives of their team, the athletic program, and the New Castle Community School Corporation.

****If a student athlete violates this policy, the student athlete will at least have a one game suspension.****

Texting, tweeting, and uses of other social networks to disparage or criticize the team, other students, opponents, coaches, or other school personnel will be deemed conduct unbecoming a New Caste student-athlete. Any individual identified on a social networking site which depicts illegal or unacceptable behavior will be considered in violation and subject to athletic discipline.

VIOLATION 3: Conduct

A student may be suspended from athletics for the use of violence, force, noise, coercion, threat, intimidation, passive resistance, or conduct constituting an interference with the athletic program. He/She may also be suspended for urging other students to engage in the above activity. Furthermore, damage or theft involving school and/or private property, intentionally causing bodily harm to fellow students or school employees, intimidating any student with the intent of obtaining money, possessing weapons, and failing in a substantial number of instances to comply with the directives of coaches and/or rules of the athletic program and/or school are all grounds for suspension

CONSEQUENCE: The athlete will be subject to consequences administered at the discretion of the Athletic Department.

VIOLATION 4: Athletes shall not be in violation of school rules such as truancy, classroom disruption, or other punishable acts.

CONSEQUENCE: The athlete will be disciplined by already-established school rules. He/she may further be dealt with within the structure of each coach's rules for their sport.

VIOLATION 5: Specific team rules may be set forth by the coach of each sport. These rules and the penalties for breaking them will be given to the athletes by the coach of that sport. These written regulations will be on file with the Athletic Director.

ATHLETIC SEASON DEFINED

The athletic season is defined as commencing with the first practice and ending with the final event for that sport. Penalties for violations take effect immediately upon verification of any violation and will include games in succession - i.e. season schedule, tournament and state series, in order of competition.

FORFEITURE OF AWARDS

If an athlete is not in good standing at the end of the sports season that athlete will forfeit all letters and awards for that sport.

CARRY-OVER SUSPENSION

If the violation of the Code occurs in the last part of a sport and the violator cannot fulfill the terms of his/her violation in that sport the suspension does carry-over until the suspension is fulfilled.

COMPLETING A SUSPENSION

When serving a suspension, the athlete is expected to be present at all athletic contests and practices involving his/her team. The athlete is a member of the team and is expected to fulfill this responsibility. If the athlete does not attend the contest, credit will not be given toward fulfilling the requirements of the suspension. It is the coach's discretion to excuse the athlete from attending a contest.

AWARDS

INITIAL VARSITY AWARD

Students will earn their numerals and “N” after successfully earning their first varsity letter in a sport. Students will also earn a chevron for each varsity letter they earn.

CAPTAIN STARS

Captain stars awarded to each varsity team captain.

LETTER JACKETS

Letter jackets can be purchased by the athlete or his/her family after an athlete earns his/her first varsity award.

INJURED ATHLETES: An athlete who is injured during the season will receive points according to the athlete's status and involvement with the team before, during, and after injury.

SENIORS: Any senior who has been a part of the program for four years and has not met the above requirements may receive a letter at the coach's discretion.

***Head coaches may award a varsity letter to an individual for reasons beyond the scope of this handbook with administrative approval.**

INFORMATION FOR ATHLETES AND PARENTS

ACCIDENTS/INJURIES

All accidents or injuries, home or away, are to be reported to the trainer and/or coach immediately.

ALTERNATIVE PE

Students may receive their sophomore PE credit by participating in a sport. The student will be given one chance and needs to sign up in the guidance office.

ATHLETIC TRAINER

Henry Community Health provides athletic training services for New Castle High School. The trainer is on campus for most high school practices and home events. The trainer also travels with some varsity teams.

ATHLETIC TRAINING ROOM

Student-athletes are not permitted in this room without adult supervision. Training rooms are for treatment and rehabilitation. Space is limited, therefore only athletes needing treatment are allowed in these rooms.

ATTENDANCE (ABSENCE) SCHOOL & GAME DAY

Daily attendance to school and practice is very important and expected. A Student-athlete must be in attendance by 8:30 AM to be able to participate in his/her athletic event or practice. When the absence occurs on a Friday, the student-athlete is ineligible to participate until the following Monday. Approved field trips or school activities constitute attending school. Any exemptions (funeral, dental, doctor) must be approved through the principal's office and/or athletic office. *If a student or coach violates this policy, it will be a one game suspension for either the coach and/or athlete.*

CHANGING A SPORT

If an athlete is cut from a team at the start of a season, he/she may join another team or program in that sport season. An athlete cannot quit one sport to join another sport until the original sport is no longer competing.

Athletes may transfer from one sport to another during a season only upon mutual agreement of both coaches and the athletic director. If an athlete is removed from a team for any reason (i.e. quitting, rule violation, grades, etc.), that athlete will not be allowed to participate in any practice, conditioning program, or weight room activity until completion of competition for that sport he/she was removed. If the athlete wishes to appeal, a written appeal must be submitted to the athletic director.

COMMUNICATION

As an athlete involved in your choice of sports at New Castle you will experience rewarding moments and times when things do not go the way you wish. At these times your best choice is to express directly to the coach your concerns. It is always appropriate for the athlete to discuss position, consideration for future play, treatment, behavior and ways to improve. Also, it is important for each athlete to inform his/her parent(s) that they are encouraged to discuss treatment, improvement and behavior with the coach. However, it is never appropriate for athletes or parents to discuss other student-athletes with the coach.

The New Castle Athletic Department suggests that you go through the following steps when you have a concern.

1. The athlete should address the problem with the coach one on one.
2. If the problem is not resolved, the parent should contact the coach.
3. If the problem still exists, contact the athletic director and set up a meeting with him privately or with the coach present.
4. It is always the prerogative of the parent to contact the principal, if the issue is still a problem after meeting with the athletic director and the coach.

DRESS

Coaches may ask their players to dress according to team rules.

DUAL SPORTS

All students at New Castle are encouraged to participate in a wide range of school-sponsored activities. Students should examine carefully the time commitment and schedules of activities to avoid major conflicts that would result in a negative impact on others or themselves by participation.

The athlete is required to fill out a dual sport form and inform both sport coaches of his/her desire to participate in dual sports by the first day of try-outs/practice. Failure to comply with this guideline will result in not being allowed to participate in dual sports for that season. After informing both coaches, the coaches and athletic director will meet to discuss the reasonableness of the dual sport request and schedule the student athlete. The decisions of this meeting will take precedence unless at a later date both coaches agree to amend the schedule. If after reviewing the schedule, the student athlete decides to reconsider and participate in only one activity, he/she must inform both coaches within a week of the beginning of the latest season.

The following priority list shall be used in determining an appropriate resolution to a schedule conflict:

1. State level competition including travel time
2. Qualifying events to state and national school-sponsored activities
3. Level of activity (Varsity, JV, Freshman)
4. Conference tournaments and events
5. If a direct conflict cannot be resolved through the above, then the importance a student's participation in the group's performance will be considered

No penalty shall be assessed to the student participant if he/she properly communicates the conflict to all parties. All decisions will be adhered to; however, if any unusual circumstances do occur at a later date, the student may

request a change in the decision by filing his/her request in writing to the athletic director no later than 10 days prior to the scheduled conflict.

Conflicts with non-school related activities should be resolved between the student and the activity sponsor or instructor. It is understood that such conflicts are not generally excused and penalties may be assessed.

EQUIPMENT

All athletes will care for all equipment as though it were their own personal property. If equipment is destroyed through practice it will be replaced by the school. If equipment is lost or stolen, the athlete(s) will fulfill their responsibility by paying for replacement of item(s). Remember that stealing or wearing stolen equipment is a violation of the Code of Conduct and punishable by suspension from athletics. Equipment may not be worn during the school day, at home or on the streets without approval of the coach of that sport.

ALL ISSUED EQUIPMENT AND UNIFORMS REMAIN THE PROPERTY OF NEW CASTLE AND MUST BE RETURNED AT THE CONCLUSION OF THE SEASON. ANY MISSING ITEMS WILL BE CHARGED TO THE STUDENT-ATHLETE.

IHSAA INDIVIDUAL ELIGIBILITY RULES (Grades 9 through 12)

ATTENTION ATHLETE: TO BE ELIGIBLE TO REPRESENT NEW CASTLE IN INTERSCHOOL ATHLETICS YOU:

- 1) Must be a bona fide student in good standing; must be enrolled not later than the 15th day of the current semester.
- 2) Must have completed 10 separate days of organized practice in one sport under the direct supervision of the high school coaching staff.
- 3) Must have received passing grades in at least five full credit subjects.
- 4) Must not have reached your 20th birthday prior to or on the scheduled date of the IHSAA state finals in a sport.
- 5) Must have been enrolled in your present high school last semester or at New Castle High School.
- 6) Must not have been enrolled in more than eight consecutive semesters beginning in grade 9.
- 7) Must be an amateur (have not participated under an assumed name, have not accepted money or merchandise directly or indirectly for athletic participation, have not accepted awards, gifts, or honors from colleges or their alumni, have not signed a professional contract.)
- 8) Must have had physical exam between April 1st and your first summer activity or conditioning activity.
- 9) Must not have transferred from one school to another for athletic reasons as a result of undue influence by any person or group.
- 10) Must not have received any award from your athletic ability not approved by your principal or IHSAA.
- 11) Must not accept awards in the form of merchandise, meals, cash, etc.
- 12) Must not participate in an athletic contest during the IHSAA authorized contest season for that sport as an individual or on any team other than your school team.
- 13) Must, if absent 5 or more days due to illness or injury, present written verification from a physician stating you may participate again.

PRACTICES (REGULAR, VACATION, SCHOOL CLOSING)

All team members are expected to attend all practices. Practice scheduled during school vacations are set by the coach and only the coach can excuse an athlete from practice.

PHYSICAL RELEASE

Students properly certified to participate in interschool athletic activities, who are absent from school for five consecutive days due to illness or injury or who are physically unable to practice for five consecutive days due to illness or injury, must present to their principal a statement from a physician that they are again physically fit to participate in interschool athletics. A student shall be required to complete the following prior to participation:

Interpretation:	<u>Days Missed</u>	<u>#of Practices Required</u>
	5-10	4
	More than 10 consecutive	6

QUITTING A TEAM

An athlete cannot quit one sport to join another sport until the original sport is no longer competing. Athletes may transfer from one sport to another during a season only upon mutual agreement of both coaches and the athletic director. If an athlete is removed from a team for any reason (i.e. quitting, rule violation, grades, etc.), that athlete will not be allowed to participate in any practice, conditioning program, or weight room activity until completion of competition for that sport he/she was removed. If the athlete wishes to appeal, a written appeal must be submitted to the athletic director.

TEAM CUTTING POLICIES

Coaches of the 22 varsity sports and Cheerleading at New Castle have their own policy on how they will choose their teams. In some sports "cutting" a team down to a manageable size is a necessity. Coaches will explain their policy to candidates for their team at the first meeting. An athlete may be cut from a team anytime during a season.

TRANSPORTATION

It is mandatory that all athletes ride the bus to and from the site of the game/meet, unless written form has been filled out completely and on file with the athletic office 24 hours in advance.

WEATHER

If the New Castle Community School Corporation is on a delay, all morning practices are canceled. If school is closed or we have an early dismissal, all afternoon and evening practices and games will be canceled unless the Superintendent makes an exception.

WEIGHT ROOM

The weight room may be available for use by teams before and after school. No student shall use the weight room without adult supervision or without having a physical exam on file in the athletic office.