

# **GREENFIELD CENTRAL HIGH SCHOOL**

**2019-2020**

## **ATHLETIC CODE HANDBOOK**



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## ATHLETIC CODE HANDBOOK

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**I. Introduction** - The following Athletic Code has been adopted for all athletes of Greenfield-Central High School. This Athletic Code is to serve as a guide to better define the expectations of an athlete and to create uniformity of disciplinary action throughout the athletic program of Greenfield-Central High School. Any restrictions in this Athletic Code are a result of what the School Corporation feels is in the best interests of a healthy athlete who is able to compete at his/her maximum performance. Each coach may establish and enforce additional training rules for his/her respective sport. Every reasonable effort will be made to inform the prospective athlete of the contents of this Athletic Code Handbook.

Since the athlete is representing his/her school and community in such a visible fashion, it is important that their behavior reflect a positive image, not only during a sport season, but throughout the calendar year. **An athlete is an athlete throughout the calendar year and not just during a sport season.** Therefore, this Athletic Code shall remain in effect throughout the entire calendar year for all athletes representing the Greenfield Central Community School Corporation.

**II. IHSAA Membership** - Greenfield-Central High School is a member of the Indiana High School Athletic Association. To represent Greenfield-Central High School in interschool athletics, an athlete must meet all IHSAA eligibility rules:

You are INELIGIBLE if:

A. **Age:** you are twenty (20) years of age prior to or on the scheduled date of the IHSAA State Tournament Finals in a sport.

B. **Amateurism:**

- 1) you play, officiate, or manage under an assumed name;
- 2) you accept money or merchandise in any way for athletic participation;
- 3) you participate in athletic clinics, schools, or camps without IHSAA approval;
- 4) you sign a professional contract.

C. **Awards, Gifts, & Trips:**

- 1) you accept commercial awards which advertise a business firm or individuals;
- 2) you accept any award designating "All-State" or "All-American", unless sponsored by the IHSAA;
- 3) you accept awards, gifts, trips, or honors from colleges or their alumni.

D. **Change of School:**

- 1) you were not eligible in the school from which you transferred;
- 2) there is not a bona fide change of residence;
- 3) there was undue influence to transfer for athletic reasons;
- 4) you attend another school, other than the one you are presently eligible in, for fifteen (15) days;
- 5) you participate in an interschool contest as a representative of another school.

E. **Enrollment:**

- 1) you did not enroll in school during the first fifteen (15) days of a semester;
- 2) you have been enrolled more than eight (8) semesters beginning with Grade 9.

F. **Grades:**

- 1) you did not pass six (6) credit subjects in your previous grading period or at semesters end;
- 2) you are not currently passing six (6) credit subjects.

### **IN ORDER TO BE ELIGIBLE GCHS STUDENT-ATHLETES:**

- 1. MUST BE ENROLLED IN AT LEAST 6 CREDIT SUBJECTS AND**
- 2. MUST BE PASSING AT LEAST 6 CREDIT SUBJECTS**

### III. Greenfield-Central Requirements

#### A. **Multiple Sport Participation During The Same Season:**

Any student who desires to participate in more than one (1) sport during the same athletic season **must follow** the following three (3) steps:

- 1) The athlete must explain his/her wishes to both the head coaches and the athletic director;
- 2) If both head coaches of the sports involved are in support, a meeting will be held with the head coaches, the parents, the athletic director, and the principal and/or assistant principal. At this time, all concerns will be addressed such as schedule conflicts, academic concerns, health-risks, time commitment and demands, and any other issues that may arise. After the meeting, the administration will determine if the situation is feasible.
- 3) If the situation is determined to be feasible, then a contract will be drawn up by the head coaches, athlete, and the parents to work out any conflicts or concerns.

**Note:** At any step in the above process, if one party involved does not support the situation, the athlete will need to choose in which sport he/she wishes to participate.

#### B. **Illness / Injury:**

If you are absent five (5) or more consecutive school days due to illness or injury and do not present to your principal or designee written verification from a licensed physician stating that you may participate again.

#### C. **Required Athletic Paperwork:**

Athletes are required to have ALL athletic paperwork on file with the Athletic Office prior to participation in any type of preseason conditioning program, summer workout, practice or contest.

The required paperwork for participation is the IHSAA Pre-Participation Physical Evaluation Form, Athletic Code Waiver, Concussion and Sudden Cardiac Arrest Acknowledgement and Signature Form, and the Random Drug Testing Waiver.

The IHSAA Pre-Participation Physical Evaluation Form must be signed by a licensed Indiana physician and must be on file in the Athletic Office. All other paperwork can be completed electronically through the athletic website ([www.gchscougars.com](http://www.gchscougars.com)) under the Cougar HQ tab by clicking on Athletic Forms for Participation. Paper copies will continue to be made available upon request.

**Athletes may not participate until ALL documents are signed and submitted by both the parent and the athlete.** It is also a school requirement to have a physical on file in the Athletic Office in order to be enrolled in the Strength and Fitness Class. The Corporation Athletic and Transportation Fees will also be due at the time an athlete makes a team and considered past due by the first contest/scrimmage of that sport.

Emergency contact information will be pulled from the student-athletes Powerschool account. It is extremely important that parents keep their emergency contact information as well as all student medical information up to date through Powerschool. Please contact the high school in order to update your information.

**Corporation Athletic Fee** - Beginning with the 2010-2011 school year, students who wish to participate in athletics will be required to pay a \$50.00 Athletic Fee for each sport they are involved in. For example, if a student is on the football team and the swim team, the student will be required to pay \$160.00 (\$50.00 for football, \$50.00 for swim, plus the \$60.00 once a year Transportation Fee.) This Athletic Fee will be used to offset a variety of corporation costs, i.e. maintenance, building utilities, and programming. Athletic Fees are due at the time the athlete makes a team and considered past due by the first contest/scrimmage of that sport. If a payment plan must be arranged, this fee must be paid in its entirety by the time the last regular season game of the team involved is played prior to the IHSAA Sectional of that sport. Athletic Awards will not be issued unless this fee is paid in full. Greenfield-Central Athletics reserves the right to submit any unpaid balance to a collection agency for small claim court proceedings with all collection fees to be paid by

the athlete's family. Should an Athlete quit or be removed from a team for academic/disciplinary reasons, this fee shall not be refunded

**Corporation Transportation Fee** - Only transportation authorized by the athletic director shall be used for athletic contests. Athletes must remain under a coach's supervision until their return to Greenfield-Central High School. Exceptions may be made by mutual consent of the coach and the parent IF THE PARENT WILL BE IN ATTENDANCE AT THE CONTEST AND THE ATHLETE WILL BE RETURNING WITH THE PARENT. This mutual consent shall be given only in cases with unusual circumstances. It is the intent that all squad members depart as a team and return to Greenfield-Central High School as a team. There is a one-time per year transportation fee of \$60.00 per athlete to help offset corporation transportation costs. Transportation Fees are due at the time the athlete makes a team and are considered past by the first contest/scrimmage of that sport. If a payment plan must be arranged, this fee must be paid in its entirety by the time the last regular season game of the team involved is played prior to the IHSAA Sectional of that sport. Athletic Awards will not be issued unless this fee is paid in full. Greenfield-Central Athletics reserves the right to submit any unpaid balance to a collection agency for small claim court proceedings with all collection fees to be paid by the athlete's family. Should an Athlete quit or be removed from a team for academic/disciplinary reasons, this fee shall not be refunded

**E. Appearance:**

Extremes in dress and hair styles will not be acceptable and may also result in suspension from participation in contests or practices.

**IV. Code Violations**

**Rule 1** - Athletes (This term additionally includes, for the purpose of this Athletic Code only, student managers, student athletic trainers, and all other student support staff.) shall not violate the conditions of the student drug testing policy and/or knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, marijuana, steroid, counterfeit substances, caffeine pills, or possess, use, or transmit paraphernalia for use of such substances. Athletes shall not partake or be in possession of alcoholic beverages, intoxicant of any kind, steroids, tobacco products, electronic cigarettes or vaping devices. (Appropriate use of an authorized drug prescribed by a licensed physician shall not constitute a violation of this rule.)

An athlete who attends a party or gathering where drugs, alcohol, or both are present at any time during said party or gathering commits a violation of Rule 1.

- 1) At any time that an athlete becomes aware that he/she is in the presence of drugs or alcohol, the athlete shall leave said party or gathering.
- 2) Athletes are expected to be aware of the circumstances which surround them and expose them.
- 3) Once an athlete learns or reasonably should have learned that drugs or alcohol are present at a party or gathering, the athlete shall remove him or herself from the party or gathering in a reasonable time.
- 4) Fifteen (15) minutes from learning that drugs or alcohol are present shall be presumed to be a reasonable time for an athlete to remove him or herself from said party or gathering.
- 5) As long as the athlete has removed him or herself from the offending party or gathering within the presumed reasonable period, no athletic penalty will ensue as long as the athlete has not consumed or partaken in any drugs or alcohol.

**1st Offense:** - Suspension for 365 calendar days from the athletic program.

All Student-Athletes who are in violation of Rule 1 for the first offense, will automatically be entered into the Rehabilitation Clause. If a parent chooses to withdraw their Student-Athlete from the Rehabilitation Clause, they must submit that request in writing to the Athletic Director within 7 days of the notification of violation. Removal from the Rehabilitation Clause will remove any opportunity for reduction in the suspension during the 365 days.

**Rehabilitation Clause:** On the first (1<sup>st</sup>) offense, the student-athlete may regain eligibility to participate with a 25% suspension from the student-athlete's contests if the student-athlete:

- 1) presents documentation of participation in a minimum of four (4) sessions of a recognized

- multi-session treatment/assistance program;
- 2) participates in the student services program for a minimum of fifteen (15) hours;
  - 3) has a follow-up “negative” test. Retesting of the student-athlete may take place periodically throughout the school year and is at the expense of the parent/guardian/student/athlete. During the Rehabilitation Clause for a first offense, a positive drug test will be treated as a second violation of Rule 1.
  - 4) The rehabilitation clause will be handled by the Athletic Department at Greenfield-Central High School or by the Hancock County Probation Department. The Hancock County Probation Department will provide the documentation and drug/alcohol test results to the Greenfield-Central High School Athletic Director as the student-athletes complete each part of the Rehabilitation Program when the program is handled by the Hancock County Probation Department. Should the student-athlete fail to complete any part of the Rehabilitation Program, or fail the drug/alcohol test, the Hancock County Probation Department will notify the Greenfield-Central Athletic Director of such. In the event that the Hancock County Probation Department cannot administer the Rehabilitation Clause the Athletic Department at Greenfield-Central will provide information to the student-athlete that they will be required to use in order to complete the Rehabilitation Clause. This information will include outlets to complete the 4 sessions of treatment/assistance, community service opportunities, community service documentation sheet, and information on the required negative drug test. It will be the responsibility of the student-athlete to monitor and provide documentation of completion of each step of the rehabilitation clause when there is no arrest or probation assignment.

**2nd Offense:** - Suspension for 365 calendar days from the athletic program with no opportunity for the Rehabilitation Clause. In order for the student-athlete to be reinstated following the 365 calendar day suspension from athletics, the student-athlete must present evidence of the following:

- 1) Documentation of participation in a minimum of four (4) sessions of a recognized multi-session treatment/ assistance program;
- 2) Documentation showing participation in a community service program for a minimum of fifteen (15) hours;
- 3) The rehabilitation clause will be handled by the Athletic Department at Greenfield-Central High School or by the Hancock County Probation Department. The Hancock County Probation Department will provide the documentation and drug/alcohol test results to the Greenfield-Central High School Athletic Director as the student-athletes complete each part of the Rehabilitation Program when the program is handled by the Hancock County Probation Department. Should the student-athlete fail to complete any part of the Rehabilitation Program, or fail the drug/alcohol test, the Hancock County Probation Department will notify the Greenfield-Central Athletic Director of such. In the event that the Hancock County Probation Department cannot administer the Rehabilitation Clause the Athletic Department at Greenfield-Central will provide information to the student-athlete that they will be required to use in order to complete the Rehabilitation Clause. This information will include outlets to complete the 4 sessions of treatment/assistance, community service opportunities, community service documentation sheet, and information on the required negative drug test. It will be the responsibility of the student-athlete to monitor and provide documentation of completion of each step of the rehabilitation clause when there is no arrest or probation assignment.
- 4) Have three (3) follow-up “negative” drug/alcohol tests at the parent/guardian/student-athlete’s expense. The last of these follow-up tests must be no later than three (3) weeks prior to the conclusion of the 365 calendar day suspension. During this time, if a positive test is received, this will be treated as a third offense of Rule 1.
- 5) Should any/all of Items #1-4 not be successfully completed before the 365 calendar day suspension from Athletics concludes, the student-athlete’s suspension from athletics will continue until such time as all of Items # 1-4 are successfully/satisfactorily completed.

**3rd Offense:** - Exclusion for the balance of attendance at Greenfield-Central High School. Suspension will include IHSAA post season tournaments.

**NOTE REGARDING DRUG TESTING:** The Greenfield-Central Athletic Department supports and will follow the Random Drug Testing Procedure which is outlined in the Greenfield-Central High School Student Handbook.

In addition, the Greenfield-Central High School Athletic Department has in place a Reasonable Suspicion Drug Testing Policy. Deterring student drug and alcohol use is a goal of Greenfield-Central Athletics. The purpose of the Reasonable Suspicion Policy is to discourage and eliminate drug, alcohol, steroid, and tobacco use among our student-athletes. We believe that striving for a substance abuse-free environment is an important goal.

Greenfield-Central Community School Corporation continues to support and encourage all students to make choices that lead to safe and healthy lifestyles. We encourage all students to “say no” to illegal drug, alcohol, steroid, and nicotine use. It is important to remember that the use of illegal drugs, alcohol, steroids, and nicotine are not allowed on school property or at school-related events.

**Rule 2** - An athlete shall not be convicted of a felony.

Consequence:

**1st Offense:** - Ineligibility for the balance of the athlete’s high school career.

**Rule 3** - The theft of equipment from Greenfield-Central High School or any other school or the stealing of personal items from any individual will be considered a serious act of misconduct.

Consequences:

**1st Offense:** Suspension of 25% of the contests. This percentage is based on the number of regular season contests. Suspension may include IHSAA post-season tournaments.

**2nd Offense:** A 90 school day (regular school year days) suspension from the athletic program or suspension of one (1) full sport season in which the athlete previously participated.

**3rd Offense:** Ineligibility for the balance of the athlete’s high school career.

**Rule 4 - Code of Conduct** - It is expected that all athletes will meet better than minimum standards in conduct at all times. An athlete may be suspended from participation during the period of time when such an infraction may have a detrimental effect upon the image of other athletes at Greenfield-Central High School.

Any athlete acting in a manner that brings embarrassment or shame to themselves and/or the school, or that negatively impacts the reputation of themselves or the school is strictly prohibited. This includes social media posts, comments, and pictures. Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official, or student.

Any athlete that is in violation of school rules, such as truancy, suspension, classroom disruption, or other punishable acts will be disciplined by the already established school rules. If an athlete is suspended out of school for any reason, he/she will be ineligible for all contests and/or practices during the time of his/her suspension. Tuesday/Thursday School athletes cannot practice during the suspension time. In addition, any in or out of season athlete who is removed from an athletic contest while being a fan, will be considered in violation of Rule 4 of the Athletic Code of Conduct Handbook.

For all violations of the Athletic Code, the athlete may further be dealt within the structure of each coach’s rules for his/her sport.

**1st Offense:** Suspension of 10-25% of the athlete’s contests. This percentage is based on the number of regular season contests. Suspensions may include IHSAA post-season tournaments.

**2nd Offense:** Suspension of a minimum of 50% of the athlete’s contests up to a maximum of 365 days depending on the nature of the OCP violation. This percent is based on the number of regular season contests. Suspensions may include IHSAA post-season tournaments.

**3rd Offense:** Suspension for 365 calendar days for the athletic program with no opportunity for the Rehabilitation Clause.

\*When serving a suspension for any rule violation, the athlete is expected to be present at all athletic practices involving his/her team. The athlete is a member of the team and is expected to fulfill this responsibility. Further, during the period of suspension, the athlete will be with the team and dressed in good school clothing. The athlete shall **NOT** be in uniform or warm-up attire. If the athlete does not attend the practices and/or contests or otherwise finish the season in good standing, credit will not be given toward fulfilling the requirements of the suspension. The athlete's conduct could exclude the athlete from further practices and/or contests and/or from the team.

\*If the violation of the Athletic Code occurs in the last fifty percent (50%) of the season, the athlete will not be considered in good standing, and therefore, will forfeit all letters and awards for that sport season. If the violator cannot fulfill the terms of his/her suspension, the suspension does carry over until the suspension is fulfilled. The athlete may or may not practice depending on the coach's discretion. An athlete who's violation occurs in the last 50% of the season may receive their season awards if they finish the season eligible to participate and are in good standing through the completion of the rehabilitation clause of the Athletic Code.

\*An athlete involved in a police action or arrest may be suspended from practice and contests until cleared by the police or courts.

\*Once the parent and student/athlete have signed the Athletic Code Waiver form, this waiver is in effect the student/athlete's entire athletic career.

\*Statute of Limitations - Rules 1 through 4 - twelve (12) months from the day of violation of the Athletic Code is for discovery purposes only.

\*An athlete shall not be in the school building unsupervised.

\*An athlete who stops participating, by his/her own decision, in a sport before that sport's season is completed will not be allowed to be in an organized practice in any other sport in which the seasons overlap until after the last scheduled contest of the team he/she was originally a member unless, the coaches of both teams mutually agree.

\*An athlete must finish a season in good standing in order to be eligible for a sport's award and credit for participation. To finish a season in good standing, an athlete must have met all team rules for both practices and games, turned in all uniforms/warm-ups and equipment in good order, paid all fees pertaining to their respective team, and have paid their Corporation Transportation and Corporation Athletic Fee. Greenfield-Central Athletics reserves the right to submit any unpaid balances to a collection agency for small claims court proceedings with all collection fees paid by the athlete's family.

**NOTE:** If a scheduled contest is cancelled for any reason, that contest shall not be counted in the total percentage of contests of an athlete's suspension. Therefore, only actually played contests will be considered as part of the athlete's total suspension percentage.

**V. Code Implementation** - When it comes to the attention of the principal or athletic director that a code violation may have occurred, the athletic director shall conduct an investigation to determine if, in fact, a violation has taken place. The athletic director shall notify the party/parties being investigated upon confirmation of a code violation.

At this time, the penalty for such a violation will be determined and put into effect at the discretion of the athletic director. Athletes can be suspended during the review process. The review process begins with an invitation extended to the athlete's parents by the athletic director for a conference with the athletic director, assistant athletic director, director of guidance, a department head, the head coach(es) of the sport(s) the student-athlete is involved with, and a head coach not involved with a sport the student-athlete plays for an opportunity to be heard regarding the code violation. If this invitation is not accepted within five (5) days, the opportunity to appeal will be lost. Upon completion of the review conference, the committee will determine if

the action taken was the appropriate action. The party/parties involved shall be notified of the committee's decision. The principal shall notify the athlete's parents in writing within five (5) days of the review committee's decision.

**VI. Hazing** - Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

**VII. Supplements** - Greenfield-Central School Corporation student/athletes should not bring food, athletic, or performance enhancing supplements to school, practices, or contests. Parents of student/athletes found to be in possession of these supplements will be notified.

**VIII. School Attendance** - An athlete must be credited with a full day of attendance in order to practice or participate in a contest any particular day (non-school days excluded). Passports are issued through the Attendance Office and up to two (2) blocks are not considered an absence. An emergency, such as death in the family, a funeral, or other extenuating circumstances will be handled on an individual basis by the principal or athletic director. An athlete who is sent home from school during the day due to illness shall not practice or compete in a contest on that day. Coaches are expected to also stress the importance of athletes being in school and on time the morning after an athletic event.

**IX. Equipment** - Quality athletic equipment is provided in each sport. It is to be used only at times indicated by the head coaches. Athletes are expected to care for this equipment and return it at the end of the season. An athlete must have all equipment turned in and/or financial settlement paid before receiving their athletic awards and before trying out for another sport. Greenfield-Central Athletics also reserves the right to submit the replacement cost of any unreturned equipment/uniforms/warm-ups to a collection agency for small claim court proceedings with all collection fees to be paid by the athlete's family. An athlete may be suspended from the athletic program for unauthorized possession of school owned equipment/uniforms.

**X. Emergency** - Athletes and their parent/guardian should be aware that athletic participation, on occasion, may cause accidental injury. When such an injury occurs, the athletic trainer of Greenfield-Central High School will complete an accident report form.

**XI. Non-School Sponsored Activities (Club, AAU, etc.)** - The participation on Greenfield-Central High School athletic teams shall take priority over AAU or any other non-school sponsored team activities. The Indiana Association of AAU has, as a part of their rules, a statement regarding the above mentioned fact.

**XII. Academic Eligibility** - A student-athlete must be enrolled in a minimum of 6 credit subjects and must be passing at least 6 credit subjects to be considered academically eligible. The athletic department verifies eligibility at the end of each nine week session. Students who are deemed ineligible for academic reasons are not permitted by IHSAA rule to participate against another school in competition.

**XIII. Drug Test Refusal** - Refusal to participate in a Drug Test either during Random Drug Testing, testing due to the Rehabilitation Clause, or at parent request will be counted as a positive test result. This will be treated as a violation of Rule 1.