

MANCHESTER JSHS
STUDENT HANDBOOK OF
ATHLETIC POLICIES &
PROCEDURES



Department of Athletics
N. Manchester, IN
12th Edition
March 2025

MANCHESTER JUNIOR-SENIOR HIGH SCHOOL

STUDENT HANDBOOK of POLICIES & PROCEDURES

TABLE OF CONTENTS

<u>GENERAL INFORMATION</u>	4
PHILOSOPHY of MJSHS ATHLETIC PROGRAM	4
COACHING EXPECTATIONS and RESPONSIBILITIES	4
ATHLETIC STATEMENT	4
ATHLETE	4
DUTIES and RESPONSIBILITIES of the ATHLETIC STAFF	4
ATHLETIC PROGRAM PROFILE	5
 <u>STUDENT INFORMATION SECTION (Alphabetical)</u>	
ACCIDENTS & ATHLETIC EMERGENCIES	6
ATHLETIC REQUIREMENTS FOR ATHLETES	6
ATHLETIC SUSPENSIONS	6
ATTENDANCE	6
AWARDS	6
AWARDS DESCRIPTIONS	7
CAPTAINS	7
CELL PHONES, CAMERA, and SOCIAL NETWORKING POLICY	7
CHANGING A SPORT	8
COLLEGE ATHLETES	8
COMMUNICATION (Coach – Athlete – Parent)	8
COMPLETING ATHLETIC SUSPENSION	8
CONCUSSION / CARDIAC TRAINING	8
CONDITIONING PROGRAM	9
CONDUCT POLICY (athlete)	9-11
CONFLICTS BETWEEN ACTIVITIES	12
CUTTING POLICY	12
DRESS	12
ELIGIBILITY OF STUDENT ATHLETES (per IHSA rules)	12-13
FACILITY, EQUIPMENT, UNIFORM RESPONSIBILITIES	14
FINAL FORMS	14
FIRST TEAM MEETING / PRE-SEASON PARENT MEETING	14
GRADING PERIODS	14
HARASSMENT/BULLYING	14
INCLEMENT WEATHER	15
INSURANCE	16
LETTERING POLICY/AWARDS	16-18
LIMITED CONTACT PERIODS	18
LOCKS	18
MORATORIUM WEEK	18
MULTIPLE SPORT PARTICIPATION	18
MUSIC POLICY	19
OPEN FACILITY PROGRAM	19
PARTICIPATION IN TWO SPORTS	19
PARTICIPATION RULES (per IHSA)	19
PHYSICAL EXAMINATIONS	19
PICTURES	20
PRACTICES	20
RELEASE FROM CLASS	20
SCHOLAR ATHLETES	20
SUSPENSIONS via DUE PROCESS	20
TEAM RULES	20
TRAINING ROOM	20

TRANSFER ATHLETES	20
TRANSPORTATION	20
TRAVEL GUIDE	21
WEBSITE	21
WEIGHT ROOM	21

MANCHESTER JUNIOR-SENIOR HIGH SCHOOL

STUDENT HANDBOOK of POLICIES & PROCEDURES

GENERAL INFORMATION

The publication of this athletic handbook is for the sole purpose of providing information for the successful operation of the total athletic program at Manchester Junior-Senior High School (hereby referred to as MJSHS). The quality of the athletic program depends upon the way you perform your athletic duties and the manner in which everyone works cooperatively to strengthen athletics at MJSHS.

Compliance with the policies contained within this handbook, the IHSAA, as well as the TRC/RRC conference by-laws is not a matter of personal preference or selective enforcement. These policies are designed for the benefit of the total school program and can be revised as appropriate. Suggestions for revisions can be presented individually to the athletic director.

PHILOSOPHY of MJSHS ATHLETIC PROGRAM

Competitive athletics plays an integral part in the educational program at MJSHS. The challenges associated with competition create learning experiences for all athletes and coaches. Interscholastic athletics offer the opportunity for students to be a part of a team, to serve their school, community, and to develop intellectually, physically, and emotionally. Athletes must be taught attitudes of good sportsmanship, fair play, and a respect for individual and team.

ATHLETIC STATEMENT

Participation in high school athletics is a privilege, which carries with it varying degrees of honor, responsibility and sacrifice. Since athletic participation on high school teams is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct established by the administration and other specific coach's rules for their sport. Athletes represent their school and student body. Athletes are to conduct themselves in a manner that is becoming of them, their family, MJSHS, and the community.

ATHLETE

The MJSHS athletes 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, and trainers.

DUTIES and RESPONSIBILITIES of the ATHLETIC STAFF

The Principal shall have complete charge of the athletic program of the school.

The Athletic Director will have immediate responsibility for the effective direction and administration of the interscholastic athletic program. He/she will support the coaching staff, assist in hiring, evaluating head coaches, schedule contests and officials, strive for the best in facilities and equipment, keep and maintain athletic records, supervise and work with coaches, monitor programs and policies, communicate effectively, check and issue eligibility lists, be the official representative of the school and perform other duties as assigned by the building principal.

It is important that the Head Coach is the person responsible for the direction of his/her program and the person charged with the behavior, safety, welfare, and the improvement of his/her team during practices, games, season and tenure. Head coaches will operate their program within the philosophy of MJSHS, organize and assist in coordinating the entire school program as appropriate, evaluate assistant and junior high coaches, be fully aware of legal responsibilities, order and maintain equipment, keep records, recommend candidates for staff and set the pattern for public relations that project the goals of his/her program and MJSHS.

All Assistant Coaches (staff teachers, lay, and voluntary) are charged with the basic responsibilities of being loyal to his/her head coach, be committed to the athletic program and its direction, do

whatever is asked of them in support of the team and school, be aware of all legal factors in coaching and work diligently to be a positive example on the practice field and in competitions.

The Athletic Trainer will work under the supervision of the athletic director. He/she will supervise, direct and be responsible for: first aid, care and rehab of injuries, physician referrals, training room rules and supervision, physical examinations, preparing athletes for practices and competitions, educating coaches on concussion protocol, maintain records of injuries, training student trainers and recommending to the athletic director the purchase of medical supplies and equipment.

ATHLETIC PROGRAM PROFILE

MJSHS supports 14 sports during a given school year.

HIGH SCHOOL: 10 Boys / 11 Girls / 2 Coed – 23 teams

FALL SPORTS

Boys Cross Country
Girls Cross Country
Football
Girls Golf
Boys Soccer
Girls Soccer
Boys Tennis
Volleyball
Cheerleading
Unified Flag Football

WINTER SPORTS

Boys Basketball
Girls Basketball
Boys Swimming
Girls Swimming
Wrestling
Girls Wrestling
Cheerleading

SPRING SPORTS

Baseball
Boys Golf
Softball
Girls Tennis
Boys Track
Girls Track

JUNIOR HIGH: 5 Boys / 5 Girls / 3 Coed – 19 teams

FALL SPORTS

Boys Cross Country
Girls Cross Country
Eighth Grade Football
Seventh Grade Football
Eighth Grade Volleyball
Seventh Grade Volleyball
Cheerleading
Boys/Girls Tennis

WINTER SPORTS

Boys Eighth Grade Basketball
Boys Seventh Grade Basketball
Girls Eighth Grade Basketball
Girls Seventh Grade Basketball
Boys / Girls Wrestling
Cheerleading

SPRING SPORTS

Boys Golf
Girls Golf
Boys Track
Girls Track
Boys/Girls Soccer

MJSHS is a member of the Indiana High School Athletic Association (IHSAA) and the Three Rivers Conference (TRC) and the Running Rivers Conference (RRC) as such abides by the rules and regulations set forth by each organization.

The other members of the TRC are:

Lewis Cass
Maconaquah
Northwestern
Northfield
Peru
Rochester
Southwood
Wabash
Whitko

Other members of the RRC are:

Lewis Cass
Maconaquah
Northwestern
Northfield
Peru
Rochester

Southwood
Wabash
Whitko

Copies of the IHSAA, TRC, and RRC by-laws are on file in the athletic director's office and may be borrowed for review and familiarization. They can also be accessed via the web.

STUDENT INFORMATION SECTION (Alphabetical)

ACCIDENTS & ATHELTIC EMERGENCIES

All accidents or injuries, occurring home or away, must be reported to the athletic trainer as soon as possible. A student accident / injury form should be filled out the day of / after the contest.

Coaches that face emergency situations should ensure the following level of care:

- Utilize medical staff of sponsoring facility when applicable
- Calling 911 in cases of emergency
- Notify parents
- Escort athletes when transported
- Notify athletic directors

ATHLETIC REQUIREMENTS for ATHLETES

Students interested in participating in an athletic department sponsored sport must complete the online forms via Final Forms as well as have a completed IHSAA physical on file with the Athletic Office.

ATHLETIC SUSPENSIONS

Student athletes that have failed to follow the athletic Code of Conduct may be forced to serve a suspension during the athletic season. The duration of suspension is tabulated on a percentage of the varsity scheduling including the first contest of the IHSAA tourney. Scrimmages are not counted in this number. If a student is suspended, they may continue to practice and travel with the team, however they may not dress in competition apparel on the day(s) of the suspended contests. – More detail in the Conduct Policy.

ATTENDANCE

Student athletes at MJSJS must have attended all classes the day of or the day before, in the case of a Saturday contest, to be able to participate in that day's contest. These same rules apply to practices. Approved field trips or school activities constitute attending school. Absences for doctor's appointments are excused provided a note signed by the doctor is given to the school office. Exceptions (funerals / court dates) may be approved through the principal's and/or athletic director's office. If an athlete misses school time and is not allowed to participate, they are still allowed to go to practice – coach may discipline through conditioning as he/she feels appropriate.

AWARDS

All sports are considered major sports at MJSJS. Athletes, as defined are eligible to earn awards. Athletic awards jackets, as well as other athletic awards received by the athlete are intended for the personal use of the recipient and should be worn only by that individual. Award jackets and other awards should be worn appropriately and in good taste. Care should be taken to wear with pride. A student athlete who enrolls at MJSJS from another school may apply for credit for previously earned letters earned toward a jacket award providing that those letters transferred are successfully defended at MJSJS.

In order to be considered for an award, an athlete must be on the team at the end of the season, be academically eligible, be in good standing and receive recommendation of the coach. Athletes who are injured while participating or who are restricted from participation by a doctor may be recommended by the coach for an award.

Athletes will be considered for IHSAA and TRC awards based on the by-laws of each association and the coaching staff's support.

AWARDS DESCRIPTIONS

Junior High Award – First year participation earns a certificate, Second year participation earns a medal, and a Third year participation (only for football, cross country, tennis, wrestling, track, soccer and golf) earns a medal (can earn a certificate, 2nd year medal, and/or 3rd year medal for each sport participated in during junior high years).

Managing Award – Managing chevron will be awarded for Varsity recognition in a sport.

To earn Varsity managing letter: Coaches discretion

Freshman Award – Numerals, with a certificate, will be awarded for a letter earned

Junior Varsity Award – Junior varsity letter, with a certificate and numerals (if not previously received) will be awarded for the first junior varsity letter (chenille Black M). Thereafter, a certificate only will be awarded for each additional junior varsity letter.

Varsity Award – Varsity letter, with a certificate, chevron, and numerals (if not previously received) will be awarded for the first varsity letter (chenille Red M). Certificates and chevrons will be awarded for each additional varsity letter.

Captain Award – Captain chevron will be awarded per each captain (per coaches selections).

Chenille Patches – Will be awarded for excellence in a sport to include: Conference champion; Sectional, Regional, Semi-State, or State qualifier or winner/champion.

Scholar Patches (1-4)– Will be awarded to those students who excel in the classroom based on GPA and class rank.

Letter Jacket – Will be awarded (paid for by the Booster Club) when an athlete has accumulated a total of thirty, (30) points from letters earned. ***AN ATHLETE MUST HAVE AT LEAST ONE VARSITY LETTER TO EARN A JACKET.*** All points are recorded and kept on file in the athletic office.

The point value of each letter is:

Junior Varsity letter = 6 points

Varsity Letter = 12 points

Other ways to earn a letter jacket:

- 1) Once a student-athlete earns a varsity letter, they may purchase a jacket at full cost. This amount will not be refunded at any time.
- 2) A student who earns a letter in band or choir may purchase a jacket at full price.
- 3) A foreign exchange student who participates in a season may purchase their jacket for half price.

Placing of Awards on Letter Jacket

- Varsity letter on left chest
- Chevrons (point down) on left sleeve
- Numerals on right sleeve
- JV or academic letters on right chest or on back
- Patches and name on back of jacket

Honor Award – Will be presented to those seniors who have lettered in 10 of 12 possible sport seasons during their high school career. The award will be presented at the spring sports' awards program.

State Qualifying Pictures – Currently on the wall – may transition to Digital in future. One picture for career will be included with highlights of their accomplishments.

CAPTAINS

Selection process to determine team captains is made by each head coach of his/her respective sport.

CELL PHONES, CAMERA, and SOCIAL NETWORKING STATEMENT

All cell phones and cameras are to be secured unseen within any MJSHS locker room and restrooms; this applies to all athletic related participants (i.e. players, managers, coaches). Those found in violation of the policy will receive immediate consequences, which could include dismissal from the team and consequences outlined in the student handbook. Should an athlete receive an electronic transmission while in a locker room, they should remove themselves from the locker room before accepting the communication. In addition, no pictures should ever be taken in the locker room at any time, with any device that takes pictures.

Student athletes are responsible for information contained in written or electronic transmissions and any information posted on a public forum domain (i.e. Facebook, TikTok, Instagram, YouTube). Any inappropriate, ill-meaning, or derogatory material should not be posted in any public domain and may be subject to school and legal disciplinary action. Student athletes are not precluded from participation in such online social networks; however, student athletes should be reminded that they serve as representatives of their team, the athletic program, and the Manchester Community School Corporation.

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 Manchester student athlete. Any individual identified on a social networking site, which depicts illegal behavior, will be considered in violation and may be subject to athletic, school, and legal disciplinary action.

CHANGING A SPORT

If an athlete is cut from a team, he/she may join another team or program in that sport season. An athlete cannot quit one sport to join another sport until that sport season is concluded (i.e. An athlete cannot quit football to go out for basketball until football season is completed). An athlete may not quit a sport during the season (after first contest) and join another sport that same season (i.e. start baseball, compete in game(s), quit baseball, then join track). The only exception to this policy will be for freshman who request to change sports prior to the start of the contest season in their first sport. The coach of the second sport must approve the athlete's request.

COLLEGE ATHLETES

IHSAA by-laws prohibit graduates from returning and practicing against your team. Those persons whom you as the coach desire to work against your team should be submitted to the athletic director for submission to the School Board for approval (the individual will need to pay for the background check).

COMMUNICATION (Coach – Athlete – Parent)

Each parent should be issued a coach/parent, athletic communication handout at your first meeting. Every coach is expected to follow procedures, which allow for due process for a student-athlete. Be sure that you document problems, dates, times, witnesses, problem and attempted resolution in your daily written practice plans. Speak with the athlete concerning the problem. At the appropriate time, contact the parents to make them aware of your concerns. Let them know of the problem, the attempts to resolve it and the possible disciplinary action which follow if the problem persists. If not yet done, make sure to notify the athletic director of the problem and your actions.

COMPLETING ATHLETIC SUSPENSION

While serving an athletic related suspension, the athlete should be 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. The coach, at his/her discretion, may excuse the athlete from this requirement if circumstances dictate.

CONCUSSION/CARDIAC TRAINING

Indiana State law requires that athletes and parents must be given concussion/cardiac arrest information (also can be found on the athletic webpage) and sign a form that they have received information pertaining to concussions/cardiac arrest and that their athlete may obtain a concussion/cardiac arrest due to participation in their particular sport(s). These forms are now included in Final Forms. Coaches must also have training in the signs and symptoms of recognizing concussions for their sport(s). This must be completed prior to your season and the athletic director

will keep a copy of your certificate on file. Football coaches must complete concussion education every two-years.

CONDITIONING PROGRAM

IHSAA definition – Programs designed for and limited to activities, which promote physical fitness and exclude game drills. Examples of permissible activities are weightlifting, running and aerobic exercising. Specific equipment related to a particular sport i.e. balls, goals, nets, etc. shall not be used.

- a. Students may participate in conditioning at the member school.
- b. Member schools may operate a conditioning program.
- c. Member school coaches may supervise the program provided:
 1. The program is open to all students of that member school.
 2. Attendance and participation are voluntary and not required by the member school coaches for membership on the team
 3. Specific equipment related to a particular sport i.e. balls, goals, nets. etc., shall not be used.

CONDUCT POLICY (athlete)

The following MJSHS athletic rules are in accordance with the IHSAA By-Laws as stated below:

The conduct of participants in athletics at MJSHS, in or out of school, year round, shall be as such:

1. Not to reflect discredit upon our school, and
2. Not to create a disruptive influence on the discipline, good order, moral, or educational environment in our school. Any such misconduct violating these principles shall be subject to disciplinary measures.

ENFORCEMENT OF THE CODE OF CONDUCT:

The principal 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 coach of each sport will reinforce the Code during the year. Parents/guardians and athletes are required to sign the acknowledgment stating they understand the Code and the athlete is subject to disciplinary action should he/she violate the code. This can be completed through Final Forms.

An alleged violation of the Code shall be reported first to the principal and then be followed by an investigation by any of the following...coach, athletic director, assistant principal, principal, or his/her designee. Alleged violations which are more than one (1) year old will not be investigated or subject the athlete to penalty.

The Code will be enforced 24/7 for 365 days, not just on MCS property. An athlete is under the jurisdiction of the Code upon the athletes' promotion from the 6th and 8th grade (the day the 2nd semester grade cards are mailed).

ATHLETIC COUNCIL:

The athletic council is comprised of the principal, athletic director, and the coach of the sport of the athlete in question. The athletic council exists to hear appeals from athletes of decisions of exclusion by the coach and/or athletic department. Recommendations, differing from the already imposed consequences, may or may not be made. Following the hearing the parent(s) or guardian will be notified with five (5) days by the principal or his/her designee of the council's decision. The council may accept, reduce or overturn the exclusion decision but may not invoke a more severe penalty.

APPEALS/HEARING:

An athlete and his/her parent(s) or guardian has the right to a hearing on exclusion by so notifying the principal in writing with in five (5) days after the exclusion decision. The right of appeal is forfeited if not requested within this five (5) day limit.

The purpose of the appeal hearing is to inquire into the athletes alleged violation and to allow the athlete and parent(s) or guardians to present evidence on the student's behalf. The appeal is to

determine whether or not the accused student has forfeited his/her privilege to participate in athletics. This process has no legal implications or requirements.

RULES of the CODE of CONDUCT:

The following rules are specific examples of conduct that would violate the Code set forth above. Conduct that is not covered by these specific examples but that violates the principles of the Code is subject to disciplinary measures.

RULE 1: Athletes shall not knowingly engage in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substances, stimulants, inhalants or being under the influence of any of the above; or possession of drug paraphernalia on MCS property. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Students in violation of this rule are subject to immediate confiscation of the substance and disciplinary consequences.

Athletes shall not knowingly engage in selling, using, possessing, dispensing or being under the influence of an imitation-controlled (look-alike) substance, container or device represented to be alcohol, narcotics, drugs, controlled substance or an inhalant. Athletes seen in possession or using electronic cigarette device or other look-alike substances on school grounds or at school events on or off campus will be subject to immediate confiscation of the electronic cigarette and/or substances.

1st Offense: Automatically suspended from participation in athletic contests and from the team or squad in which the student is participating for 50% of the contests for such team or squad. The student must complete a substance abuse program through a certified substance abuse treatment agency. A release of information form must be signed allowing information to be shared with the school about the student's progress. A student must also test negative for the above-mentioned substances in a "follow up" drug test prior to regaining athletic eligibility. Practice for an athlete who is under suspension is at the discretion of the coach.

2nd and Subsequent Offenses: Suspension from participation in athletics for a minimum of one (1) calendar year (12 months) from the day the infraction is confirmed.

RULE 2: Felonies, misdemeanors, acts of delinquency or status offenses. An athlete who commits a criminal or status offense (other than traffic violations) as determined by legal authorities or by the school administration shall be subject to athletic suspension.

1st Offense: Automatically suspended from participation in athletic contests and from the team or squad in which the student is participating for 25% of the contests for such team or squad, with practice at the discretion of each coach. If the offense is at the level of a felony, The student-athlete will be suspended from athletic participation for one (1) calendar year (12 months) from the day the violation is confirmed.

2nd and Subsequent Offenses: Suspension from participation in athletics for one (1) calendar year (12 months) from the day the infraction is confirmed.

RULE 3: Athletes shall not commit school related acts of disrespect/conduct unbecoming of an athlete, vandalism and/or theft.

1st Offense: Automatically suspended from participation in athletic contests and from the team or squad in which the student is participating for 25% of the contests for such team or squad, with practice at the discretion of each coach.

2nd and Subsequent Offenses: Suspension from participation in athletics for one (1) calendar year (12 months) from the day the infraction is confirmed.

RULE 4: Any athlete who 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 during the

term of his/her suspension. Practice is at the discretion of the coach for any in-school suspended athlete. Out-of-school suspension athletes cannot practice during the suspension time.

RULE 5: Attendance at social events (parties, dances, etc.) is up to the athlete and parents. However, athletes are expected to leave social events immediately where there is illegal use of chemical substances, alcohol or tobacco. Failure to do so implies guilt and violators will be subject to athletic suspension.

1st Offense: Automatically suspended from participation in athletic contests and from the team or squad in which the student is participating for 10% of the contests for such team or squad, with practice at the discretion of each coach.

2nd and Subsequent Offenses: Automatically suspended from participation in athletic contests and from the team or squad in which the student is participating for 25% of the contests for such team or squad, with practice at the discretion of each coach.

RULE 6: Each athletic team must establish team rules for the betterment of the team. These rules can be in excess of the Code of Conduct rules but cannot replace the Code. Team rules are in effect once the coach has presented them, in writing, to the team and the parents.

SELF-REPORTING

If an athlete violates one of the above rules, and they report themselves to the administration, a recommendation will be made to the athletic council to reduce the suspension by 20% of the original suspension. (Example: A 50% suspension would then be a 40% suspension, a 25% suspension would then be a 20% suspension, a 10% suspension would then be an 8% suspension.) The report must be made on the next business day following the violation and all the details of the violation must be presented. If the incident is falsely represented, the original suspension will be put in place and additional discipline may be pursued.

Note: Once during his/her junior high and once during his/her high school career an athlete may seek assistance with a substance abuse issue without athletic penalty. The self-referral must be made prior to being caught or investigated for a substance abuse violation. The self-referral must also be made before a student's name is drawn for a random drug test. After referring oneself to an administrator or coach, the student must complete a substance abuse program through a certified substance abuse treatment agency. A release of information form must be signed allowing information to be shared to the school about the student's progress.

ATHLETIC SEASON DEFINED:

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

FORFEITURE OF AWARDS:

If the violation of the Code occurs in the last one-third (1/3) of the sport season, the athlete will not be considered in good standing and therefore will forfeit all letters and awards for that sport season.

CARRY-OVER SUSPENSION:

If the violation of the Code occurs in the last part of a sport season and the violator cannot fulfill the terms of his/her violation in that sport, the suspension does carry-over until the suspension is fulfilled. This includes their next sport or the same sport next year (i.e. if the suspension is for two football games with only one remaining, the athlete must also miss his first basketball game until the suspension has been served). If a typically one-sport athlete elects to participate in a new sport in order to serve a suspension, he/she will be required to complete this season in good standing in order to fulfill the suspension.

COMPLETING A SUSPENSION:

When serving a suspension, the athlete is expected to be present at all athletic contests and practices involving his/her team or squad. 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. The coach at his/her discretion may excuse an athlete from this requirement if circumstances dictate.

CONFLICTS BETWEEN ACTIVITIES

Activities at MJSBS share many students. From time to time there may be conflicts between activities. The following basic guidelines will be used to determine appropriate resolutions to conflicting schedules.

- A. Any conflicts should be determined within the first five school days prior to the start of the practice season for the fall, winter, and spring respectively.
 - i. Scheduled state athletic association tournaments and state division of student activities contest will have first priority. If a conflict exists between two of these activities, the participating student shall make the choice without penalty.
 - ii. Regularly scheduled contests or scheduled performances beyond item i. shall be the second priority. If a conflict exists between two of these activities, the participating student shall make the choice without penalty.
- B. The student in writing of his/her decision on any conflicts that the student must make a decision should notify each party.
- C. The absence will be considered excused as long as the chain of command was followed.

The following basic guidelines will be used to determine appropriate resolutions to conflicting practice schedules:

- A. Scheduled contests and performances will have priority over any practice (however, the student should attend as much of a practice before leaving – if possible).
- B. General practice conflicts should be discussed with the coach and the sponsor/faculty member to work out any problems.

CUTTING POLICY

The coaching staff is hired for its knowledge and expertise in each sport. It is the discretion of each sport coaching staff to decide the makeup of the team. It may be necessary to cut athletes trying out for the team. Every athlete will be given at least two (2) practices in which to demonstrate his/her skill and abilities. (Exception = Cheerleading: one day tryout). Students cut from a sport have the right to request information from the coach on how to improve his/her skills. Athletes may be dismissed from a team at any time during the season. Reasons for dismissal are listed in the Conduct Policy and as outlined by the coach.

DRESS

When going to an away event or activity as representatives of MJSBS athletics, coaches may require their team members to dress according to individual team rules. Coaches should also dress in a professional manner (should not wear jeans, or t-shirts that are not MJSBS labeled).

ELIGIBILITY OF STUDENT ATHLETES (per IHSA rules)

Each student/parent will receive an eligibility sheet that explains in more detail the eligibility of students per IHSA rules. This form is also available on the athletic webpage.

You may be fully ELIGIBLE for interscholastic competition, if:

1. Age Eligibility (Rule 4). You will not have turned 20 by the scheduled date of the state finals of IHSA Tournament Series in your sport.
2. Amateurism Eligibility (Rule 5). You have not: • Played under an assumed name. • Accepted money or merchandise directly or indirectly for any athletic participation, in your sport. • Signed a professional contract in your sport.
3. Awards and Gifts Eligibility (Rule 6). You have not received, or been 'loaned': • An award in recognition of your athletic talents in your sport which was not approved by your school and the IHSA. • Merchandise as an award, prize or gift, or been allowed to purchase for a token sum. • An award, medal, recognition, gift or honor from a college/university or it's alumni.
4. Conduct and Character Eligibility (Rule 8). You have not: • Conducted yourself in or out of school in a way which reflects discredit upon your school or the IHSA. • Created a disruptive influence on the discipline, good order, moral and educational environment of your school.

5. Consent and Release Certificate Eligibility (Rule 3). You have on file with your principal, each school year, a Certificate (annual physical form) which was completed between April 1 and your first practice in your sport.
6. Enrollment Eligibility (Rule 12). You have: • Enrolled in a school during the first 15 days of the semester. • Been enrolled for no more than 4 consecutive years (or the equivalent, e.g. 8 semesters, 12 trimesters, etc.), beginning with grade 9. Page 2 of 2 • Represented a high school in your sport for no more than 4 years.
7. Illness and Injury Eligibility (Rule 9). You have been absent, due to illness or injury, from practice sessions: • On 5 or more, but less than 11 consecutive days (not including Sunday), but have since participated in at least 4 separate days of practice prior to your participation in an interscholastic contest in your sport. • On 11 or more consecutive days (not including Sunday), but have since participated in at least 6 separate days of practice prior to your participation in an interscholastic contest in your sport.
8. Participation (Rule 15). a. During the Authorized Contest Season in your sport, you have not: Participated in a try-out or demonstration in your sport as a prospective post-secondary school student-athlete. Participated in a practice with or against players not belonging to your school in your sport. Participated in a non-school sponsored contest, in your sport, without an approved waiver. Attended a non-school sponsored camp in your sport. Attended and participated in a student-clinic in your sport. b. During the School Year Out-of-Season in your sport, you have not: Participated in a team sport contest as a member of a non-school team where there was more than the following number of students, who had participated the previous year in a contest as a member of the school team (also including incoming freshmen): Basketball-3 Baseball-5 Football-6 Volleyball-3 Softball-5 Soccer-7. Received instruction in your sport, in a school sponsored program, from an individual who was a member of your school's coaching staff (Exception: see the Limited Contact Program of your school). Participated in a non-school contest during school time without the approval of your school. c. During the Summer, you have not: Attended a school-sponsored fall sports camp/clinic after Monday of Week 5 (See your AD for specific dates). Attended a non-school sponsored camp/clinic after Monday of Week 7 (See your AD for specific dates).
9. Pre-participation Practice (Rules 50 & 101). You have completed the required number of separate days of organized practice in your sport under the direct supervision of your school's coaching staff prior to your participation in a contest.
10. Scholarship Eligibility (Rule 18). You have: • Passed 70% of the full credit subjects, or the equivalent, that a student can take at your school, in the previous grading period (semester grades take precedence of grading period grades). • Been enrolled in 70% of the full credit subjects or the equivalent that a student can take at your school.
11. Transfer and Initial Promotion Eligibility (Rule 19). You have: a. Not transferred from your prior school to your current school for Primarily Athletic Reasons, or, b. Enrolled at your current school for the first time as a 9th grader, or, c. Transferred from your prior school to your current school: And at the same time you and your parents made a bona fide move to a New District or Territory, or, Because you became a ward of the court, or, Because you became an orphan, or, Because your prior school closed, or, And your prior school was not a member of the local state athletic association or was not accredited by the local state accrediting agency, or, Because of a school board mandate for redistricting which involved your prior school, or, Because you enrolled or attended, in error, a wrong school, or, And you transferred from a correctional school to your current school, or, Because you are emancipated and you have now moved to a New District or Territory, or, And you did not participate in a contest for another school or for a club team during the preceding 365 days, or, And your prior school was not a member of the local state athletic association and you have moved back to reside with the same parent or guardian, or, And the transfer is either to or from a Boarding School, or, And you are a qualified Foreign Exchange Student under an approved CSIET program for one year, or, And at the same time your parent or guardian just took a licensed or certified position at your current school, or,
12. Undue influence (Rule 20). Your enrollment at your new school: Was not influenced by anyone seeking to secure you as a student at your new school for athletic purposes. Did not involve a Past Link (see definition).

FACILITY, EQUIPMENT, UNIFORM RESPONSIBILITIES

The school when possible, will replace equipment destroyed through normal wear and tear. If equipment is lost or stolen, the responsibility of replacing will fall on the student-athlete or his/her family.

FINAL FORMS

All athletic information for athletics will be processed through Final Forms. Students that wish to participate in athletics must complete the digital registration process and turn in a completed physical packet (pre participation / consent / physical) to the Athletic Office (or upload to Final Forms). Coaches should utilize Final Forms platform to monitor student-athletes during the season as well as off-season limited contact times.

FIRST TEAM MEETING / PRE SEASON PARENT MEETING

1. Introduce Coaching Staff and identify roles / duties
2. Final Forms Registration / athletic forms / physical
3. Website - squireathletics.com Team pages and "More" tab
4. Academics
 - a. Your expectations
 - b. IHSAA academic eligibility
 - c. IHSAA participation rules (in season / out of season)
5. Team Rules
 - a. Expectations
 - b. Dress Code
 - c. Practice Times, location, and requirements
 - d. Holiday Practices
 - e. Game Schedules
 - f. Necessary Equipment
 - g. Care and responsibility of school issued equipment
 - h. Earning of Playing Time - Player level determination
 - i. Cutting & Lettering Policy
 - j. Game rule changes (if any)
6. Reiterate the dangers inherent to their sport, conditioning, and injury reporting
7. Eligibility - attendance
8. Insurance
9. Fundraising / financial responsibilities
10. Athletic Code of Conduct
 - a. Athletic and Team Policy
 - b. Representation of MJSHS
 - c. School behavior
 - d. Social Media
 - e. Appropriate apparel
11. Travel
 - a. Departure times and returns
 - b. Meals
 - c. Alternate Travel in rare circumstances
12. Awards
13. Parent Help
 - a. Concessions, Gate, Event, Booster Club, Scorebooks
 - b. Role of Parent
14. Proper Communication between Coaches / Players / Parents

GRADING PERIODS

The grading periods to establish eligibility will consist of : Quarter 1, Semester 1, Quarter 3, Semester 2.

HARASSMENT/BULLYING by a Student/Staff/Coach. The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. MCS will comply with the provisions of HEA 1423 (Anti-Bullying Legislation). This will include parameters for investigating, reporting, and providing follow up services to complaints alleging bullying behavior. Students/Parents who have complaints regarding bullying shall notify MCS teachers and administrators immediately. Conduct constituting harassment/bullying may take different forms, including but not limited to the following:

A. Sexual Harassment

Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the corporation or third parties (visiting speaker, athletic team member, volunteer, parent, etc.).

Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexual suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the corporation or third parties.

Physical Contact: Threatening or causing unwanted touching or contact of a sexual nature, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with a fellow student, staff member, or other person associated with the corporation, or third parties.

B. Race/Color/Religion/National Origin/Age/Disability/Other protected forms of harassment

Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the corporation, or third parties. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the corporation, or third parties by refusing to have any form of social interaction with the person.

Nonverbal: Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the corporation, or third parties.

Physical Contact: Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the corporation, or third parties.

Coaches are expected to monitor the behaviors of athletes and managers in their program at all times. This includes time in the locker room, at practice, at games, and on the bus. Reports of bullying and hazing should be reported to the athletic office immediately. The athletic office will investigate and work with the Assistant Principal / SRO if deemed appropriate.

Any coach, who knowingly and voluntarily participates, sanctions, condones, or otherwise promotes hazing, bullying, harassment, or any actions similar to these shall be terminated immediately, with cause, from their at-will employment at Manchester Community Schools.

INCLEMENT WETAHER

Any delays or cancellations of school will be announced through our automated system. On days that school is cancelled, the Athletic Director (with help of Transportation and Administration) will make the call of if / when practices may occur. These practices may be deemed voluntary at this time. The athletic website and Parent Square will be utilized for communication.

Lightning Policy:

PROACTIVE PLANNING

1. Assign staff to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area: a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
3. Develop criteria for suspension and resumption of play: a. When thunder is heard or lightning is seen*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately. b. 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play. c. Any subsequent thunder or lightning* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin. d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device. * – At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.
4. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
5. Inform student-athletes and their parents of the lightning policy at start of the season

Use of all outside facilities will cease when threatening weather exists. These conditions are heavy winds, tornadoes, lightning, driving rain, and excessive heat. The rule of prudent and reasonable judgment should be used. In addition, this policy statement covers all school-sponsored events off school property. Announcement will be made at each venue as to where athletes and spectators should go. School administrators will use any available technology (internet) to determine severity.

INSURANCE

The athletic department does not provide insurance coverage for student-athletes. Each student-athlete is responsible for their own insurance – the school is not held responsible for insurance claims originating from athletic injuries. Coaches are directed to instruct athletes in safe and proper techniques of their sport. However, due to the nature of athletic activity, injury may occur. While the school provides the opportunity for such participation, the parent retains the right of denial of such participation and must carry the responsibility for providing medical care and insurance coverage for their student. Parents are encouraged to have a family insurance policy to cover athletic injuries and the cost of treatment. The IHSAA carries catastrophic insurance to cover major injuries incurred during participation in approved IHSAA sports programs. It should be noted that neither the IHSAA or Manchester High School carry any kind of First Dollar medical insurance for athletic injuries.

LETTERING POLICY/AWARDS

Following are the lettering standards for each MJSHS sport, which must be met in order to receive the respective letter. In addition to these standards, athletes must finish the season in good standing to be eligible for letters and awards.

Individual Awards

Squire Award – will be presented to one athlete in each sport. The Squire Award is presented to individuals who display a positive attitude, academic success, outstanding athletic ability, as well as being a member of the varsity team.

Rotary Mental Attitude Award – will be presented to one athlete in each sport. The Rotary Mental Attitude Award is presented to individuals who compete at the varsity level while maintaining an outstanding mental attitude in their respective sport.

Varsity Individual Awards – each varsity team will have a maximum of three (3) awards to present to individuals from their respective sport (coaching staff can determine the name of each of these awards as well as how it is determined who receives awards).

Junior Varsity Individual Awards - each varsity team will have a maximum of two (2) awards to present to individuals from their respective sport (coaching staff can determine the name of each of these awards as well as how it is determined who receives awards).

BASEBALL

- Varsity – all athletes, except pitchers, must participate in 25% of the total varsity innings. Pitchers must average pitching 1 inning per total number of varsity games played.
- JV – any athletes who did not receive a varsity award but was carried on the varsity squad and finished the season in good standing. Also all athletes, except pitchers, who participated in 25% of the total junior varsity innings. Pitchers must average pitching 1 inning per total number of junior varsity games played.

BASKETBALL (Boys' and Girls')

- Varsity – athletes must participate in 25% of the total varsity quarters
- JV/C-Team – an athlete that did not receive a varsity award or participated in 25% of the junior varsity quarters.
- Freshman – any athlete who plays in 25% of the total freshman quarters played (if there is a freshman team).

CHEERLEADING

- Varsity – any athlete completing the season (fall, winter) on the varsity squad (cheers at every boys and girls home and county away games).
- JV – any athlete completing the season (fall, winter) on the junior varsity squad (cheers at every boys and girls home and county away games).

CROSS COUNTRY (Boys' and Girls')

- Varsity – Top 7 runners for over 50% of the varsity meets or top 7 runners for conference and/or tournament meets.
- JV – an athlete who did not receive a varsity award.

FOOTBALL

- Varsity – all athletes who play in 25% of the varsity quarters.
- JV/C Team – any athlete who played in 25% of the total JV/C quarters played.

GOLF (Boys' and Girls')

- Varsity – must participate at the varsity level in at least 50% of the matches or invitationals or participate in at least 4 varsity matches or invitationals and the Sectional or record one of the top 3 scores at the Sectional meet.
- JV – any athlete who did not receive a major award or who participated in 50% of the junior varsity matches.

SOCCER (Boys' and Girls')

- Varsity – athletes must participate in 25% of the total varsity halves.
- JV – an athlete that did not receive a varsity award or participated in 25% of the JV halves.

SOFTBALL

- Varsity – all athletes, except pitchers, must participate in 25% of the total varsity innings. Pitchers must average pitching 1 inning per total number of varsity games played.
- JV – any athletes who did not receive a varsity award but was carried on the varsity squad and finished the season in good standing. Also all athletes, except pitchers, who participated in 25% of the total junior varsity innings. Pitchers must average pitching 1 inning per total number of junior varsity games played.

SWIMMING (Boys' and Girls')

- Varsity – swimmers earn the varsity award by scoring 4 times as many points as the total number of dual swimming meets in which the team participates. Divers earn varsity award

by scoring 1.5 times as many points as the total number of dual diving meets in which the team participates. An athlete may earn a varsity award by placing in the sectional finals in an individual event.

- JV – swimmers and divers not earning a varsity award earn a JV award if they participate in 2 varsity contests.

TENNIS (Boys' and Girls')

- Varsity – all athletes must participate in 25% of the scheduled contests at the varsity level.
- JV – any athletes who did not receive a varsity award but was carried on the varsity and participated in 25% of the junior varsity contests.

TRACK (Boys' and Girls')

- Varsity – athletes must score the same number of points, as there are regular season meets. Varsity awards may also be earned by scoring a team point in the conference or sectional championship meet.
- JV – an athlete who did not receive a varsity award.

VOLLEYBALL

- Varsity – an athlete must participate in 25% of the total varsity matches.
- JV – an athlete who did not receive a varsity award but did participate in 25% of the JV matches.

WRESTLING

- Varsity – an athlete must participate in 25% of the total varsity matches, with each dual and/or tournament counting as on participation.
- JV – an athlete who did not receive a varsity award but participated in 25% of the total junior varsity matches, with each dual and/or tournament counting as on participation.

SPECIAL AWARD CONSIDERATION

1. An athlete may be given a varsity award after four (4) years of participation in the same sport.
2. The top athlete on a team in an event for the season may be awarded a varsity award, regardless of other requirements.
3. Athletes may earn an award/letter by being a major contributor to the success of their team.
4. If an athlete is injured during the season, the coaching staff will evaluate and determine if an award should be given.
5. A participation certificate will be awarded to any athlete who completed the season and did not earn a Varsity, JV, or freshman award.

LIMITED CONTACT PERIODS

Coaches must be aware of out of season contact periods. These dates (corresponding to sports in question) can be found on the IHSAA website. These periods allow up to 3 sessions a week for a maximum of 2 hours per session and Member Schools do not exceed its maximum number of limited contact sessions per sport.

LOCKS

All athletes should have a school provided lock on their athletic locker. These are available for purchase (\$10) from the Treasurer. These are good for the life span of being a student-athlete at MJSJS. If a non-purchased school lock is on a locker and it needs to be entered, MJSJS will cut the lock off without reimbursement. Manchester JSJS is not responsible for lost items.

MORATORIUM WEEK

RULE 15-2.5 & 2.8 - Each member school shall observe a moratorium starting on Monday of the week, which includes July 4th. During this seven-day period, there shall be no contact between athletes and coaches, and no athletic activities, including conditioning, conducted. The IHSAA has added a second moratorium time period (5 days) for the summer (days / week are decided by the school).

MULTIPLE SPORT PARTICIPATION

It is the position of MJSHS athletic department to encourage participation in as many sports as an athlete may wish, subject to the constraints of the two-sport participation policy. Discouragement of such participation, overtly or through the use of subtle pressure by any coach, is considered a breach of the ethics of coaching.

MUSIC POLICY

Music being played during practice and games should be appropriate for the education-based athletics setting. Music should not require radio edits or clean versions. The head coach is responsible for ensuring this expectation. This expectation also extends to the locker room and bus.

OPEN FACILITY PROGRAM

Summer Open Facility Program – Program in which the gymnasium, playing field or other school facilities are open for athletic participation on a voluntary basis, to (i) all students who attend the school, (ii) all students who attend a feeder school of the school sponsoring the program, and (iii) to incoming 9th grade students from non-Feeder Schools who have Enrolled at the School, and (iv) to transfer students who have Enrolled at the School and who have completed and submitted to the IHSAA the first section of an IHSAA Transfer Report.

PARTICIPATION IN TWO SPORTS

Student athletes may participate in only one MJSHS sponsored sport per athletic season. Exceptions: a soccer player may kick on the football team / a Fall cheerleader may play Fall girls golf.

PARTICIPATION RULES (per IHSAA)

Baseball:	28 games, no tourney / 26 games, one tourney / one scrimmage allowed Pitching restrictions based on the number of pitches in a game
Basketball:	22 games, no tourney / 20 games, one tourney No player may participate in more than five (5) quarters in one session
Cross Country:	14 total meets
Football:	9 games Four (4) varsity quarters per week / or 5 quarters per week with no more than 2 varsity quarters. Do not count varsity quarter if player participates only in a kicking down.
Golf:	18 matches
Soccer:	16 matches, no tournament or 14 matches and 1 tournament
Softball:	Same as baseball – no pitching restrictions
Swimming:	18 meets
Tennis:	22 matches (max of 5 tournaments) – matches not to exceed 22
Track:	16 meets – athlete allowed four events in any season meets
Volleyball:	23 matches + 2 tourneys / allowed no more than 9 matches per week or 4 matches per day / players cannot participate in more than one level of team play in a given tournament.
Wrestling:	18 dual meets (see IHSAA by-laws for counting guidelines in regard to tournaments, etc)

PHYSICAL EXAMINATIONS

All athletes are required by the IHSAA to have a completed physical exam completed and signed by a person licensed to practice medicine in the state of Indiana. This is to be on file with the athletic director before being allowed to practice in any sport. Physical exams are the responsibility of the athlete and his/her family. Physical exams for the next year may not be dated before April 1 of the current school year.

PICTURES

A photographic studio will be contracted to take team and individual photos. The athletic office and the studio representative will arrange dates and times for these sessions. Order forms and schedule will be issued in advance of the date of the media day.

PRACTICES

1. All team members are expected to attend all practices
2. The coach sets practice schedules during school vacations and only the coach can excuse an athlete from practice. If school is cancelled by weather, the athletic director who will coordinate the decision with the principal and the superintendent's office must approve practice. The coaches and media will be notified. If school is released early due to weather or road conditions, all practices will be evaluated based on the weather.
3. There shall be no school practices or school sponsored meetings, clinics, etc. on Sunday. Calling one or more team members together on a Sunday for studying, scouting reports, viewing game film, and kind of preparation, etc. is a violation of IHSAA rules.

RELEASE FROM CLASS

There are few times or reasons why a student-athlete should ever miss class for athletic reasons. State tournament series practices or events and related luncheons/dinners are examples of excusable releases. Excused release from a class is handled through the main office.

SCHOLAR ATHLETES

Any student athlete achieving a 3.17 GPA or higher during the designated grading period for each season will be given a Scholar Athlete Certificate during that season's awards program. Upon the first recognition as a scholar athlete each year, the athlete will also be presented with a patch for their letter jacket. A scholar athlete team will also be recognized during each fall, winter, and spring season. A female and male Senior Scholar Athlete of the year will be recognized at the spring awards program.

SUSPENSIONS via DUE PROCESS

A due process suspension (in-school or out-of-school) makes a student-athlete ineligible for competition and practice for the duration of the due process.

TEAM RULES

Each athletic team must establish team rules for the betterment of their team. These rules can be in excess of the Code of Conduct rules but cannot replace the Code. A copy of these rules must be reviewed and on file in the athletic director's office. Team rules are in effect once the coach has presented them, in writing, to the team and the parents.

TRAINING ROOM

The training room is located adjacent to the gymnasium. Student-athletes are not permitted in this room without adult supervision. The training room is for the treatment and rehabilitation of injuries. Parkview Sports Medicine provides a certified athletic trainer for MJSHS athletes. Athletes are to abide by the rules and instructions of the athletic trainer.

TRANSFER ATHLETES

Each head coach is responsible to check candidates for the team to see if any athlete is from another school or country. If the face is not familiar or there is doubt, check! Transferring students or foreign exchange students must fill out specific paperwork and be cleared by the IHSAA before they are eligible for any competition.

TRANSPORTATION

Manchester provides transportation to and from athletic events via bus or minibus. The transportation schedule is established by the athletic director with the consultation of the head coach of each sport. The transportation information can then be accessed through the website link that is provided in the seasonal coaches meeting. Coaches should relay departure times to the team / student-athletes and make sure parents are aware of approximate return time.

Busses must always be supervised. As a driver of the minibus, it is important to know that seat belts are on at all times, and that you inform all students of the requirement to wear seat belts prior to the trip. Please clean the bus after each trip.

If you and your team are stopping anywhere to and from the event, the bus driver must be notified ahead of time. If this is for a meal, coaches are responsible for feeding the bus driver.

Athletes are expected to travel to and from athletic events in school provided transportation. The exceptions are:

1. Prior to departure from an event site, the athlete's parent/guardian must complete and sign the Return Transportation Authorization Form in the coach's presence and explain the reason for the exception.
2. The athlete must ride with their parent/guardian.
3. Athletes may not ride with another parent or friend – unless they fill out the Alternate Authorization Form prior to departure to the event.

TRAVEL GUIDE

Can be found on the IHSAA web page for information on all school locations.

WEBSITE

squireathletics.com

This athletic website is our best tool to inform our fans and promote our programs. Coaches are expected to keep their pages up to date with schedules, calendars, pictures, game results and pertinent information. Coaches need to complete their press box within 2 hours of game completion. This website is where all info related to Squire athletics is found. Coaches should make parents and fans aware of this website to stay up to date.

WEIGHT ROOM

The weight room has become an integral part of the athletic program. In –season athletic teams always have first priority for its use. Second priority is given to teams who are conditioning for the next season, e.g. basketball in the fall, softball in the winter, etc. at no time should athletes be allowed in the weight room without supervision. If unsupervised athletes are using the weight room, it is your duty to ask them to leave and then lock the doors to the weight room (or you stay and provide supervision). Weight room scheduling will change (2025-2026) once Strength & Conditioning class is established.