

Vincennes Lincoln



2025-26 Coaches Handbook

PHILOSOPHY OF VINCENNES LINCOLN ATHLETICS

The philosophy of the Vincennes Lincoln Athletic Department is to provide the best opportunities for its student-athletes to excel in teamwork, sportsmanship, self-discipline, and moral character.

PURPOSE OF VINCENNES LINCOLN ATHLETICS (STUDENT-ATHLETE HANDBOOK)

The primary purpose of athletics is to help young adults grow into respectable citizens. By following the guidelines set forth in this handbook, the ideals you exemplify in athletics will become a part of your personality and character and will be a model to those who watch you perform.

You assume many responsibilities when you wear the colors of Vincennes Lincoln High School. Most athletes are responsible people and succeed because of this characteristic. Those who fail to meet their responsibilities, as an individual and team member, may be a detriment to themselves, the team, and the school.

Interscholastic athletics, historically a significant part of the total educational program, contribute effectively to the lives of the participants by providing competitive opportunities, fostering initiative to succeed, providing leadership experience, and numerous opportunities for self-discipline. You have inherited a great athletic tradition built by many coaches and athletes over a period of years. One of your challenges is to contribute to that tradition with your best efforts and enjoy a very satisfying experience.

The "success" tradition of the Vincennes Lincoln Athletic Program involves responsibilities for all prospective and participating athletes. Those entering the program should have an idea of these responsibilities and have the willingness to accept and maintain them.

Taking advantage of the opportunities presented by the Vincennes Lincoln Athletic Program can contribute to the successes that will be yours as you participate in the future.

STUDENT-ATHLETE DEFINED

A student-athlete is defined as all young men and women who represent a team that engages in interscholastic competition and further includes cheerleaders, dance team, student managers, statisticians, and all other students who may assist a team.

COACH DEFINED

A coach is defined as a person that has signed a contract with the Vincennes Community School Corporation to coach a specific school sanctioned school sport/activity.

VOLUNTEER COACH DEFINED

A volunteer coach is defined as a person that has agreed, with the approval of the Vincennes Community School Corporation, athletic department and the principal, but with no signed contract, to assist a specific team during a season.

SELECTION CRITERIA FOR VOLUNTEER COACHES

Volunteer coaches recommended for their respective positions are to complete an application, background check, and must be approved by the athletic director, principal, and school board.

ATHLETIC ADMINISTRATION/COACHING STAFF AND RESPONSIBILITIES

Chain of Command If a coach wishes to discuss a situation, please follow the chain of command and its procedures. The head coach is responsible for communication with the athletic director regarding any questions, concerns or issues. Assistant coaches communicate with the head coach for any questions, concerns or issues they have. The head coach can then communicate the assistant coach's thoughts with the athletic director. For situations that need further discussion, the athletic director will contact the principal for assistance. If additional assistance is needed, the principal and athletic director will request assistance from the superintendent, who may involve the school board.

At NO time is it appropriate to NOT follow the chain of command.

The **Principal** is responsible for the entire athletic program. These responsibilities may be delegated to the athletic director.

The **Athletic Director** is responsible for the effective direction, administration, and decision making of the interscholastic athletic program and reports directly to the Principal. The athletic director will support the coaching staff, assist the principal in the recommendations on the hiring and termination of coaches, supervise head coaches, schedule

contests and officials, develop and maintain a budget, oversee facilities and equipment, maintain accurate athletic records, develop and administer programs and policies, communicate effectively with the school, coaching staff and community, and other duties assigned by the principal.

The **Head Coach** The high school head coach shall coach the varsity team, maintain and coordinate a total program, keep records, and be fully aware of legal responsibilities. The head coach will also operate their program within the philosophy of the Vincennes Community School Corporation Philosophy, act in an advisory capacity to the athletic director on matters pertaining to the athletic department, set the pattern for public relations that project the goals of their program and any other responsibilities as assigned by the athletic director.

The **Assistant Coaches** are charged with the basic responsibilities of being loyal to their head coach, committed to the athletic program and its philosophy and direction, and those duties as assigned by their head coach.

ATHLETIC DEPARTMENT TERMINOLOGY

Summer Camp/Activities Whether summer athletic activities are sponsored by a member school or a non-school organization, students may participate so long as:

- a. Participation is **voluntary**;
- b. Merchandise and awards, other than those of symbolic value, may NOT be accepted for athletic proficiency. Students must remain an amateur.

Limited Contact Program (RULE 15-2.5)

Limited Contact Program: *(During the School Year-Out of Season)* is a program in which the use of the **School's gymnasium, playing field or other school facilities** is open only to students who attends the School, or a Feeder School of the School sponsoring the program, is open to all such students and participation is on a voluntary basis. Member Schools have autonomy in determining the structure of their Limited Contact Period, provided that Student-athletes who participate in Limited Contact Program sessions may do so only at a maximum of **Three (3) times per week for a maximum of Two (2) hours per session, and Member Schools do not exceed its maximum number of limited contact sessions per sport.** The max number of limited contact sessions allowed per sport, along with the open contact dates, is listed in the link below. As always, limited contact activities must be scheduled in Eventlink.

To view the Limited Contact Program Dates Sheet follow the link below. You can also find the sheet in the MORE TAB at www.vincenneslincolnathletics.com.

https://drive.google.com/file/d/14WLJ9q4K3IB4fauaryqjwlsnL7iXOJa4/view?usp=drive_li

Strength & Conditioning is defined as a program designed for and limited to activities that promote physical fitness and exclude game drills.

Examples of permissible activities are weight lifting, running, and aerobic exercise. Specific equipment related to a particular sport, i.e. balls, goals, nets, etc. shall not be used, with the exception being baseball/softball being allowed to do arm conditioning with a ball. During arm conditioning, athletes are not allowed to squat in a catcher's position and throwing off of a mound is prohibited.

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

The **Pre-season** is defined as the **two-week period** of official practice prior to the first date that regular-season contests can take place (**Click the link for Future Important Dates: [FUTURE IMPORTANT DATES](#)**)

The **Athletic Season** is defined as that period of time that commences from the first legal day of practice, as defined by the IHSAA, and concludes with the athletic department award program.

The **Athletic Schedule** is that schedule beginning with a scrimmage, if applicable, or the first contest of the season, and ending with the final contest of the season.

Drug Testing. All Vincennes Lincoln Middle-High School athletes are subject to a random or reasonable suspicion drug test. Tests are administered by school administrators.

Coaches Pass Passes for coaches to gain admission to all Vincennes Lincoln Middle-High School Athletic Events. Head coaches receive two Coaches Passes and assistant coaches receive one Coaches Pass. All Coaches Passes must be returned when a coach leaves the staff.

IHSAA SANCTIONED SPORTS BY SEASON

Fall Sports Teams: Football, Girls Volleyball, Girls Cross Country, Boys Cross Country, Girls Soccer, Boys Soccer, Girls Golf, Boys Tennis, Cheerleading (UNSANCTIONED)

Winter Sports Teams: Boys Basketball, Girls Basketball, Boys Basketball, Boys Swimming, Girls Swimming, Boys Wrestling Cheerleading (UNSANCTIONED), Dance Team (UNSANCTIONED)

Spring Sports Teams: Girls Tennis, Boys Track, Girls Track, Girls Softball, Boys Baseball, Boys Golf, Unified Track

COACHES CHECKLIST OF RESPONSIBILITIES

1. **Responsibility:** As a coach of Vincennes Lincoln, you are entering into a contract with the Vincennes Community School Corporation. By signing the Contract for Employment or agreeing to be a volunteer coach, you are legally responsible to provide every student athlete with a safe environment. It is the expectation of the Vincennes Lincoln Athletic Department that you conduct yourself in a manner that creates a positive culture for every student-athlete in your assigned program. Failure to do so will not be defensible by the Athletic Department. It is imperative that coaches are continually aware of their appearance, language, body language, and 'sideline' behavior. Each of us is a representative of our school philosophy and rules of the game. We live in a fishbowl and therefore are charged with the responsibility of being seen and judged by our actions. We are to be a positive role model for our student-athletes, school, and community. If a coach is ejected from a contest, the coach will miss the next two (2) games automatically and if there are subsequent removals, additional penalties can be imposed by the Vincennes Lincoln School Administration.
2. **Accidents/Injuries:** All accidents or injuries incurred in practice or a contest in the IHSAA sanctioned sports, cheerleading and dance team are to be reported to the trainer and/or coach immediately. This will allow for the appropriate sports medicine support from our sports medicine staff.
3. **Locker Room Supervision:** It is the responsibility of the head coach and coaching staff to actively monitor the locker room anytime your team uses the locker room in preparation for a team activity.
4. **Athletic Awards:** The coaching staff will be responsible for a variety of awards. The athletic department will provide the paperwork and guidelines to the coaches in order to determine the appropriate awards.
 - Varsity Letters, The athletic department will provide these awards.
 - Awards program plaques will be ordered and paid for by the athletic department. The coach, through their club account, will pay for awards above those provided by the athletic department.

AWARDS INFORMATION FOR VINCENNES LINCOLN STUDENT-ATHLETES

At Vincennes Lincoln, all student-athletes participating in sanctioned interscholastic sports are eligible for athletic awards. The awards are described below along with the following basic guidelines.

- A student-athlete must complete their season in good standing in order to receive their award.
- Student-athletes earn their awards based upon criteria established by the head coach and athletic department.
- The following information indicates the types of awards that can be earned by a student-athlete. All high school student-athletes are eligible for varsity competition.
- Varsity Letter - Requirements determined by the athletic department and the head coach.
- Full Varsity Team - Athletic Department provides 5 award plaques - Awards determined by the coach

- Full J.V. Team - Athletic Department provides 3 award plaques - Awards determined by the coach
- Full Freshman Team - Athletic Department provides 2 award plaques - Awards determined by the coach

Letter Jacket Eligibility Requirements

When varsity letter requirements are met, the athletic department purchases one (1) varsity letter "V" per student-athlete, along with the sports emblems, and bars that go on the varsity letter "V".

- Three times per school year, Neff, the vendor that the school uses for letter jackets and patch orders, will come to the school to size athletes for jacket orders and to take patch orders.. Jackets and patches can also be ordered directly through Neff. Please visit [LETTER JACKET AND PATCH ORDER INFO](#) where you will find the letter jacket and patch order forms that have the phone number for Neff, along with ordering information. The order forms are also available in the athletic office. For additional information, please contact Neff at 502-445-2747
5. **School Day Attendance:** Coaches are responsible for informing their student-athletes that they must be in attendance by the **START of 2nd PERIOD and REMAIN IN ATTENDANCE for the REMAINDER of the school day to be eligible to participate in practice or a contest on that day.** With a valid note, medical appointments, funerals, etc. are exempt from this rule. Any questions should be asked and answered before an absence occurs. Student athletes who are found to have violated the rule after the fact will observe the activity equivalent restriction on the next practice or contest date. This means a practice for a practice or a contest for a contest. NOTE: A parent calling the school so that their student can leave is **NOT** a valid excuse and the student will **NOT** be allowed to participate in a practice or contest on this date unless they have a medical note. If a student athlete breaks this rule, the front office will email the coach and the athletic director of the infraction. The coach is to inform the student athlete that they will not be allowed to participate on the date of the infraction.
 6. **Athletic Insurance:** Head coaches are to inform their athletes and their parents that the Vincennes Community School Corporation does **NOT** provide insurance to student-athletes. The family of the student-athlete is responsible for the payment of medical bills accumulated from injuries sustained during athletic participation. For those interested, information on a low-cost insurance policy that covers athletics is available in the Vincennes Community School Corporation office or by calling (812) 882-8480
 7. **Bodily Fluids:** Each coach also has the responsibility of knowing the rules concerning body fluids and continued competition by a student-athlete in their sport.
 8. **Changing a Sport:** All head coaches are to inform the athletic department of any athlete who wants to transfer from one sport to another during a given sport season. Approval must be given by the athletic director and principal. Each instance will be handled on a case by case basis.
 9. **Clinic Attendance/Coaches Associations:** All Vincennes Lincoln coaches are encouraged to attend professional clinics to enhance their coaching skills. The athletic department will generally, if funds are available, pay for the costs associated with the attendance of head coaches. Varsity head coaches are required to belong to the state high school coaches association. The athletic department will pay for the varsity head coach's dues for the coaches association.
 10. **Collegiate Recruiting:** The head coach is responsible for advising and assisting their student-athletes with college athletic opportunities. Information regarding NCAA standards and the NCAA Clearinghouse is available in the Guidance Office and also available in the more tab at <https://www.vincenneslincolnathletics.com/>
 11. **College-Bound Athletes and Recruiting:** College recruiters are welcome to visit Vincennes Lincoln to talk about their school with our student-athletes. These visits should be arranged between the school, the family, and the coach. Student-athletes will not be dismissed from class(s) to meet with a college recruiter. These appointments should be made during study halls, lunchtime, or after dismissal from school. The head coach is responsible for scheduling, through the main office, any such meetings.
 12. **Conflicts Between Events:** When an athletic contest, practice or function is scheduled against a school activity, the head coach is to inform the student-athlete that it is their responsibility to resolve the conflict and there will be no penalty for choosing a school activity over a team practice or contest.
 13. **Dress:** As representatives of Vincennes Lincoln athletics, when competing in a contest or taking part in any kind of award program or team function, coaches and student-athletes are expected to dress and wear their clothing in an appropriate manner.

14. **Final Forms:** Coaches are required to use their Final Forms for attendance at each activity, and checking if athletes are eligible for activities. If a student-athlete is highlighted in red in Final Forms, they are NOT eligible to do any team activities. If a student-athlete is highlighted in green on your roster then they are eligible to participate. If a student-athlete is not on your roster then either they have not started the process of completing their Final Forms registration or they did not choose your team as a team that they want to participate in during the registration process. ONLY the parents or the athletic director can add a student-athlete to a team. An athlete may NOT participate until they are on your roster because you cannot take attendance until they are on your roster. Taking attendance daily in Final Forms is MANDATORY.
15. **Emergency Medical Forms:** All coaches are to have their Final Forms roster up to date. All Emergency information is in Final Forms. Coaches are responsible for removing student-athletes who are cut or quit from their roster. Only parents or the athletic director can add student-athletes to your roster. If a student-athlete is not on your roster then they cannot participate in any way due to the coach not being able to take attendance or see if the student is eligible to participate.
16. **Emergency Medical Plan:** Each head coach must prepare an emergency medical plan that will allow the coaching staff to deal with an injury to a student-athlete or other staff member. This plan will dictate what each coach is to do during an emergency. The entire coaching staff and the team should review the plan. In the event that only one coach is available, a plan should be in place to seek assistance from a parent, student-athletes, or, if at an away contest and no help is available, stop the contest and proceed with the bus to the hospital.
No student-athlete is ever to be at the hospital alone. The Athletic Director or Principal should be made aware of a serious injury situation ASAP.
17. **Eligibility:** The head coach is responsible for checking the eligibility status of all members of teams within their sport. If the athletic department has not alerted you or you are unsure, you can check by emailing your roster to Kalissa Johnson (johnsonk@vcsc.k12.in.us) at least one week before your first contest. The athletic department checks eligibility at the end of each grading period and documents it in Final Forms.. Under IHSAA eligibility standards, all team members are required to be enrolled in a minimum 5 classes and per IHSAA by-laws, all students are required to pass a minimum of 5 classes. Grades at the end of the school year determine eligibility for the following fall sports season.
18. **Facility/Equipment Responsibility:** All coaches are responsible for the care and general upkeep of their facilities. The corporation completes most work, but the coaching staff can assist in many different ways. It is important that you oversee your facility both in and out of season. Facilities and equipment should be checked on a regular basis and concerns should be addressed to the athletic department. Please check scoreboards and facility lighting at least two weeks before your sport season begins. Contact the athletic director with any work orders that need to be submitted. At the end of your sport season, all equipment, flags, and banners should be taken down and placed in your storage area. When using the weight room, all equipment should be placed back in its designated area.
19. **Fund Raising:** Fundraising is optional for each team. All fundraising done by a team must be approved by the Principal. **(See the Coaches Quick Links link below for the form)**
20. **Hazing/Initiations:** All coaches are to watch for and discuss hazing. Hazing or initiation of any team member by other team members is prohibited. All acts of hazing are to be reported to the athletic director and the principal immediately.
21. **Inventory:** The head coach is responsible for all present equipment and for completing an inventory of all items related to their team.
22. **IHSAA Physical Form:** Every Vincennes Lincoln student-athlete is required by the IHSAA and the Vincennes Lincoln Athletic Department to have a valid IHSAA physical examination form completed and on file with the athletic office before participating in ANY summer activity, conditioning, practice, or contest. Physical exams are the responsibility of the athlete, their parents and must be dated after April 1 of each year. If a coach allows an athlete to participate in any of the above activities, both the coach and athlete are in violation of the IHSAA and Vincennes Community School Corporation rules and regulations. Physical forms are tracked in Final Forms.
23. **IHSAA Tournament Entry Form:** The head coach is responsible for the timely submission of their IHSAA Tournament Entry Form for tournament competition through Final Forms.
24. **IHSAA Transfer Report:** The head coach is responsible for informing any high school student-athlete who has transferred into Vincennes Lincoln that they must have a completed IHSAA Transfer Form on file before they can begin practice. The coach is to inform the athletic director of any student-athletes who have transferred and have an interest in participating. No activity is to be allowed until the transfer and a parent has met with the athletic director. Incoming freshmen who have never attended another HIGH SCHOOL are NOT required to do the transfer report.

25. **IHSAA Participation Rules:** The head coach will review, with all their athletes, the IHSAA participation rules to make certain that all of their student-athletes meet all IHSAA participation rules.
(See IHSAA Participation Rules Below)
26. **The Number of Practices Rule:** The head coach is responsible for keeping track of the number of practices that their athletes complete. With the exception of girl's golf, a student-athlete must complete EIGHT (8) separate days of organized practice under the supervision of the coaching staff in order to participate in a contest. Individual athletes moving directly (within one week) from one sport season to the next sport season may be eligible to participate in the following season contest after (5) five separate days of organized practice under the direct supervision of the coaching staff in that sport. 5 practices must be completed before participating in an official IHSAA scrimmage. The scrimmage does count as a practice.
27. **Middle School Athletic Programs:** The high school head coach has the responsibility to direct and work with the middle school coaches of their sport. Public relations, teaching fundamentals, terminology, playing time, equipment assistance, and other matters are to be worked cooperatively to ensure the best possible experience for our athletes and coaches.
28. **Collegiate National Letter of Intent:** Vincennes Lincoln student-athletes that sign a National Letter of Intent for collegiate athletics will have a media release sent to the local media by the athletic department for this achievement. The head coach is responsible for letting the athletic department know of any collegiate signings.
29. **Officials:** The head coaches are expected to work with the athletic department in the selection of officials. The athletic department will make the final decision in the selection of all officials.
30. **Open Facility/Field:** See the **Limited Contact Program (RULE 15-2.5)** above. Practices MUST be scheduled on Eventlink and preference will be given to in-season sports.
31. **Participation in Two Sports in One Season:** Student-athletes may participate in more than one sport during a season. The coaches involved with this athlete will be expected to meet with the prospective student-athlete to discuss and agree as to how this will take place. A dual sport
32. **Parent/Team Meeting:** It is MANDATORY that all head coaches have a pre-season parent/team meeting. As a coach, you are completely responsible for the behavior, safety, and welfare of your team during practices and contests. This first team meeting with the parents and student-athletes is the most important meeting you will have in terms of legal responsibilities, setting the tone for your season success, and reviewing your team's rules and the policies of the athletic department. You may include as much as you feel necessary at this meeting, however, be sure that you stress to the parents and student-athletes the following items:
- Review the IHSAA physical examination policy. Collect physicals if available.
 - Specific team rules that are not covered in the Athletic Handbook for Student-Athletes.
 - Training room, sports medicine trainers, and the reporting of injuries.
 - IHSAA eligibility requirements.
 - Review the Vincennes Lincoln academic eligibility requirements.
 - Pass out and review the Student Athletic Handbook and obtain a signature of receipt.
 - Review the varsity lettering policy for your sport.
 - Review the letter jacket policy.
 - Inform parents that the Vincennes Community School Corporation does **NOT** carry insurance on student-athletes.
 - Review the risk of injury inherent in athletics and obtain a signature of understanding.
 - Review the policy of riding the team bus to and from a contest and how to go about a student-athlete obtaining an excusal from the bus. **(It is the HS Head Coach's decision on athletes riding home with parents – MUST be riding with an adult. MUST be signed out by a parent or have a note from a parent.)**
 - Communication is the key to preventing problems. Provide information and expectations for the season so as to avoid possible conflicts and problems.
 - Review policy on when it is appropriate to contact a coach and what is appropriate to discuss. When meeting with a parent or athlete, other student athlete's names should be brought up or discussed.
 - Inform parents about our schedules being on www.vincenneslincolnathletics.com
 - Review policy on concussion management and returning after a concussion.
33. **Practice: Regular, Vacation, and School Closings:** All team members are expected to attend all practices. The coach is responsible for setting practice schedules during school vacations. The policy regarding contests and practices on days that school is canceled, delayed, or dismissed early.

34. **Public relations:** All coaches are responsible for meeting and working with the community and school representatives and officials in a positive manner at all times. This is a critical portion of every coach's responsibility.
35. **Purchasing:** Coaches are expected to work with the athletic director on the purchase of equipment, supplies, and necessary items for their sport. No purchases will be made without the required purchase order and/or approval of the Athletic Director. All purchases must be made by a school purchase order.
36. **Release from Class:** There are few times or reasons why a student-athlete should ever miss class. Generally, these are associated with the county, conference, or IHSAA tournament functions. Head coaches are responsible for informing the athletic department and getting an excuse from the main office at least one week in advance of such events. **NOTE:** such releases are rarely granted.
37. **Reports:** The head coach is responsible for the timely submission of all reports that are required or requested by the athletic department, conference, and the IHSAA.
38. **Scheduling:** Coaches are encouraged to work with the athletic office to secure the best schedule available for their athletes and teams.
39. **Scouting:** The head coach is responsible for setting up the system by which their coaches will be assigned scouting responsibility. Scouting is recommended but not a requirement of the athletic department.
40. **Selection of Teams:** Each head coach at Vincennes Lincoln will have their own policy as to how they will choose their team. Some of our sports allow all those who come out to participate while others require a selection process in order to have the appropriate number of student-athletes on the teams. At the beginning of the season, if appropriate for that sport, the head coach will review with the student-athletes who are trying out for the team what selection criteria will be used for selection to a team.
41. **Sports Information:** After each contest, home or away, the head coach must report score and any special occurrences at the contest, i.e., school records, outstanding performances to the media, and school representatives that are listed on the website.. All media contacts are already loaded to the website so the info posted to the website is emailed to the media. The report **MUST** be submitted the same date that the contest takes place.
42. **Supervision:** All practice and dressing areas shall be supervised until all athletes leave the area BOTH before and after practice. All doors are to be locked and secured before leaving the area. All lights are to be turned out if no other team will be using the facility. It is the responsibility of the head coach to see to this supervision, or as a delegated duty of an assistant coach. At no time is a student-athlete, manager, or non-student be given keys or a key badge to gain access to the school or other athletic facilities without direct supervision by a coach.
43. **Support Personnel:** The head coach is responsible for all students that serve in the role of managers, statisticians, or whatever the position may be. These students are subject to the same rules that team members would be. The head coach is also responsible for assisting the athletic director in finding adults who are willing to work on a volunteer basis to keep score, scorebook, announce, or whatever paperwork or duties is needed for that sport.
44. **Statistics, Reports, and Record Books:** The head coach is responsible for compiling and maintaining all statistics and records that are associated with their sport and the timely submission of this information to the athletic department.
45. **Team and Individual Pictures:** The athletic department will set a date early in each season for the taking of team and individual pictures. The athletic department will select the vendor that will take the pictures and those pictures will be ordered at the expense of the student-athlete. The head coach is responsible for informing their team of the date of the picture, time of the picture, and making sure that their athletes are ready at the time the pictures are scheduled to be taken..
46. **Team Rosters & Team Photos:** The head coach is responsible for the submission to the athletic office of team rosters for all the teams within their sport. These should be submitted immediately upon team selection. Changes can be made at any time. Rosters must be sent on the Google Sheets Document that will be emailed to you. Please inform the athletic department of additions or defections ASAP. The head coach is also responsible for identifying the athletes, coaches, and managers in team pictures.
47. **IHSAA Rules Interpretation Meetings:** All IHSAA Rules Interpretation Meetings are now done online. The high school head coach is responsible for watching the online video and completing the questions associated with the video. The athletic director will email you the link associated with your sports rules meeting when it becomes available. Schools that fail to complete the video and questions are assessed a \$50.00 fine. This fine will be paid by the head coach who fails to complete the rules interpretation meeting.

48. **Threatening Weather:** The head coach is responsible for following the athletic departments threatening weather policy . The Vincennes Lincoln Athletic Department has a very strong policy regarding our teams and the potential for threatening weather. The following guidelines must be followed.
- For home contest/practices, the Perry Weather System is used for alerts and/or directives from the AT.
 - When you arrive at an away location, ask the host head coach or officials what the nearest and safest locations are to evacuate your team if bad weather does approach.
 - The officials and host school shall determine if an event should be canceled or suspended.
 - If you feel that an official should take action due to threatening weather, relay your message to the official, the host school head coach, or athletic director and take action. Your first priority is the safety of your team members, staff, and fans.
49. **Transportation:** The head coach is responsible for coordinating with the athletic director all transportation requests for their teams and completing the departure time sheet in a timely manner. All student-athletes are required to ride on transportation provided by the school corporation unless excused, with a signed note given to you by a parent or a signature of a parent on a sign-out sheet. Teams with lower numbers may be assigned to a white minibus. All coaches **MUST** complete paperwork to be certified to drive the white minibus. The head coach must supervise and control those in their charge to prevent injuries to the athletes and damage to the bus. They should make sure with the bus driver that the driver knows where they are going. The Head Coach should notify the Athletic Director if they do not have confirmation from the Transportation Director verifying that transportation has been scheduled. It is the responsibility of the head coach to notify the members of their team of the time and place to board the bus. The head coach is responsible for making sure that the bus is returned clean.
50. **Training Room:** Head coaches are to make sure that the athletic training room is not left open and that it is occupied by athletes that are seeking medical attention. It is not to be used as a lounge or socialization area.
51. **Volunteer Coaches:** The head coach is responsible for informing the athletic department of any potential volunteer assistant coaches. Coaches who wish to volunteer their time and expertise to the Vincennes Lincoln athletic program are welcome. Those volunteer coaches must first be approved by the athletic director, principal, and school corporation office. Additionally, the volunteer coach must submit to a background check through the school corporation office and the police department. Volunteer coaches, like paid coaches, must complete all state-mandated coaching accreditation courses.
52. **Weight Room Supervision:** The head coach is responsible for monitoring or assigning an assistant coach/strength coach to monitor the team while they are using the weight room. While using the weight room, student-athletes are to be monitored at all times. All facility guidelines must be followed.
53. **Meeting Attendance:** MANDATORY attendance is required by all coaches at the Vincennes Lincoln Athletic Department Coaches Meeting and any other meeting called by the athletic department. Any absence from an athletic department meeting must be excused by the Athletic Director prior to the meeting. Head coaches may also be required to attend IHSAA Tournament Meetings and All-Conference Selection Meetings.
54. **Postponing Games/Practices:** The head coach is responsible for working with the athletic director on the decision of postponing a contest. The following factors will be considered when making a decision. The athletic director is the final decision-maker.
- Safety of student-athletes and spectators
 - Safe travel of all involved
 - Playing field conditions
 - Damage to the playing surface
 - Damage to equipment
 - Factors involving game receipts
- * If school is canceled due to weather, the superintendent makes the decision on practices and contest
- * If school is delayed due to weather or fog, no early practices will be held
- * If school is released early due to weather, no after school practices or games will be held
55. **Technical Fouls/Disqualifications/Red Cards:** Head coaches are responsible for informing the athletic department of any technical foul (or equivalent) or disqualification of a coach or athlete. Coaches and/or athletes who are disqualified from a contest will be assessed a one game suspension. The suspension will be served at the next scheduled contest.
56. **Automatic External Defibrillators:** An Automatic External Defibrillator (AED) is available in each concession stand and also in the high school gym.
57. **First Aid/CPR & AED Certification:** ALL Vincennes Lincoln Middle-High School Coaches are encouraged to be certified in First Aid, CPR, and AED.

58. **End of Season Report:** Head coaches are responsible for submitting an End of Season Report within two weeks of their last contest. The report must include season results, any new team or individual records, any individual honors, the end of season inventory sheet, end of season statistics (individual & team) and the updated record book submitted electronically.
59. **Mandatory Coach Accreditation:** All school team coaches must complete the state mandated coach accreditation courses. 6 course are required for football coaches and 5 courses are required for all other coaches. Info can be found here -> [Coach Accreditation](#)
60. **ACCIDENT REPORT:** Any accident that requires an athlete to miss part or all of practice and/or a game will require an accident report (email) to be completed and submitted to the athletic department via email within 24 hours.
61. **WARM-UP/PRACTICE MUSIC:** Any songs that an Athlete wants to be played at practice or as warm-up music, must first be proofed by a coach. We do not want music being played that is inappropriate..
62. Attendance must be taken in Final Forms every time that you meet with your team for a practice or team activity. Once mandatory activities begin, an absence by a student-athlete requires an automated email to be sent home through Final Forms attendance piece that is marked excused or unexcused.

LEGAL RESPONSIBILITIES OF A COACH

All coaches need to know and understand their legal responsibilities. The following information will help coaches understand their responsibilities and will help to protect themselves, the student-athletes, the athletic department, and the school corporation

Your duty as a coach is to take reasonable care of the student-athlete. This means that you are to act in a way that avoids creating an unreasonable risk of injury to others. Not performing to a standard of care/performance can result in negligence. A standard of care is the conduct expected of an ordinary, reasonable person (coach) under like circumstances.

Legal duties for a coach that have been established by courts through litigation include the following:

- **Properly Instruct:** You should know and teach proper and correct techniques for your sport and position. Attend as many clinics as appropriate for the athletic department to stay current on the latest information. Keep the certificates that demonstrate that you have attended the clinic.
- **Warn of Inherent Dangers of Sport:** Student-athletes and their families must be clearly told that there is a risk of injury in athletic participation and this risk would involve the potential of serious injury including full paralysis and death. Signatures should be obtained when this is reviewed with the student-athletes and their families.
- **Supervise:** Supervise your student-athletes from the time they arrive until the time they depart.
- **Provide Safe Environment:** Ensure that your facilities and equipment are properly maintained, properly fitted, worn in a proper manner, and not abused or misused.
- **Provide Health Care:** You must ensure that your student-athletes have their IHSA physical exam. You must ensure that you are prepared to deal with emergency care. You must ensure that you have access to immediate and reasonable medical assistance and that you work with our trainers and doctors on the appropriate rehabilitation of your athletes.
- **Enforce Rules and Regulations:** Know, understand and enforce the IHSA state rules, game rules, conference rules, school rules, and specific sport rules concerning the safety of your sport and discipline guidelines.
- **Classify and Group Participants:** Always be careful of matchups. Your decisions should be based on skill level, age, maturity, sex, size, and experience.
- **Safely Transport:** You must use transportation provided by the VCSC unless otherwise directed or approved by the athletic department.
- **Follow Due Process:** When you have to deal with a discipline problem, especially if it means the removal from participation or the removal for the team, make sure that due process is followed with the student-athlete so they have their opportunity to be heard and can appeal your decision. If the potential for removal from the team exists, make sure that you have included the parents during the season in that process before the removal. Be sure that school administrators are also made aware of the process.

- **Foresee Potentially Dangerous Circumstances and Situations:** Always be looking around and ahead and always be thinking ahead for equipment failure, storms, facility problems, personnel problems, parent problems, etc.
- **Plan:** Maintain and use accurate practice plans that reflect what was taught, the date it was taught, and how it was taught. Take attendance EVERY DAY in Final Forms.
- **Keep Records:** Documents everything that you do in writing. Keep and file your daily attendance records.
- **Evaluate:** Evaluate everything that you do, when you did it, what you found and how you responded to the problem, and whom you reported the problem to.

GUIDELINES FOR THE RETURN OF INJURED ATHLETES TO PRACTICE AND COMPETITION

When working with an injured athlete and their return to practice/ competition the following guidelines should apply.

- Any athlete, who misses a portion or complete game/practice and seeks consultation or treatment from a physician, must produce a return to practice/competition document signed by the physician that they receive treatment from.
- In the absence of a physician, the decisions of our trainers are final and not subject to review by the parents or coaches.
- If the family physician, the athlete's parent who is a physician and/or school corporation physician and/or ProRehab, LLC contracted physician are not in agreement on the return to practice/competition, the athlete will be denied participation until the physicians involved have consulted.
- In the event that none of the above criteria apply, the athlete will not participate until reasonable contacts and decisions have been made.
- If a student-athlete misses 8-14 consecutive days (Sundays are NOT included in the count), **2** individual days of practice must be completed BEFORE a student-athlete can return to competitions. If a student-athlete misses 15+ consecutive days (Sundays are NOT included in the count), **3** individual days of practice must be completed BEFORE a student-athlete can return to competitions. A pregame warmup does not count as a practice. The last practice needed to return to competition, cannot take place on the day of a contest.

EXPECTED PARTICIPATION STANDARDS OF CONDUCT, SPORTSMANSHIP AND CODE OF CONDUCT FOR Vincennes Lincoln STUDENT-ATHLETES (Student-Athletes Handbook)

The following Expected Participation Standards of Conduct, Expected Standards of Good Sportsmanship, and the Code of Conduct for Student-Athletes reflect the standards by which Vincennes Lincoln Middle-High School and its athletic department expect our student-athletes to abide. Participation by student-athletes is a privilege, not a right. It must be earned through demonstrated commitment, honesty, loyalty, and hard work. The coaches of each sport, with the authority of the athletic department and the middle-high school principal, will enforce the specific elements of the Code of Conduct. The policy is in force for 365 days a year for student-athletes.

EXPECTED PARTICIPATION STANDARDS OF CONDUCT FOR STUDENT-ATHLETES

- The good of the team is first and foremost.
- Good sportsmanship will always be the focal point of the Vincennes Lincoln athletic department. It will be reflected in how we treat our teammates, coaches, officials, and opponents.
- Athletes are responsible for their uniforms and equipment. Student-athletes will reimburse the athletic department for uniforms and equipment that has been lost or damaged.
- The coaches of individual teams will supplement the Vincennes Lincoln Athletic Department Student Athletic Handbook with their own additional rules that are specific to their sport. These rules carry the same weight as do those of the athletic department.
- Vincennes Lincoln student athletes are expected to be a positive role model to the other students in our school and to the young people of the Vincennes Lincoln Community.
- Student athletes are expected to read, understand and abide by the rules found in this Athletes Handbook and the student handbook.

EXPECTED STANDARDS OF GOOD SPORTSMANSHIP

- Good sportsmanship will always be the focal point of the Vincennes Lincoln athletic department. It will be reflected in how we treat our teammates, coaches, officials, and opponents.
- Student-athletes at Vincennes Lincoln will place a positive and supportive relationship with their teammates and coaches as their highest priority. Regardless of the sport, individual or team, we are only as strong as how we treat each other.
- After all contests, Vincennes Lincoln athletes are expected to shake hands with the athletes and coaches for the team(s) that we have competed against.
- After all contests, regardless of whether we agree or disagree with their calls, Vincennes Lincoln athletes will thank the officials for their work in officiating the contest.
- After any contest where ribbons, medals or trophies are presented to the opposing team(s), Vincennes Lincoln athletes will stay and watch and applaud the efforts of the athletes and teams(s) involved in that contest. At no time will Vincennes Lincoln athletes ever leave the field or floor while a presentation is being made.
- Vincennes Lincoln athletes will not use inappropriate language while taking part in any contest.
- Though all sports have some level of physical contact, and recognizing that hard physical aggressive contact is a major and important part of all sports, at no time will a Vincennes Lincoln athlete engage in physical play that would result in an unsportsmanlike conduct that would jeopardize the safety of the opposing athlete or the integrity of the Vincennes Lincoln team.

VINCENNES LINCOLN HIGH SCHOOL SEXUAL HARASSMENT POLICY

It shall be the policy of the Vincennes Community School Corporation to maintain a learning and working environment, which is free from any kind of sexual harassment. 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.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual harassment may include but is not limited to:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- Sexual violence, including physical and/or sexual assault.
- Threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals.
- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- A pattern of conduct, which can be subtle in nature, that has sexual overtone and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- Inappropriate boundary invasions by a Corporation employee or other adult member of the School Corporation community into a student's personal space and personal life.
- Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.
- In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

Any student or coach who believes that s/he is the victim of any of the above actions or has observed such actions in the school setting should contact either the school guidance counselor, principal, or superintendent by written report or personal visit.

Any student in violation of this policy shall be subject to due process procedures outlined in the Vincennes Lincoln High School STUDENT handbook.

**VINCENNES COMMUNITY SCHOOL CORPORATION
EXTRACURRICULAR CODE OF CONDUCT AND POLICIES
VCSC DRUG EDUCATION AND TESTING POLICY**

RATIONALE

The use of drugs, nicotine, and/or alcohol is a serious problem with legal, physical, and social implications for the entire community. As the public educational institution of this community, the school should strive to prevent substance abuse and help substance abusers with proper education.

PROGRAM DESCRIPTION

The categories of students who will be subject to random drug testing are described below. The rationale for including each of these groups is as follows:

- 1. Student-athletes: Student-athletes are respected and admired by a large segment of the school population and the community. They are expected to hold themselves as good examples of conduct, sportsmanship, and mental and physical training, which includes avoiding the use of alcohol, tobacco, nicotine including vaping, and unlawful or illicit drugs.**
- 2. Participants in Extracurricular activities: Participating in non-athletic extracurricular activities or organizations is considered a privilege and not a right. The recognized value of extracurricular participation to a student's personal development has given these activities a high priority in the total school program.**
- 3. Student Parkers: A substantial risk of injury exists to students and their passengers when they are operating vehicles under the influence of alcohol or unlawful or illicit drugs. Drivers under the influence of drugs or alcohol are at a much greater risk of being involved in vehicular accidents and therefore students who take advantage of the privilege of parking on school grounds are subject to the random drug-testing program. Student drivers (unless in extracurricular activities) will not be sanctioned for any positive tests for nicotine usage.**

During the school year, the random drug-testing program will apply to the following groups of students, based on the rationale included above:

1. All LINCOLN HIGH SCHOOL AND CLARK MIDDLE SCHOOL members of intra-scholastic sports teams (male and female), including student managers, trainers, etc.
2. All members of LINCOLN HIGH SCHOOL AND CLARK MIDDLE SCHOOL cheerleading squads and dance teams.
3. All LINCOLN HIGH SCHOOL AND CLARK MIDDLE SCHOOL students participating in extracurricular activities.
4. All students who receive parking permits to park on school grounds.
5. Those students who wish to volunteer to participate in the program and those under the age of 18 whose parents wish to have them included in the program.

Extracurricular activities are defined as any activity that is sponsored by the school or a school-related organization that involves student participation outside regular school class time and/or any event sponsored during the school day that requires absence from regularly scheduled classes and is not required in order for an enrolled student to receive a grade or credit. This includes clubs, organizations, and athletic teams.

IMPLEMENTATION

This policy will be implemented to preserve the confidentiality of those students who are being tested. The implementation of this program shall not affect the policies, practices, or rights of the VINCENNES COMMUNITY SCHOOL CORPORATION in dealing with drug, alcohol, or tobacco possession or use where "reasonable suspicion" is obtained by means other than the random sampling and therefore specifically reserves the right to test any student for "reasonable suspicion" of drug, alcohol, intoxicant, or tobacco usage. "Reasonable suspicion" includes anyone who has a previous offense.

EXTRACURRICULAR CODE

PHILOSOPHY

VCSC extracurricular and athletic programs are provided to all students at LINCOLN HIGH SCHOOL AND CLARK MIDDLE SCHOOL for the purpose of developing student interest and supplementing the instructional program. Participation in the extracurricular and athletic programs is a privilege extended to all students who have shown a willingness to maintain a positive attitude towards the school and its primary functions. These primary functions are as follows:

1. Acceptable behavior and conduct

2. Academic progress in the classroom.

3. Civil and moral responsibility.

The VINCENNES COMMUNITY SCHOOL CORPORATION endorses strong discipline policies for all adolescents who choose to participate in extracurricular activities and take advantage of the privilege of driving to school and parking on school grounds. It further believes that a disciplinary policy shall give students the opportunity to redirect their lives if mistakes are made.

The Rules of the Indiana High School Athletic Association contain the following provision applicable to all Indiana High School Athletes: Rule 8-1:

"Contestants' conduct, in and out of school, shall be such as: a. Not to reflect discredit upon their school or the Association. b. Not to create a disruptive influence on the discipline, good order, moral or educational environment of the School." Each student who elects to participate as an athlete in any VCSC athletic program agrees to and shall abide by the above IHSAA Rule 8-1, which forms the foundation of the Code of Conduct for VCSC student athletes.

DEFINITIONS

The following definitions shall apply throughout the Extracurricular Code:

1. Regular Season Game or Competitions:

- a. As used in this policy, "games" or "competitions" are those that include in-season games or tournaments, but do not include games or events outside of the season, such as scrimmages, exhibition games, or other competitions that occur before or after the season.

2. Behavioral Counseling Program:

- a. As used in this policy, "Behavioral Counseling" is a course that deals with issues such as substance abuse and behavioral management. Parents should be aware that this class would be at parental expense and options include: the Willow's, Raintree Consulting, the Samaritan Center, etc. The facility program must be vetted through school administration.

3. Extra-curricular Activity:

- a. As used in this policy, "extracurricular activity" is any activity that involves student participation outside regular class time, is related to specific classes and is not required for an enrolled student to receive a grade or credit.

SCOPE

This policy shall apply to all students in grades six through twelve engaged in extracurricular activities. Such activities include athletic teams, theatrical presentations, band, academic competitions, clubs, and other activities. The penalties provided shall be imposed without regard to whether the violation was related to the school event, regardless of the day of the week or month of the year in which the violation occurred, and without regard to whether the student was in-season at the time of the conduct.

CONDUCT

The use of alcohol, tobacco products, and unlawful, illicit drugs is incompatible with the goals (and the participation in) the extracurricular programs at LINCOLN HIGH SCHOOL and CLARK MIDDLE SCHOOL. School rules and policies, extracurricular rules, and local, state, and federal laws have long forbidden such usage. These codes and program documents are issued to each participant. Both student and parent signatures, signifying agreement with the terms and consequences, are required before participation is allowed.

STATEMENT OF BELIEF

The VINCENNES COMMUNITY SCHOOL CORPORATION recognizes that students representing LINCOLN HIGH SCHOOL AND CLARK MIDDLE SCHOOL have certain obligations pertaining to their conduct, both in and out of their particular season (including summer) based upon the fact that they are representing their school and acting as role models for other students. In order for students to fulfill these expectations at no time is a student who participates in an extracurricular team activity, or program permitted to use tobacco, consume alcohol, take controlled substances, use vaping devices, steal or be a part of any activity that results in citations or be involved in any way with illegal activity. This rule is in effect twelve months of the year.

PENALTIES

Under this code, there are four circumstances under which a student can be subjected to the penalties set out herein:

1. Notification to a school official by verified police report or court action substantiating a violation of this code.
2. Determination of a "positive" test from a random or subsequently required urinalysis or mouth swab or any other valid drug screen.
3. Direct observation of a violation by a member of the staff or the administration.
4. Direct confession by a student.
5. Being retested after failing a previous test.

The penalties for violations by students engaged in extracurricular activities are as follows:

- 1. First Offense:** The student shall be suspended 30% of the extracurricular activity or contest in which the student is currently participating, or the suspension shall carry over to the next extracurricular activity or contest.
- 2. Second Offense:** The student shall be suspended 50% of the extracurricular activity or contest in which the student is currently participating, or the suspension shall carry over to the next extracurricular activity or contest.
- 3. Third Offense:** The student shall be suspended 70% of the extracurricular activity or contest in which the student is currently participating, or the suspension shall carry over to the next extracurricular activity or contest.
- 4. Fourth & Subsequent Offenses:** The student is automatically suspended from participation in any extracurricular activities for 365 calendar days from the time of issuing the penalty.

Self-reporting: Self-reporting is defined in admitting one's guilt or mistake in a completely unprovoked manner. This does not include admitting guilt prior to a drug test or drug search. A student's penalty will be decreased by 10% of a season on a first or second violation only if both of the following occur. 1)The student reports the violation to the Athletic Director or Coach within 72 hours of the incident. 2)The student completes "Behavioral Counseling" as described above.

Any penalty imposed under this policy shall apply to any extracurricular team, activity, or program in which the student is participating at the time such penalty imposed and to any extracurricular activity in which the student might choose to participate during the term of the penalty. In the event the student is not participating in any extracurricular activity at the time a violation of this policy is confirmed, the penalty will apply to any subsequent extracurricular activity in which the student athlete participates and shall remain in effect until successfully served.

A penalty served during a sport season will only apply toward the suspension if the student athlete finishes the season in good standing with the team.

The penalties for violations by students engaged in driving to school and parking on school grounds are as follows:

- 1. First Offense:** Student parking will be terminated for thirty days or the remainder of the semester whichever is longer. However, "positive" results from nicotine usage will not be subject to any penalties. The student and his/her parent/guardian must meet a designated school counselor or school psychologist to explore the possibility that a substance abuse problem exists. The no-cost, confidential session may result in a non-binding recommendation for treatment or counseling.

2. **Further Offenses:** Any further offense shall be handled at the discretion of the principal and shall not be less than the penalty outlined in the paragraph above. If the penalty is not completed during the school year, the remainder will carry over into the following year.

ELIGIBILITY

1. All students who participate in an extracurricular activity shall have received passing grades at the end of the last grading period in school in at least five subjects. This includes marching band.
2. Students who are ineligible scholastically at the end of a grading period are ineligible for the following grading period to participate in games. If grades reported at both grading period grades and semester grades, then semester grades take precedence for eligibility purposes.
3. Officers of all extracurricular organizations and honorary positions on athletic teams, including captains shall receive passing grades in five subjects in order to continue such office. Special elections shall be held by the members of each organization when necessary to determine replacements to offices vacated due to ineligibility.
4. Any student must be in attendance at the start of the second period of the school day and remain in school for the remainder of the school day, in order to participate in a practice or a contest on that date. Under the regular bell schedule this would be 9:20am. Doctor, dentist, funeral excuses are appropriate. If you have questions on eligibility for the day, contact the athletic department.
5. The above will apply to students new to the VINCENNES COMMUNITY SCHOOL CORPORATION. A new student's transcript will be evaluated before eligibility will be granted. Once enrolled in receiving school, a transfer student may participate in any athletic activities for team which includes workouts, scrimmages, open gyms, prior to the competition
6. of the athletic transfer process, however, the student may not compete in a contest until after the transfer report is approved by the IHSAA.
7. Any athlete that violates the Athletic Code will not be eligible for major post-season awards: Legion, Kiwanis, McDonald's awards, etc.

ATTENDANCE Absences the day of a contest will result in the student being declared ineligible for that contest unless there is the appropriate excused absence on file. Any student who are suspended from school may not practice or participate during the time of the suspension. **A student assigned to the In-School Suspension Program (ISS) may practice but cannot participate in a contest during the In-School Suspension period.**

Any student must be in attendance at the start of the second period of the school day and remain in in school for the remainder of the school day, in order to be eligible for a practice or contest on that date. Under the regular bell schedule, this would be 9:20am. With a valid note, medical appointments, funerals, etc. are exempt from this rule. Any questions should be asked and answered before an absence occurs.

GAME/CONTEST SUSPENSION CHART (BASED ON SEASON-LENGTH)

When figuring game/contest suspensions, remainders at .4 and below will be rounded down and remainders at .5 and above will be rounded up

Sport/Activity	Full Schedule	20%	30%	40%	50%	70%
Football	9	2	3	4	5	6
Boys Cross Country	14	3	4	6	7	10
Girls Cross Country	14	2	4	6	7	10
Boys Soccer	16	3	5	6	8	11
Girls Soccer	16	3	5	6	8	11
Volleyball	29	6	9	13	15	20
Boys Tennis	22	4	7	9	11	15
Girls Tennis	22	4	7	9	11	15
Boys Basketball	22	4	7	9	11	15
Girls Basketball	22	4	7	9	11	15
Wrestling	18	4	5	7	9	13
Boys Track	16	3	5	6	8	11
Girls Track	16	3	5	6	8	11
Baseball	28	6	8	11	14	20
Softball	28	6	8	11	14	20
Boys Swimming	18	4	5	7	9	13
Girls Swimming	18	4	5	7	9	13
Boys Golf	18	4	5	7	9	13
Girls Golf	18	4	5	7	9	13
Unified Track	16	3	5	6	8	11
Dance	TBD	TBD	TBD	TBD	TBD	TBD
Cheerleading	Follow	Foot	ball	or ba	sketball	
Band	6	2	1	2	3	4

Sport/Activity	Full Schedule	20%	30%	40%	50%	70%
Football	9	2	3	4	5	6
Boys Cross Country	14	3	4	6	7	10
Girls Cross Country	14	2	4	6	7	10
Boys Soccer	16	3	5	6	8	11
Girls Soccer	16	3	5	6	8	11
Volleyball	29	6	9	13	15	20
Boys Tennis	22	4	7	9	11	15
Girls Tennis	22	4	7	9	11	15
Boys Basketball	22	4	7	9	11	15
Girls Basketball	22	4	7	9	11	15
Wrestling	18	4	5	7	9	13
Boys Track	16	3	5	6	8	11
Girls Track	16	3	5	6	8	11
Baseball	28	6	8	11	14	20
Softball	28	6	8	11	14	20
Boys Swimming	18	4	5	7	9	13
Girls Swimming	18	4	5	7	9	13
Fall Play/Spring Musical	4	1	1	2	2	3

IHSAA RULES THAT WILL RESULT IN A STUDENT ATHLETE BEING DECLARED INELIGIBLE (Student Athletes Handbook)

The following are brief guidelines to a variety of rules that might cause a student athlete to be declared ineligible. This is a partial list of minimum requirements. Student athletes and their families are encouraged to contact the Vincennes Lincoln athletic department for further clarification and specific information.

- A student-athlete who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA State Finals in a sport shall be ineligible for inter-school athletic competition in that sport.
- A student athlete will violate their amateur standing and will be declared ineligible if they play under an assumed name, accept remuneration directly or indirectly, sign a professional contract or participate in athletic activities, tryouts, auditions, practices or games held or sponsored by professional athletic organizations, clubs or their representatives.
- A student-athlete will be declared ineligible if they accept commercial awards that advertise any business firm or individual, accept awards, gifts, trips, or honors from colleges of their alumni or accept awards or prize money for contests that they have entered.

- A student-athlete will be declared ineligible if undue influence has been used to attract that student-athlete at Vincennes Lincoln for athletic purposes.
- A student-athlete will be declared ineligible if they have not enrolled in Vincennes Lincoln within the first fifteen days of a semester.
- A student-athlete will be declared ineligible if they participate in a sport under an assumed name representing another school.
- A student-athlete will be declared ineligible if they participate in sports in excess of eight semesters of high school education beginning with the ninth grade.
- A student-athlete that has been absent for five (5) or more days must complete four (4) separate days of practice before they can compete in interscholastic competition.
- Student-athletes must be enrolled in Vincennes Lincoln Middle- High School.
- With the exception of women's golf, a student athlete must complete ten (10) separate days of organized practice under the supervision of the coaching staff in order to participate in a contest. Individual athletes moving directly (within one week) from one sport season to the next sport season may be eligible to participate in the following season contest after (5) five separate days of organized practice under the direct supervision of the coaching staff in that sport.

GENERAL INFORMATION FOR STUDENT ATHLETES (Student-Athlete Handbook)

Accidents/Injuries: All accidents or injuries incurred in practice or a contest in the IHSA sanctioned sports, dance team and cheerleading are to be reported to the trainer and/or coach immediately. All accidents or injuries incurred in practice are to be reported to the coaching staff immediately. This will allow for the appropriate sports medicine support from our sports medicine staff

Changing a Sport: If a student athlete is cut from a team, they may join another team in that sport season. A student athlete who quit one sport to join another sport must first get approval from the athletic director and/or principal. Each instance will be handled on a case by case basis.

Cloth Good Purchase: Student athletes who purchase cloth goods as part of being on a team, i.e. hooded sweatshirts, equipment or shoes, etc, are responsible for the cost of those items regardless of whether they remain with the team or quit prior to or during the season.

College-Bound Athletes and Recruiting: College recruiters can visit Vincennes Lincoln to talk about the school with our student athletes. These visits should be arranged between the school, the family and the coach. Student athletes will not be dismissed from class(s) to meet with a college recruiter. These appointments should be made during study halls, lunchtime or after dismissal from school.

Conflicts Between Activities: When an athletic contest, practice or function is scheduled against a school activity, it is the student-athletes responsibility to resolve the conflict.

Dress: As representatives of Vincennes Lincoln Athletics, when competing in a contest or taking part in any kind of award program or team function, student athletes are expected to dress and wear their clothing in an appropriate manner.

Hazing/Initiations: Hazing or an initiation of any team member by other team members is prohibited..Hazing shall be defined as performing any act or coercing another, including the victim, to perform any act of initiation into the team that causes or creates a risk of causing mental, emotional or physical harm. If anyone suspects this is taking place, it should be reported to the coach, athletic director and/or principal.

Cell Phones & Cameras: Cell phones and cameras may **NOT** be used inside a locker room for any purpose. This means no texting, no calling, no email and obviously no pictures. If you have to use the phone/camera for any reason, you must go outside of the locker room.

Social Networking Sites: Student athletes are responsible for information contained in written or electronic transmission (e.g. email, text) and any information posted on a public domain (e.g. internet, chat rooms, Facebook, MySpace, YouTube). Inappropriate information, embarrassing information or pictures of such should not be posted in any public domain. Any individual identified on a social networking site that depicts illegal or inappropriate behavior, due to the conduct code, will be considered in violation and subject discipline or suspension per policy guidelines.

Athletic Insurance: The Vincennes Community School Corporation does **NOT** provide insurance for student athletes. The family of

the student athlete is responsible for payment of medical bills accumulated from injuries incurred while participating on Vincennes Lincoln school sponsored athletic teams. For those interested, information on a low

cost insurance policy that covers athletics is available in the Vincennes Community School Corporation. To request information on this policy please call the corporation office at (812) 726-4450.

NCAA Clearinghouse Form: Student athletes who expect to compete on a collegiate level must first enroll with the NCAA Clearinghouse. No college coach will speak with a prospective student athlete until the form has been completed and approved by the NCAA. These forms may be obtained from the guidance office.

Transportation: All student-athletes are required to be transported to a contest in the vehicle provided by the school corporation unless prior arrangements are made with the coach. It is the coach's decision as to whether or not high school student-athletes are required to return to school on the bus. When student-athletes are using non school transportation to return home from a contest, it should be with a parent, a family member, or a family member of a teammate. Adults transporting student-athletes after an away contest must sign them out with the coach. If a non-family adult will be transporting a student athlete home from a contest, a note from the parent must be given to the coach before the trip is taken.

Overnight Trip: You represent your school, your team, our community, your family and yourself. The following guidelines, procedures, and processes will be in effect at all times. You are expected to conduct yourself in an exemplary manner. The following list is not all inclusive.

- All school rules and school board policies are in force during the entire duration of the trip.
- Your luggage is subject to search by school personnel or school appointed chaperones at any time before, during or after the trip.
- Your room is subject to search by school personnel or school appointed chaperones at any time before, during or after the trip.
- You are expected to report any violation of rules, policies or state/federal law to school personnel or a chaperone.
- You are expected to obey all state and federal laws.

An athlete who is in violation of any of the above is subject to a disciplinary hearing with a potential punishment that may range from a warning to removal from a team. The athlete is also subject to the potential removal from any leadership roles, in addition to any penalties assessed by the school.

Concussion Management: Parents and athletes must complete the concussion management paperwork that is in the physical packet. All high school athletes must complete the IMPACT concussion management pretest. Any high school athlete that is diagnosed with a concussion will not be allowed to return until he/she is released by a physician that has been trained in concussion management.

Participation in Two Sports in One Season: Student athletes may participate in more than one sport during a season. The coaches involved with this athlete will be expected to meet with the prospective student athlete to discuss and agree as to how this will take place

Participation after an Injury: A student athlete cannot return to a practice/contest after an injury until released by an appropriate licensed medical authority. A parent(s) cannot grant approval to return to practice/contest that would be against the judgments of licensed medical personnel.

Practices: Regular, Vacation and on School Closing Days: Student athletes are expected to attend all practices unless excused by their coach. The coach sets practice schedules during school vacations and only the coach can excuse. If there is a school closing, the coach will contact the individual team members to inform them as to what will happen.

School Day Attendance: Student-athletes must be in attendance by the **START of 2nd PERIOD and REMAIN IN ATTENDANCE for the REMAINDER of the school day to be eligible to participate in practice or a contest on that day.** With a valid note, medical appointments, funerals, etc. are exempt from this rule. Any questions should be asked and answered before an absence occurs. Student athletes who are found to have violated the rule after the fact will observe the activity equivalent restriction on the next practice or contest date. This means a practice for a practice or a contest for a contest. NOTE: A parent calling the school so that their student can leave is **NOT** a valid excuse and the student will **NOT** be allowed to participate in a practice or contest on this date.

Selection of Teams: Each Head Coach at Vincennes Lincoln will have their own policy as to how they will choose their team.

Some of our sports allow all those who come out to participate while others require a selection process in order to have the appropriate number of student athletes on the teams. At the beginning of the season, if appropriate for that sport, the head coach will review

Training Room: The Vincennes Lincoln Training room is for those seeking medical attention. It is not to be used as a lounge or socialization area.

Drug Testing: All Vincennes Lincoln Middle-High School athletes are subject to a random or reasonable suspicion drug test. Tests are administered by the school administrators. Parents of a student-athlete who test positive will be contacted.

Coaches Quick Link: Links to many documents you will need throughout the season. [COACHES QUICK LINKS](#)

Incomplete Grades: Under IHSA By-Law 18-5, an incomplete in a course at the end of a Grading Period or semester counts as a failure until deficiency has been removed; an incomplete in a course on the Eligibility Certification Date counts as a failure and, for scholastic eligibility purposes, cannot later be made up or removed. A School may request a hardship waiver of this rule, regarding a make-up of an incomplete after the Eligibility Certification Date for an extreme situation outside the control of the student and the student's parent(s).

Awards Program: For the student athlete the awards program is considered an extension of the athletic season (start of the season until the end of the awards program). All student athletes are expected to attend their sports awards program. A head coach may excuse a student athlete from the awards program. An absence that is not properly excused may result in the forfeiture of any awards.

IHSAA HIGH SCHOOL CONTEST PARTICIPATION RULES, NUMBER OF CONTESTS

Baseball:	28 contest, no tourney/ 26 games, one tourney
Basketball:	22 contest, no tourney/ 20 games, one tourney
Cross Country:	14 events
Golf:	18 events
Soccer:	16 contests, no tourney/ 14 contests, one tourney
Softball:	28 contest, no tourney/ 26 contest, one tourney
Tennis:	22 matches
Track:	16 Events
Volleyball:	23 contest, 2 tournaments

GUIDELINES FOR COACHES TO ADMINISTER VINCENNES LINCOLN INTERSCHOLASTIC ATHLETIC PROGRAMS

The following terms are academic/ athletic guidelines to be accomplished by our middle school and high school athletic programs. These efforts will give our athletes tools to use as they compete and as preparation for advancement to the next level of competition.

Communicate, Communicate Communication between coaches, athletic director, parents and principals is a must to ensure success for all involved. Our expectation is for every Vincennes Lincoln coach to adhere to this program that has as its goals of better direction, genuine caring and a strong commitment to developing our athletes.

Each coach can accomplish the following basic expectations as well as following their own individual initiatives. Therefore, school administrators expect coaches to seek to communicate and cooperate with each other. If there are cases where these factors break down a conference will be initiated between the appropriate high and middle school coaches and athletic directors.

- **Coaches Meetings:** The head coach of the high school sport will meet with each middle school and elementary coach prior to the beginning of the season to share information about expectations.
- **Academics:** Grade checks, consistent input by coaches as to eligibility and stressing the importance for academic success in order to gain the chance for athletic success are expected at all levels.
- **Practice:** Coaches are expected to practice daily and all practices should be mandatory for each athlete.
- **Practice Plans:** Written practice plans are needed to ensure that a coach is reminded to explain liability, protective measures, fundamentals to be taught and game strategies.
- **Attendance:** Attendance must be taken each time you meet with your team in Final Forms. This may be more than one time per day.
- **Basic High School Team Philosophies:** The head coach of each team at the high school will provide the information. These materials are to be introduced and taught progressively.
- **Terminology:** The same terms, words and appropriate phrases should be used by all levels of teams to ensure easier learning and carry-over to the next level. All coaches shall work together to share the intended meaning of this terminology.
- **Consistent Discipline:** Each coach must put the good of the sport and team first in handling discipline. The primary goals are to have the athlete be a good citizen, student, and respect for the school and home.

- **Communication:** Communication is the key to clarity, growth, and accomplishing expectations. It is assumed that communication is a two-way street in that each coach is encouraged to ask, suggest, and question among all levels to ensure maximum benefits for athletes, teams, and direction of the program. Communication, communication, communication. A happy parent is an informed parent.

Acknowledgment of the RISK of INJURY FOUND in SCHOOL SPORTS (Student Athlete Handbook)

Participation in school athletics carries with it the very real potential for injury. It is reasonable to believe that at least one time during the four-year career of our student athletes that they will face an injury that will result in missing one or more days of practice or contests.

The Vincennes Lincoln Athletic Department provides our athletes with the best sports medicine care available through Good Samaritan Hospital's Sports Performance Department. Through Good Samaritan Hospital, we have additional access to an orthopedic surgeon and a sports medicine doctor to assist our athletes when they are injured.

It must be clearly understood by our student athletes and their families that even with the proper coaching and support of our coaching staff, the use of proper equipment and tremendous facilities, injuries will take place. These injuries can range from, but not limited to, mild soreness, bruises, sprains and strains, dislocations, broken bones and concussions. It should also be clearly understood that some of these athletic injuries might result in catastrophic injuries including partial or full paralysis and in some instances the athlete may die.

We need your help as a student athlete and as a family. Proper rest, nutrition and the adherence to the rules and guidelines established by the Vincennes Lincoln athletic department and the coaches of your sport will go a long way to assure that injuries do not happen.

White Bus Athletic Coach Driver Expectations/Guidelines

- New drivers **(MUST BE DONE BEFORE DRIVING)**
 - Contact Chris Berry (812-890-6261) or Alex Rudolph (812-890-5058) to schedule an appointment for behind the wheel training. The training usually lasts less than an hour.
 - Please bring your driver's license.
 - Fill out the google form.
 - <https://sites.google.com/vcsc.k12.in.us/vcsc-transportation-request/home>
- Drivers
 - Make sure you take the bus that was assigned to your team. If unsure, the large white board in the hallway of the bus barn has all bus assignments for the week. If you aren't on the board, please contact Mindi Decker at 812-882-2411. Please don't take a bus without notifying transportation.
 - In the event of any emergency, there is an informational sheet above the driver.
 - Fill out the trip sheet. If there isn't a specific trip sheet for your trip, there are blank trip sheets on the clipboard.
 - Return bus to the designated parking spot.
 - Pick up all the trash and throw the trash bag in the dumpster.
 - Please don't use the backdoors of the white buses.
 - Please make sure the aisles are clear.
 - Turn the keys and trip sheet in the box on the backside of the transportation building. It is imperative that trip sheets are turned in as this confirms the trip was taken and allows proper billing to the athletic department.
 - Make sure the gate is locked.
 - Park your personal vehicle inside the compound by the ARC.
 - Stop at all railroad crossings.
 - Buses aren't to be taken the night before. For insurance purposes, buses need to be kept at the bus barn and not private residences.
 - The bus barn is open 6:30-4:00. It is the coaches responsibility to make pickup arrangements for the keys.