

WABASH HIGH SCHOOL



ATHLETIC HANDBOOK 2019-2020

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STATEMENT OF PHILOSOPHY

Athletics plays an important part in the life of Wabash High School. Young people learn a great deal from participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are integral parts of our athletic program. Athletic participation also plays an important part in helping students develop a healthy self-concept as well as a healthy body. Athletic competition also improves school spirit and helps students develop pride in their school.

The I.H.S.A.A. is the body governing and controlling the conduct of interscholastic athletics in the State of Indiana and has functioned in this capacity since 1904. The control of the IHSAA rest with member high school principals who elect a 19-member legislative board to represent three state districts and 5 classifications of schools based on enrollment.

Wabash City Schools, via membership in the IHSAA, has agreed to abide by the rules, regulations, and by-laws of the organization. The stated purpose of the IHSAA, "shall be to encourage, regulate and give direction to wholesome interschool athletic competition between member schools." In keeping with this purpose, the association shall regulate, supervise, and administer interscholastic athletic activities among its member schools. The rules, regulations and policies are contained in the constitution (by-laws) of the IHSAA.

Wabash High School is a member of the Three Rivers Conference, while Wabash Middle School is a member of the Running Rivers Conference, leagues of 10 member schools organized to foster and promote athletics through policies and regulations determined by cooperative effort of the member school principals and athletic directors. The rules and regulations of the conferences are determined by the athletic directors and principals in partnership working together to form a workable format for all schools.

The Wabash Board of School Trustees, responsible directly to the people, is the agency responsible for the well-being of all students in the school corporation. The duties of the Board of School Trustees in athletic matters are considered to be the same as for education generally.

The Wabash City Schools believe in the value of interscholastic competition at the secondary and middle school level. Following are foundation statements applicable to the conduct of interscholastic athletic programs within the school corporation:

1. The Wabash City Schools will conduct its interscholastic athletics program in a matter consistent with the standards of the IHSAA.
2. The Wabash City Schools will strive as budget and other educational priorities may permit to support an athletic program that allows broad participation, that provides excellent coaching, and that maintains such equipment and facilities as may be necessary for wholesome, safe competitive sports activities.
3. The Wabash City Schools recognize that interscholastic sports have value for male and female students and pledges to strive to create and maintain good athletic programs for both groups.
4. The interscholastic athletic program of the Wabash City Schools is under the direction of the Athletic Director. The Athletic Director is responsible to the High School Principal who is responsible to the Superintendent of Schools.

THE SUPERINTENDENT OF SCHOOLS

The executive function is delegated to the superintendent of schools, who is charged with the responsibility for devising means and ways of executing in an efficient manner the policies adopted by the School Board.

The Superintendent of schools recommends to the School Board the appointment of the principal, director of athletics, coaches, and assistant coaches and others who are assigned responsibilities for interschool athletics. The superintendent may approve or disapprove all policies, practices, and procedures pertinent to the athletic program.

THE PRINCIPAL

The Principal is the administrative head of the interscholastic program at his/her designated school. The Principal is directly responsible to the IHSAA, and to the Superintendent of schools for the conduct of the athletic program. The Principal may delegate to the Athletic Director responsibility for administration and supervision of the athletic program.

THE ATHLETIC DIRECTOR

The Athletic Director is a specialist responsible for those duties concerning the conduct of the athletic program delegated to him/her by the Principal. The duties shall include:

1. Supervise and coordinate the athletic programs of the Wabash City Schools for grades K-12.
2. Provide leadership in the selection and assignment for all coaches K-12 and evaluate all head coaches.
3. Coordinate all middle school athletics.
4. Negotiate all contracts for high school and middle school athletics.
5. Contract officials for all scheduled home contests.
6. Schedule time and place for all contests grades 5-12. Work with head coaches who are responsible for overseeing their respective sports and the elementary level.
7. To secure adequate civil and police protection when deemed necessary.
8. To secure adequate workers and helpers for home contest that is deemed necessary to keep the function operating smoothly.
9. Prepare an athletic financial summary at the end of the year.
10. Keep an accurate inventory of all athletic equipment and supplies as filed by respective coaches.
11. Purchase athletic equipment and supplies that are deemed necessary for operation.
12. Responsible for rechecking all eligibility and appropriate health certificates as required by the IHSAA and assist the principal in maintaining accurate eligibility checks on all interscholastic sport participants.
13. Make sure that all participants know that they are responsible for their own insurance coverage.
14. Schedule and work with all head coaches in organizing sports award programs.

15. Attend or ensure that a duly authorized supervisor is in attendance at all home events where admission is charged or officials are hired and at away varsity football, boys' and girls' basketball games.
16. Obtain award recommendations from respective coaches, purchase appropriate awards, and maintain permanent records of such awards.
17. Obtain any advertising and/or sponsorships that are necessary.
18. Arrange for transportation to away meets and games.
19. Supervise the sale and distribution of athletic tickets.
20. Attend all IHSAA, TRC, RRC and Wabash County meetings.
21. Schedule facilities and practices when deemed necessary.
22. See that season sport schedules get printed and distributed.
23. Interview and recommend to Principal, Superintendent, and School Board candidates for vacant coaching positions.
24. Responsible for organizing and scheduling half time and pre-game show with band and dance team for football and basketball games.
25. To evaluate each head coach and to review with each head coach his/her evaluation of his/her assistants.
26. Responsible for workers payroll and payment of officials.
27. Develops and administers appropriate rules and regulations governing the conduct of athletic activities. Serves as a resource for coaches in interpreting and enforcing the rules of the IHSAA, county and conference.
28. Records all athletic code violations.
29. Coordinates publicity for communicating with athletes, the community, student body and staff through local as well as statewide media releases as necessary and appropriate.
30. Follow established bookkeeping and accounting procedures and supervise the expenditures of athletic department funds.
31. Oversee and maintain Athletic Department website and social media sites.

ATHLETIC TEAM COACHES

Coaches employed by the Wabash City Schools shall reflect the ethics and discipline of a professional educator; shall keep abreast of current developments in their respective sport; shall maintain professional relations with other faculty members; shall respect other school programs; and shall be responsible for the formulation, development, and implementation of a sound philosophy of coaching.

Head Coaches shall be:

1. Responsible for the organization of staff members and for delegation of responsibilities to assistant coaches and coaches K-12 in their respective sports.
2. Responsible for the development of written daily practice plans that emphasize the teaching of proper fundamentals that reflect efficient organization of allotted practice time.
3. Responsible for assisting the athletic director and the principal in matters pertaining to the eligibility of athletes participating on their respective sport teams. Each head coach shall submit to the Athletic Director as soon as possible after their initiation of practice, a roster of all participants, which shall include a checklist of all mandatory forms that are to be turned in. **NO STUDENT SHALL BE PERMITTED TO PRACTICE UNTIL HE/SHE HAS PASSED A PHYSICAL EXAMINATION AND HAS SUBMITTED A SIGNED IHSAA PARENTAL PERMISSION FORM.**
4. Each coach shall be responsible for keeping an accurate inventory of all of his/her respective equipment; the issuance, return, care, and storage of all equipment and supplies used by and for their respective sport.
5. Any request of needs for the next year should be in written form and submitted at the same time as the inventory.
6. Each coach is responsible for keeping accurate participation records, as required by the IHSAA.
7. Each coach is responsible and should have on file with the Athletic Director their list of letter winners. Make sure you keep accurate records in this matter so that you can justify why you gave what to whom. Make sure you verbally tell each athlete who does not receive a letter why.
8. All coaches should notify the Athletic Director of any changes in the time they would like to depart for away games.
9. Coaches are responsible for accompanying their team on all trips both to and from all contests. This responsibility cannot be delegated. All coaches are also responsible for the behavior and departure of their team.
10. All coaches are responsible for practice facilities after the completion of practice. This includes checking all building lights, doors locked, etc.
11. Where parents are involved in picking up make sure all of your athletes have been picked up before departing on your own. This should be carefully adhered to when returning from away games.
12. All coaches are to submit to the Athletic Director **UPON THE COMPLETION OF THEIR SEASON A SEASON ENDING REPORT.** This report shall include: season record, wins-losses; contest by contest scores; number of participants; awards given for what; records broken statistics, etc.

13. Every head coach is responsible for conducting evaluations of their assistants, including K-12 coaches where applicable. The athletic director will provide evaluation forms. If a coach prefers to use his own evaluation form it must first be cleared by the athletic director.
14. The head coaches are responsible for working in liaison with the K-12 coach and coaches for the improvement of the total program.
15. The head coaches are responsible for laying out the duties of their assistant coaches in written form so that evaluations become easier when responsibilities are spelled out. Assistant coaches shall be:
 - a. Responsible to the head coach for assignment and responsibility delegated to him/her by the head coach.
 - b. Responsible for the same conduct, ethical standards, and professionalism expected of a head coach.
 - c. Responsible for conducting their assignments in the best interest of the total program.
16. All coaches need to know and understand their legal obligations.
 - a. The following legal duties have been established by courts:
 - i. Properly Instruct
 - ii. Warn of Inherent Dangers of Sport
 - iii. Supervise
 - iv. Provide Safe Environment
 - v. Provide Health Care
 - vi. Enforce Rules and Regulations
 - vii. Classify and Group Participants
 - viii. Safely Transport
 - ix. Follow Due Process
 - x. Foresee Potentially Dangerous Circumstances
 - xi. Plan
 - xii. Keep Records
 - xiii. Evaluate
17. All head coaches are required to schedule a parent meeting prior to the start of their season.
 - a. Things that should be addressed:
 - i. School & Athletic Department philosophies, beliefs and policies.
 - ii. Attendance, physical appearance, etc.
 - iii. I.H.S.A.A. Rules and Guidelines - eligibility requirements.
 - iv. N.C.A.A. Clearing House.
 - v. Coaching expectations.
 - vi. Important dates to remember
 - vii. Contest, practice and transportation schedules.
 - viii. Team rules/guidelines (Have parents and athlete sign and return one copy).
 - ix. Method of selecting/cutting squad.
 - x. Criteria for earning a letter.
 - xi. Care of equipment.
 - xii. Ask parents to be proactive/positive support.
 - xiii. Conflict in sharing with other extra-curricular activities.
 - xiv. Team: Program goals (those not related to winning and losing).
 - xv. Chain of command for problems: Coach, Athletic Director, Principal

18. Coaches are responsible for any additional responsibilities as assigned by the Athletic Director or Principal.

NON-PROFESSIONAL STAFF COACHES

Every effort will be made to hire qualified professional staff members for all of our coaching positions in accordance with IHSAA By-Laws (Rule 7-1) and the Wabash City Schools Hiring Resolution (March 17, 2003). However, when it is necessary to hire non-professional staff to a coaching position it will be on a one-year agreement. At the end of the one-year agreement the position will be posted in search of a qualified professional staff member.

ATHLETIC CODE OF CONDUCT

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators, and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration.

All athletes should abide by a code of ethics which will earn them the honor and respect that participation and competition in interscholastic athletics affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality, illegal gambling or violations of law, tarnish the reputation of everyone associated with the athletic program will not be tolerated.

Penalties for Violation

Due to the serious nature of this rule, the coach involved and the athletic administrator shall meet and determine the penalty according to the degree of the infraction. The penalty shall range from a minimum of one (1) contest to a maximum of permanent denial of participation.

*All student-athletes shall be granted due process. In all events/accusations the student shall be given the opportunity to deny and/or explain his/her position in reference to the matter.

Suspension from School

Any student who is suspended in or out of school will also be suspended from athletics for the duration of the suspension. The student athlete under suspension will not be allowed to practice or participate on any suspension day or on a weekend in between suspension dates.

Hazing & Harassment

Hazing or any type of verbal, physical, written, or sexual harassment by Wabash City School athletes will not be tolerated. Any athlete who takes part in hazing or harassment of any kind will be subject to an automatic 1 game suspension. A second offense will result in a suspension of up to one year to be determined by the athletic director and principal.

Training Rules and Regulations

Student athletes of the Wabash City School District shall not possess, use, sell, give, or otherwise transmit, or be under the influence of any drug, or counterfeit drug, the possession of which is prohibited by law. This includes

narcotic, hallucinogenic drugs, alcohol, amphetamines, steroids, cocaine or intoxicants of any kind. The use or possession of tobacco *and vaping* product is also prohibited.

This policy will be subject to enforcement and/or disciplinary action by the athletic department and athletic administration for twelve (12) months of the year. Additionally, offenses in violation of this policy are cumulative:

- a) during a student's participation in athletics at the middle school level
- b) during a student's participation in athletics at the high school level (middle school accumulation ends and high school accumulation begins with eighth grade graduation)

PENALTIES FOR VIOLATIONS

FIRST VIOLATION PENALTY

When the student's first violation is for drugs or alcohol, the student will be suspended immediately from 30% of the scheduled contests in the sport in which the student is a participant. If the penalty is not fully administered during that sport season, the remainder of the penalty will be applied to the next interscholastic sport season in which the athlete participates. If the first violation is for tobacco, the student will be suspended from 30% of the scheduled contests in the sport in which the student is a participant. If the first violation is for possessing, using, distributing, purchasing, or selling, in whole or in part, any tobacco, paraphernalia or nicotine-containing products of any kind in any form. This includes but is not limited to cigarettes, chewing tobacco of any kind, e-cigarettes, e-hookahs, vaporizers, atomizers, vaporizer liquids of any kind, nicotine or flavor cartridges of any part/type of an electronic nicotine delivery system (ENDS), the student will be suspended from 30% of the scheduled contests in the sport in which the student is a participant.

SECOND VIOLATION PENALTY

When the student's second violation is for drugs or alcohol, the student will be suspended immediately from 100% of the scheduled contests in the sport in which the student is a participant. The penalty will be reduced to 50% if the athlete attends two (2) drug and alcohol counseling sessions. If the penalty is not fully administered during that sport season, the remainder of the penalty will be applied to the next interscholastic sport season in which the athlete participates. If the second violation is for tobacco, the student will be suspended from 50% of the scheduled contests in the sport in which the student is a participant and the student will be required to attend a program for tobacco cessation. If the second violation is for possessing, using, distributing, purchasing, or selling, in whole or in part, any tobacco, paraphernalia or nicotine-containing products of any kind in any form. This includes but is not limited to cigarettes, chewing tobacco of any kind, e-cigarettes, e-hookahs, vaporizers, atomizers, vaporizer liquids of any kind, nicotine or flavor cartridges of any part/type of an electronic nicotine delivery system (ENDS), the student will be suspended from 50% of the scheduled contests in the sport in which the student is a participant and the student will be required to attend a program for cessation.

THIRD AND SUBSEQUENT VIOLATION PENALTY

When the student's third or any subsequent violation is for drugs or alcohol, the student will be suspended from participation in athletics for the remainder of their high school career. The athlete will have the right to petition for reinstatement after the period of one (1) calendar year. The petition will be decided on by the principal and athletic director. The petition will only be heard if the athlete attends a minimum of six (6) drug and alcohol counseling sessions. If the third or any subsequent violation is for tobacco, the student will be suspended from participation in athletics for one (1) calendar year and will be required to attend a program for tobacco cessation. If the third or any subsequent violation is for possessing, using, distributing, purchasing, or selling, in whole or in part, any tobacco, paraphernalia or nicotine-containing products of any kind in any form. This includes but is not limited to cigarettes, chewing tobacco of any kind, e-cigarettes, e-hookahs, vaporizers, atomizers, vaporizer liquids of any kind, nicotine or flavor cartridges of any part/type of an electronic nicotine delivery system (ENDS), the student will be suspended from participation in athletics for one (1) calendar year and will be required to attend a program for cessation.

In addition to the penalties for violation of the Athletic Code of Conduct Training Rules, the athletic administrator or other person designated by the principal may exclude the student-athlete from all athletic participation for one (1) calendar year for a violation which involves selling or distributing of any quantity of illegal drugs, counterfeit drugs, or controlled substances.

When multiple violations have occurred prior to the completion of the first penalty, the first penalty will be fulfilled in its entirety before the second or any subsequent penalty is served. All penalties will be served in their entirety, not concurrently.

- a) Any athlete who has been suspended for a drug or alcohol offense may be drug tested at the discretion of the administration at any time
- b) During a 30% or 50% exclusion period, the athlete will continue to participate in all team activities and attend but not dress for contests.
- c) An athlete will not be allowed to go out for a sport not previously participated in as to avoid suspension from a sport.
- d) All student-athletes shall be granted due process. In all events/accusations the student shall be given the opportunity to deny and/or explain his/her position in reference to the matter.

SELF-REFERRAL BY STUDENT-ATHLETES

Student-athletes may take advantage of a self-referral procedure to seek guidance or counseling in regard to student-athlete use of tobacco, vaping, alcohol and other drugs. Voluntary referrals will reduce the suspension by 50% of the original suspension. (Example: A 50% suspension would then be a 25% suspension, a 25% suspension would then be a 12.5% suspension, a 10% suspension would then be an 5% suspension.)

- a) Referral is allowed one (1) time in a student's four-year high school career
- b) Referral is allowed one (1) time in a student's middle school career
- c) Referral must be only by the athlete or a member of the immediate family
- d) Referral must be previous to the first violation
- e) Referral must be made prior to being caught or investigated for a substance abuse violation.
- f) Referral must also be made before a student's name is drawn for a random drug test.
- g) Referral cannot be used by athletes as a method to avoid consequences once a code of conduct rule is violated and a student has been identified as having violated one of the rules
- h) Referral must be to a coach, athletic administrator, teacher, administrator, or guidance counselor
- i) Referral must be followed up with a minimum of two (2) approved counseling sessions

INDIVIDUAL COACHES RULES

Coaches may establish additional rules and regulations with the approval of the Athletic Director and the Principal for their respective sports. These additional rules for a particular sport must be stipulated in writing to all team members and parents and explained fully at the start of the season. Penalties for violation of team rules will also be in writing and shall be administered by the coach. Copies of all additional team rules by coaches will be on file in the athletic office.

APPEAL PROCEDURE

The student-athlete may appeal the decision of the Athletic Director to the Principal. The appeal will require the following:

- a) The written appeal must be presented to the Athletic Director within five days of the initial ruling.
- b) The student shall have the privilege of representation even though it is not a legal process.
- c) The Principal shall render a decision within five days, in writing to student.

- d) The student-athlete may appeal the decision of the Principal to the Superintendent, and the decision on the Superintendent to the School Board following the same procedures as above.

ATHLETIC HEALTH SERVICES

ATHLETIC PHYSICAL EXAMINATIONS

Each candidate for interscholastic sport teams must have on file in the athletic office a complete physical form, which states the condition of their health in regard to participating in any and all athletic contest. No athlete is to practice or to participate in the athletic program until a parent and physicians' certificate is on file certifying that the athlete has been examined by a licensed physician and has the consent of the parents/guardians to participate. It shall be the responsibility of the head coach of each sport to verify that the parents and physicians' certificate is on file prior to permitting any athlete to practice or to participate.

ACCIDENT AND INJURY PROCEDURES AND GUIDELINES

All accidents and/or injuries incurred as a result of athletic participation that require the services of a physician or emergency ambulance or other transportation to the hospital or to a physician's or dentist office must be reported to the Athletic Director by the head coach responsible for that sport. At the time of the accident if the parents are not immediately available to accompany the injured athlete, then if two coaches are available, the assistant coach should go with the injured athlete. An accident-injury report may be obtained from the athletic office for this purpose.

All coaches should carry emergency cards with them to all away and home contest to notify parents immediately should they not be present at the contest so they can meet the athlete at the emergency facility should they be so injured as to need emergency care.

For treatment of minor injuries or ailments incurred as a result of athletic participation, arrangements may be made by the parent on approval of one of the coaches, administrators, or Athletic Director. This approval must be obtained before any student athlete can be sent to a physician, unless it is deemed an emergency. An athlete may not take it upon him/her self to visit a physician without prior approval.

ATHLETIC RESTRICTIONS / RELEASES

If a student athlete is seen by a physician for any illness or injury, a note of release from that physician must be filed with the athletic department prior to returning to participation. The note of release must bear the signature of the physician as well as the date of release and any activity restrictions or special requirements. It is the responsibility of the student athlete and parents to make sure a note of release is obtained and brought to the athletic office or athletic trainer.

Athletic Department Procedures

Copies of any paperwork will be provided to the athletic trainer as soon as possible so it may be made a part of the athletes' medical record.

Copies of releases should be provided to an athletes' coach upon request.

Coaches' Procedures

Coaches should discuss physician releases in their pre-season parent meetings and make sure everyone is clear on the policy.

Coaches are responsible for making sure the proper paperwork is turned in prior to the athletes' participation. If

there are any questions as to the status of an athlete the athletic trainer or athletic department staff should be contacted.

If a note is given to a coach it should be turned over to either the athletic office or athletic trainer immediately so it can be made a part of the athlete's medical file and to insure that is not lost.

In order to protect themselves from liability issues, coaches should not make any exceptions to the physician release policy.

Athletic Trainers' Procedures

Copies of any paperwork given to the athletic trainer will be submitted to the athletic department. Notes and paperwork will be provided no later than the beginning of the following practice or game.

If an athlete's coach or member of the athletic department staff has any questions pertaining to the status of an athlete or the content of a note, the athletic trainer will provide insight or secure an answer from the physician's office.

The athletic trainer is bound by privacy laws (HIPPA and FERPA) and must follow certain procedures regarding athletes' health information. As such, verbal information and copies of paperwork will be provided only to the following individuals:

1. The athlete's parent/guardian
2. The athlete
3. A coach/staff member directly responsible for the care of the athlete
4. A staff member responsible for maintaining the athlete's records

ATHLETIC EMERGENCY TRANSPORTATION GUIDELINES

When an accident or injury is incurred as a result of interscholastic participation and emergency transportation to a hospital, dentist or health care center is required, the following guidelines should be observed.

1. The potential seriousness of the injury should be determined by a physician if one is present or in the coach's opinion if no physician is present or a certified trainer.
2. If the injury is determined to be such of a nature that an ambulance should be summoned to transport the injured athlete for emergency medical treatment, the ambulance should be immediately requested by a physician, certified trainer, supervising coach, or other supervisor.
3. The parents or guardians of the injured athlete must be notified as soon as possible and advised of the situation. This shall be the responsibility of the supervising coach.
4. If the injury is determined to be of such a nature that an ambulance is not required, but serious enough to warrant immediate medical attention, the parents shall be notified by the trainer or supervising coach and requested to provide transportation. If the parents are unavailable or cannot provide transportation, a member of the coaching staff may elect to use his personal vehicle to transport the injured athlete. If the supervising coach or an assistant coach cannot or is unable to provide transportation because they cannot leave their work station, the Athletic Director, if available, Principal, Assistant Principal, or other certified personnel (school official designee) shall be notified so that transportation can be arranged. Under no circumstance should another student, student trainer, manager or the student him/her self be permitted to drive for medical treatment.
5. In the event that an athlete from a visiting school is injured in an athletic contest hosted by Wabash City

Schools, it is advisable that supervising individuals from the visiting school take charge of the situation with every assistance provided to him or her by The Wabash City Schools.

ATHLETIC INSURANCE

The only source of protection against charges for treatment of injuries incurred as the result of participation in the Wabash Athletic program is the PARENTS' OWN INSURANCE. The program of coverage for all the participants in athletics in the Wabash City Schools lies with the parents or guardians. When a parent or guardian signs the IHSAA Physical/Participation form in so doing they are stating that they have adequate insurance. If in actuality they do not, they may purchase athletic insurance through the school at the beginning of the school year.

The Wabash Athletic Department *is not* responsible for any injury that may occur to an athlete during a practice or athletic contest. All athletes participate in athletics *at their own risk*.

Parents or guardians seeking treatment for their children without prior, proper approval, do so on their own, and assume all financial responsibility. Wabash City Schools cannot guarantee that our insurance will cover any athlete, even those having health care insurance in the event of an injury; therefore, you assume a tremendous risk permitting your child to participate in athletics without health care insurance. Do not direct any health care provider to bill the Wabash Schools for any service.

ATHLETIC AWARDS

Awards are an integral part of most activities. They exist to reward, indicate belonging and show commitment to a cause. Awards are important and Wabash athletes are recognized with a wide variety of earned awards. It is always very important to keep awards in perspective. Too many or inappropriate awards indicate a disregard for the true meaning of sport while too few can indicate a feeling of non-importance. In reality, awards cannot truly show what has been gained from competing in athletics...the development of loyalties, commitment to cause, learning about one's limits and representing one's school, community, family and self.

All sports are considered major sports at WHS. Athletes, as defined by WHS, are eligible to earn awards. Each sport gives the same type awards and all awards are purchased by the Athletic Department. No athlete may receive an award in a sport for which he/she is academically ineligible at the completion of the season, under suspension for an athletic violation at any time during the season or otherwise not in good standing.

LETTER JACKETS & ATHLETIC DEPARTMENT AWARDS

Certificates will be awarded for Freshman, C-Team, JV and Varsity participation.

Dance Team members will be awarded a patch and pin upon completion of their first year of participation and a pin upon completion of each subsequent year. Participation points will be awarded towards a jacket.

Varsity Letter, with a certificate and chevron will be awarded for the first varsity letter (chenille orange W). Certificates and chevrons will be awarded for each additional varsity letter.

Chenille Patches will be awarded for excellence in a sport to include: All-TRC, Conference Champion, Academic All-State, All-State, Indiana All-Star, Sectional winner or Regional, Semi-State or State qualifier or winner. The following patches are optional and are purchased by the athlete: County Champion, All-County, TRC All-Sports, School Record. Patches will be ordered through the athletic department at designated times during the school year.

Letter Jackets may be purchased after an athlete has earned a varsity letter. The point value for participation is:

9 th Grade participation	- 2 pt.
10 th Grade participation	- 3 pt.
11 th Grade participation	- 4 pt.
12 th Grade participation	- 4 pt.
Varsity Letter	- 6 pt.

- The points will be recorded by the Athletic Department
- Athletes will be refunded \$1 per point towards their jacket upon graduation, provided that the jacket was purchased through the Athletic Department
- Points for sport will be lost if athlete does not defend letter or go out for another sport in that season
- Refund will be forfeited if Letter Jacket policy is not followed

Placing of Awards on the Letter Jacket

- Varsity Letter on left chest
- Chevrons (point up) on left sleeve
- Numerals on right sleeve
- Academic/Curricular/Dance Letters on right chest or back of jacket
- Middle School Letter (7 MS certificates earned) on back of jacket
- Name on right chest
- Patches on back of jacket or on lower front if no room on back

Senior Athletic Award (Blanket) will be presented to those seniors who have earned 9 varsity letters during their high school career. Letters that are not defended will not count.

Scholar Athlete Award will be presented to any athlete with a GPA of 9.2 or above during any grading period in which they are participating in athletics. Athletes may be honored as Scholar Athletes during all three seasons but they will receive only one award.

Oskewawa Award will be presented to any athlete who participates in all twelve seasons in high school.

INDIVIDUAL SPORT AWARDS

Varsity Volleyball: MVP, Coach's Award, Most Improved, Top Offensive Player, Top Defensive Player

Reserve Volleyball: Mental Attitude, Most Improved,

Freshmen Volleyball: Mental Attitude

Varsity Football: Gus Dorais Award, Coach's Award, Most Improved, Offensive MVP, Defensive MVP

Reserve Football: Mental Attitude, Most Improved

Varsity Boys' Tennis: MVP, Most Wins, Mental Attitude, Most Improved

Reserve Boys' Tennis: Mental Attitude, Most Improved

Varsity Boys' Cross Country: MVP, Most Improved, Mental Attitude

Varsity Girls' Cross Country: MVP, Most Improved, Mental Attitude

Varsity Girls' Golf: MVP, Most Improved, Mental Attitude

Varsity Boys' Soccer: MVP, Most Improved, Mental Attitude

Varsity Girls' Soccer: MVP, Most Improved, Mental Attitude

Varsity Boys' Basketball: MVP, Apache Award, Most Improved, Best Defensive Player, Highest FT %

Reserve Boys' Basketball: Mental Attitude, Most Improved

Freshmen Boys' Basketball: Mental Attitude

Varsity Girls' Basketball: MVP, Lady Apache Award, Most Improved, Best Defensive Player, Highest FT %

Reserve Girls' Basketball: Mental Attitude, Most Improved

Freshmen Girls' Basketball: Mental Attitude

Varsity Wrestling: MVP, Most Improved, Mental Attitude, Coach's Award

Varsity Boys' Swimming: MVP, Most Improved, Mental Attitude

Varsity Girls' Swimming: MVP, Most Improved, Mental Attitude

Varsity Cheerleading: Leadership Award, Most Improved

Reserve Cheerleading: Mental Attitude

Dance Team: Leadership Award, Most Improved

Varsity Baseball: MVP, Gold Glove, Mental Attitude, Most Improved, Highest Batting Average, RBI Leader, Pitching Award

Reserve Baseball: Most Improved, Mental Attitude

Varsity Softball: MVP, Gold Glove, Mental Attitude, Most Improved, Highest Batting Average, RBI Leader, Pitching Award

Varsity Boys' Track: MVR, Most Points – Field, Most Points – Running, Mental Attitude, Most Improved

Varsity Girls' Track: MVR, Most Points – Field, Most Points – Running, Mental Attitude, Most Improved

Varsity Girls' Tennis: MVP, Most Wins, Mental Attitude, Most Improved

Reserve Girls' Tennis: Mental Attitude, Most Improved

Varsity Boys' Golf: MVP, Most Improved, Mental Attitude

Reserve Boys' Golf: Most Improved, Mental Attitude

Unified Flag Football: Most Improved, Mental Attitude

Unified Track & Field: Most Improved, Mental Attitude

Awards may be added for outstanding accomplishments or school records

Awards will be forfeited for non-attendance at your teams Awards Program unless prior arrangements have been made with the Athletic Director or Coach

BOOSTER CLUBS

Each Varsity sport may have a booster club. The head coach is directly responsible for the Booster Club and any activities that they perform. A copy of any by-laws or rules as well as a yearly financial statement will be kept on file in the athletic office.

CHEERLEADING

Cheerleaders will be selected by the cheerleading sponsor. The sponsor will hold tryouts in the spring for the following year and will announce the criteria and process for selection, as well as any requirements, prior to the tryouts. There will be a maximum of 8 (eight) positions on the varsity, and 6 (six) on the reserve. Any cheerleader who wishes to cheer during only the fall or winter must let that be known prior to tryouts.

CLINIC ATTENDANCE

The Athletic Department will pay for registration and 1 (one) single nights lodging for one clinic for each program. Registration will be paid for any paid or approved volunteer assistants as well as the head coach. Meals and mileage will not be paid.

COACH/PARENT COMMUNICATION

Both parenting and coaching are extremely difficult vocations. By establishing understanding of each position, we are able to accept the action of the other and provide greater benefit to children. As parents when your child becomes involved in our program you have a right to understand what expectations are placed on your child. This begins with clear communications from the coach of your child's program.

Communications you should expect from your child's coach:

1. Philosophy of the coach.
2. Locations and times of all practices and contests.
3. Team requirements: practices, special equipment, out of season conditioning.
4. Procedure followed should your child be injured during participation.
5. Discipline that may result in the denial of your child's participation.

Communication coaches expect from parents:

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concerns with regard to a coach's philosophy and/or expectations.

As your child becomes involved in the programs at Wabash, they will experience some of the most rewarding moments of their lives. It is important that they understand that there also may be times when things do not go the way you or your child wish. At these times, discussion with the coach is encouraged.

It is very difficult to accept your child's not playing as much or where you may hope. Coaches are professionals. They make judgments based on what they believe to be best for all students involved. With coaches, the team supersedes any individual.

There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should be followed to help promote the resolution:

1. Contact the coach to set up an appointment.
2. If the coach cannot be reached, call the Athletic Director. A meeting will be set up for you.
3. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both parent and coach. Meetings of this nature do not promote resolution.

If the meeting with the coach did not provide a satisfactory resolution, the next step is to call to set up and appointment with the Athletic Director to discuss the situation.

COACHING MEMBERSHIPS

The Athletic Department will pay the membership dues for all varsity head coaches into the NFHS and their respective state association. The Athletic Department will also pay the membership dues for all paid high school assistants and approved volunteers for their respective state association.

COLLEGE RECRUITMENT POLICY

The Wabash High School athletic department is vitally interested in each athlete receiving an opportunity to obtain financial aid for attending a college, university, or other institution of higher learning. There are very few athletes across the country who receive full athletic scholarships. The NCAA standard for entrance is 800 minimum SAT score and a 2.0 on a 4.0 scale. Since there are very few full athletic scholarships given it is advisable to have your student/athletes fill out a Financial Aid Form also as soon as possible; because all other financial aid is based on need.

All athletes must now be cleared through the NCAA Clearing House if they plan to play college athletics. Information can be obtained from the Guidance Department or the Athletic Director. According to the "Family Education Rights and Privacy Act of 1974" dealing with student records, in order to make available grade transcript information of a student under eighteen (18) years of age, Wabash High School must have the written consent of the parent or guardian. If the student is over eighteen years of age, the student must give written consent.

DANCE TEAM

Dance team members will be selected by the dance team sponsor. The sponsor will hold tryouts in the spring for the following year and will announce the criteria and process for selection, as well as any requirements, prior to tryouts. The number of positions on the dance team will be commensurate with the skills of the students trying out, but will not exceed 13 (thirteen).

ELIGIBILITY OF ATHLETES

Each head coach shall be responsible for making certain that an athlete is scholastically eligible before allowing that athlete to participate in an inter-school contest. It shall be the responsibility of the head coach to inform athletes of factors and rules affecting their eligibility. Particularly important are the following:

1. Parents and Physicians Certificates must be on file at the athletic office.
2. Each student must have passed five (5) solid subjects during the previous grading period/semester of enrollment.

3. Each student must be enrolled in at least five (5) solid subjects during the grading period/semester of participation and be passing in those subjects.
4. A student 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 interschool athletic competition in that sport; a student who is nineteen (19) years of age on the scheduled date of the IHSAA state finals in a sport shall be eligible as to age for interschool athletic competition in that sport.
5. A transfer student must have on file at the athletic office a transfer from the previous school.
6. A foreign exchange student must have on file at the athletic office a foreign exchange transfer from his previous school/country.
7. An athlete must be present in school for the full school day (signed into the office by 9:05) to be eligible to participate or practice in an interschool contest that evening. The following excuses will be allowed with proper verification: doctor's appt., funeral, court, college visit, driving test (student must go directly to and from appointments).
8. An athlete need not be in school on a day preceding a day upon which school is not in session and athletic contest is scheduled.
9. An athlete declared scholastically ineligible for a grading period shall be permitted to practice with the team. If the student/athlete is passing in five (5) solid subjects at the next grading period he/she will then regain eligibility.
10. An athlete becomes eligible/ineligible on the certification day which is submitted to the IHSAA.
11. All IHSAA rules pertaining to eligibility of athletes shall be followed.
12. It shall be the responsibility of each head coach in his respective sport to make sure his athletes are enrolled in a sufficient number of courses to be eligible. It is strongly recommended that all athletes enroll for a minimum of six (6) full credits.

HOME SCHOOL POLICY

Students enrolled in and attends, Full-time, a non-public, non-accredited school the student may have eligibility to participate in the athletic program at Wabash City Schools and serving the student's residence, provided that:

1. The student in conjunction with the non-public, non-accredited school (Home School) and the Public School serving the student's residence, provides proof to the IHSAA that the spirit of the eligibility rules will not be compromised
2. The student has been Enrolled in the non-public, non-accredited school (Home School) for the previous Three (3) years in succession
3. The student completes any state-wide examinations authorized by the Indiana Department of Education
4. The non-public, non-accredited school (Home School) agent provides proof of meeting the provisions of rule 18-1 of the IHSAA by-laws during the time period between the end of the member School's designated Grading Period and the corresponding certification date
5. The student must be Enrolled in and attending the:
 - a. High School (9th-12th Grade)

- i. A minimum of three (3) full credit subject offered
 - ii. One (1) of the credits must be a core class (English, Math, Science, or required for Graduation by IDOE)
- b. Middle School (7/8th Grade)
 - i. A minimum of three (3) full credit subject offered
 - ii. One (1) of the credits must be a core class (English, Math, Science, or required for Graduation by IDOE)
- c. Middle School (5/6th Grade)
 - i. A minimum of one (1) full credit subject offered

EVALUATIONS

Each interscholastic coach employed by the Wabash City Schools shall be evaluated for each sport coached on a regular basis. The Athletic Director shall direct the coaching evaluation process for each head coach. Head coaches shall direct the evaluation process for each assistant and middle school coach. Staff evaluation is a process whereby the coach and his designated evaluator have an opportunity to communicate in a formal manner to assist in program development and the meeting of athletic department objectives.

The athletic department office shall print the appropriate evaluation forms to be distributed to the head coaches. Once the evaluation has been completed the forms shall be distributed as follows:

1. One copy is retained by the coach being evaluated.
2. One copy is retained by the athletic director.

The evaluator(s) shall complete the evaluation of each coach within one month after the close of the sports season. The evaluation of middle school coaches shall be completed within a reasonable period of time following the end of their respective sport season.

It is recommended that each middle school coach be observed a minimum of two (2) occasions, once during a team practice session and once under game conditions. If a coach is found to be performing in an unsatisfactory manner it is recommended that the evaluator shall meet with that coach and discuss the nature of his/her unsatisfactory performance and make suggestions as to how the coach may improve his performance. It is further recommended that the fact that such a meeting took place, the shortcomings, and the recommendations offered be documented in writing with a copy sent to the coach, evaluator, the Athletic Director, and the Principal of the school.

FACULTY MEETINGS AND DEPARTMENT MEETINGS

All coaches and assistant coaches who are in house coaches (teachers) shall be required to attend scheduled faculty meetings unless excused by the principal or department chairperson, respectively. When attendance at a meeting is necessary, the starting time of practice if affected, must be altered; it is the responsibility of the coach to notify his athletes of scheduled practice time when a change is necessary. Under no circumstance should athletes report to or should practice start until such time that the coaching staff is present to supervise.

FACILITIES

The facilities of the athletic department have been designed, constructed, improved and maintained to meet established standards under the guidance, direction and philosophy of the Wabash City Schools.

The athletic facilities should be continuously evaluated to determine present effectiveness and future needs. Facilities for athletic practice and competition shall be maintained in a safe and playable condition. Wherever possible facilities shall conform to dimensions as established by the rules and regulations of the IHSAA and the NFHS.

Coaches shall be responsible for the proper care and utilization of facilities. Athletes are to be properly supervised and educated as to the proper use of facilities. Coaches are encouraged to offer suggestions and recommendations for improvement of existing facilities.

The following guidelines and policies are applicable to the use of athletic facilities:

1. The use of facilities for practice shall be scheduled through the athletic director. The following shall be the priority for use of athletic facilities for practice.
 - a. 1st choice to sports in season.
 - b. 2nd choice to sports coming into season.
 - c. 3rd choice to sports out of season.
2. Athletes shall not be permitted to practice unsupervised. All practices, team or individual, must be under the direct supervision of a coach. Coaches shall not leave practice areas unattended.
3. If a problem with a facility exists or develops, notify the Athletic Director and/or building Principal in charge. Under no conditions should a coach use or authorize the use of any athletic facility without clearing with the building Principal, Athletic Director or both where deemed necessary.
4. Coaches are responsible to ensure that all facilities are secure following the completion of a practice. The coach shall stay until all athletes have left the building. Check to make sure the lights are off and all doors are locked.
5. Permission for an individual or a group not associated with the Wabash City Schools to use athletic facilities must be granted by central administration. All requests for use of facilities by outside groups must be channeled through the central office first.

FUNDRAISING

Each program will be allowed to conduct two fundraisers per year, with just one of the fundraisers involving door to door sales (example: candy, candles, wreaths, clothing). Service fundraisers (example: dinners, car washes, yard work) can serve as one or both of the fundraisers. Booster Club fundraisers that use students count towards each programs total. All fundraisers must be approved by the Athletic Director in advance.

GENERAL CONDUCT AND DEMEANOR OF ATHLETES AND CHEERLEADERS

An athlete is a student of this corporation associated with the corporation's interscholastic athletic program. Each athlete's conduct in and out of school during the season and off season, cannot be permitted to either reflect discredit upon the school or create a disruptive influence, without sanctions. Athletes/cheerleaders are considered to be on notice that acts of disrespect, vandalism, delinquency, illegality, and the like shall result in discipline appropriate to the circumstances. Violation of any of the following rules will result in a penalty to be decided by the Athletic Director.

The following specific rules shall apply:

1. Each head coach shall make clear his specific rules other than those afore/after mentioned and are not in violation of the policies of the corporation. The violation of these rules shall be grounds for disciplinary action. The specific rules of the head coaches must be on file in the athletic director's office if different from afore/after mentioned.
2. An athlete shall not be present in violation of the law where alcoholic beverages or controlled substances are located. If an athlete is present, they must leave the premises immediately.

3. Intentional acts of disrespect, and/or the commission of an act which if committed by an adult would be a crime will, upon that circumstance becoming known to school authorities, be the basis for discipline appropriate in the circumstances.
4. An athlete shall not be discourteous to other persons, including but not limited to spectators, the opposing team, game officials, and school authorities. The use of profanity is not condoned and may result in disciplinary action.
5. An athlete shall not engage in "horseplay" which increases the probability of injury to the athlete or others, or the probable consequence of which will be an adverse effect on team discipline and morale.
6. Standards for appearance, including cleanliness, hair, and dress will be determined by each team coach and are expected to be followed.
7. Equipment bought by the school or an athlete is considered team equipment. An athlete is responsible for all equipment used. If any is abused, misused or not turned in when directed by the coach; the athlete will be held financially responsible for any lost, stolen or abused equipment that was directly in his care.
8. An athlete shall not participate in or be associated with illegal gambling activities.

GENERAL CONDUCT AND DEMEANOR OF COACHES

Should a coach be removed from a game by the officials/umpires in charge for inappropriate conduct or display unacceptable behavior the following procedure will be followed.

- A conference with the Athletic Director will take place the next school day before the start of school. The coach in question will be expected to give an explanation of why he/she was removed from the game. He/She must be prepared to defend his/her inappropriate actions.
- The disciplinary action will be decided by the Athletic Director. Minimum punishment will be those penalties put forth by the IHSAA.
- The severity of the discipline will be based upon the attitude of the coach and the frequency of his/her inappropriate behavior.

KEY ISSUANCE

Keys to athletic facilities and the buildings should be approved by the Athletic Director and issued by building Principals. No keys should be duplicated and passed on by the head coaches. The building Principal needs to keep an accurate record of who has what keys. Persons leaving the school corporation must return all athletic keys to the building Principal prior to departure. Persons losing keys may be held financially responsible for the replacement of keys or locks. The Athletic Director shall work closely with the building Principals on key issuance, key making and maintenance of records.

LETTERING POLICY

Following are the lettering standards for each WHS sport. These standards 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. Any senior who has participated in a sport for four years will automatically qualify for a letter as long as they finish the season in good standing.

Basketball (Boys' & Girls')

Athletes must participate in 25% of the total varsity quarters.

Baseball

All athletes, except pitchers, must participate in 25% of the total varsity innings. Pitchers must average 1 inning per total varsity games played.

Cheerleading

Any cheerleader selected to or moved up to the varsity squad prior to the start of the year and completing the year in good standing. Any cheerleader who cheers for just one season and completes her second or subsequent year in good standing.

Cross Country (Boys' & Girls')

All athletes who finish in the top seven (7) in 50% of the total season meets or who participates in 75% of the total season meets.

Dance

Any dancer who dances for just one season and completes second or subsequent year in good standing.

Football

Athletes must participate in 25% of the varsity quarters.

Golf (Boys' & Girls')

Must participate at the varsity level in at least 50% of the total season matches.

Manager (Any Sport)

Any manager who has completed his/her second or subsequent year in good standing as a manager in that sport will be eligible for a varsity letter.

Soccer (Boys' & Girls')

Athletes must participate in 50% of the varsity halves.

Softball

All athletes, except pitchers, must participate in 25% of the total varsity innings. Pitchers must average 1 inning per total varsity games played.

Swimming (Boys' & Girls')

Athlete must score the same number of points as there are regular season meets or score a point in the TRC Meet or Sectional

Tennis (Boys' & Girls')

All athletes must participate in 50% of contests at the varsity level.

Track (Boys' & Girls')

Athlete must score the same number of points as there are regular season meets or score a point in the TRC Meet or Sectional.

Unified Flag Football (Coed)

Unified athletes must participate in 90% of contests at the varsity level. Unified partners must participate in 90% of the contest at the varsity level and completes second or subsequent year in good standing.

Unified Track (Coed)

Unified athletes must participate in 90% of contests at the varsity level. Unified partners must participate in 90% of the contest at the varsity level and completes second or subsequent year in good standing.

Volleyball

Athlete must participate in 25% of the total varsity sets.

Wrestling

Athlete must participate in 50% of the total varsity dates.

Special Situations for Lettering

- Four (4) years of participation in the same sport.
- If an athlete is injured during the season, the head coach and Athletic Director will evaluate and determine if a letter should be given.
- Athletes may earn a letter by being a major contributor to the success of the team or the top athlete on a team in an event.
- An athlete may be awarded a letter if the coach deems them worthy and the Athletic Director signs off, regardless of other requirements.

LIMITED CONTACT PROGRAM

During School Year (Out-of-Season)

- The program must be open to all students of Wabash City Schools.
- Only students of Wabash City Schools may participate.
- Attendance and participation are voluntary and not required.
- Coaching staff may offer instruction and work directly with student athletes.
- Sunday activities are not allowed.
- All open facilities during the limited contact period must be scheduled through the Athletic Director.
- Each program is allowed no more than two open facilities per week during the limited contact period and each can last no longer than two hours

Limited Contact Periods

Fall -	Monday, Week 9	-	Saturday, Week 15
Winter -	Monday, Week 23	-	Saturday, Week 31
Spring -	Monday, Week 40	-	Saturday, Week 45

SUMMER OPEN FACILITY PROGRAM

- The program must be open to all students of Wabash City Schools.
- Only students of Wabash City Schools may participate.
- Attendance and participation are voluntary and not required.
- For football there shall be no full contact and protective equipment is limited to helmet, shoes, shoulder pads and mouthpieces.
- Open Facility programs must be terminated prior to Monday of Week 4 for all sports.
- There will be two weeks of moratorium, 1 assigned by the IHSAA and 1 assigned by the Athletic Director, when there will be no athletic activities conducted. During these seven-day periods, there shall be no contact between athletes and coaches.
- All open facility programs must be scheduled through the Athletic Director.

Summer Period - Monday, Week 48 - Saturday, Week 3

PARTICIPATION

The following regulations are in addition to the rules established by the IHSAA:

1. Every student shall be given an opportunity to participate in the interscholastic athletic programs provided the student meets the basic requirements in regard to eligibility, parents-physicians examination form and rules and regulations form on file, and meets the requirements and standards established by the head coaches.
2. Interscholastic athletics are by nature highly competitive and very selective. Not everyone will possess the skill and ability to compete successfully at the interscholastic level in a particular sport. Since a wide variety of different sports are offered, it is hoped that a majority of students can find an activity which is best suited to their ability and interest. It is strongly recommended that coaches help and encourage students to locate the proper mode and outlet for the skills and interest they possess. Multi-sport participation is not to be discouraged, but rather promoted.
3. If an athlete has been removed from one athletic team due to disciplinary reasons, he/she may not try out for another sport until that sport season of the team from which he/she has been dropped has been completed.
4. Coaches are not to use **UNDUE INFLUENCE** to induce an athlete to quit one team for the purpose of joining another squad.
5. Any athlete who wishes to participate in more than one sport during the same season must fill out a multiple sport contract. This contract will be signed off on by the student athlete, a parent, the Athletic Director, and the coaches of both sports. This contract will establish minor and major sports for the athlete as well as practice plans. If this contract is not signed off on by all parties the athlete will not be allowed to participate in more than one sport during that season.

PRACTICE

Athletic teams shall not practice an unreasonable length of time. The length of practice shall be consistent with sound educational philosophy. The IHSAA strictly forbids practices, team meetings, film viewing sessions, etc. on Sunday.

Coaches are requested to develop written practice plans, establish consistent practice starting and ending times when possible and make sure to notify athletes and parents of the practice times. Establish a definite practice attendance policy. Notify team members of the policy and enforce it.

PUBLIC RELATIONS

The administration, coaching staff, athletes, cheerleaders, and the student body are all in the public eye and serve as public relations agents at all times and particularly at home and away athletic events. Athletic department personnel and athletic teams occupy an extremely strategic and sensitive position when it comes to good public relations. The actions, appearance, attitude, language, etc. exhibited by all concerned with athletics are important and should reflect the highest standards.

The following guidelines represent additional public relations considerations:

1. Coaches are to stress proper conduct when traveling on Wabash City School buses and in public.
2. Coaches are held accountable for reporting all games, meets, etc. results win or lose to the media.

Coaches will put all event information on VNN. Each Athletic Department Extra-Curricular will have a login to report all scores, pictures, and information to. This will also send information to the media contacts listed below.

Media Contacts:

- | | | | |
|-------------------------|--|----|-------------------|
| 1. Wabash Plain Dealer | sports@wabashplaindealer.com | or | Fax# 765-668-4256 |
| 2. Wabash County Sports | gary@wabashcountysports.com | or | Fax# 260-454-2015 |
| 3. WKUZ | news@wkuz.com | or | Fax# 563-4425 |
| 4. WJOT..(Mi Bash) | wade@1059thebash.com | or | Fax# 563-0883 |
| 5. The Paper | sports@thepaperofwabash.com | or | Fax# 563-2863 |
| 6. 101.9 The Official | theofficial6969@yahoo.com | | |

Scores should be reported sufficiently early to be publicized on the day following the contest. Each member of the athletic department should utilize the press, radio, television, social media and school organizations to promote the Wabash City Schools athletic programs.

Regardless of your emotional feelings at the time of contact with the media, try to remain upbeat and positive. Never badmouth our athletes, they are all we have. Always remember, criticize The Performance and not the Performer, and never get the two mixed up.

The person who "does well" is not always found on a winning team. Yet he/she deserves just as much praise as anyone. Rather than join the critics and fans, coaches can acknowledge good play and sportsmanship even though it does not produce a championship.

SCHEDULING OF ATHLETIC CONTEST

The scheduling of an athletic contest is a cooperative effort involving the head coach of the respective sports and the Athletic Director.

1. IHSAA, TRC, RRC and Wabash City Schools rules and regulations regarding contracting shall be followed.
2. The welfare of the athletes shall be considered in the scheduling process.
3. It is very highly recommended that opposing schools be scheduled that are of comparable size or athletic prowess, have similar facilities, and possess a sound educational and athletic philosophy.
4. Every attempt will be made for all varsity teams to play the maximum number of games allowed in that sport by the IHSAA.

STAFFING

The Athletic Director is responsible for coordinating all interviews for coaching positions as they become available. Under no conditions is a head coach to hire an assistant without going through the proper interview chain of command. In the case of emergency coaches, the head coach will notify the Athletic Director of the vacancy available in writing. The vacancy will then be posted according to bargaining unit regulations. After the vacancy has cleared the mandatory days of posting the Athletic Director and the head coach of the sport involved will interview the candidates with the best credentials. The head coach and the Athletic Director will make the selection. The Athletic Director will then prepare a written recommendation to the Superintendent of schools and the School Board.

After approval by the Superintendent and the Board, the head coach may release the appointment to the media.

Head Coaches must remember that all appointments are contingent upon the boards' approval.

The Athletic Director will prepare for the Superintendent of schools at the beginning of each school year a complete list of all coaches and their positions. If all positions are not filled at the beginning of the school year, the same process afore mentioned will be used to fill any vacancies.

STUDENT ATHLETIC TRAINER

Any student athletic trainer who trains for just one season and completes the second or subsequent year in good standing and has met all of the requirements set forth in the Wabash High School Student Athletic Trainer Handbook, including satisfactory completion of knowledge and skills tests, will be eligible for a varsity training letter.

Students who do not satisfactorily complete knowledge and skills tests must complete a second season as a student athletic trainer in order to earn a varsity training letter.

TELEPHONE POLICY

Coaches making long distance phone calls or sending faxes for athletic department purposes may use the athletic department code. If phone calls are for personal use then coach must use personal code.

TICKET POLICY

The administrative staff shall determine ticket policy. The ticket policy shall be made available to the coaching staff or to the public upon request. This information will always be released to the media prior to the start of the fall sports season with any changes being made from year-to-year being made prior to the release. All members of the coaching staff, school board members, and Wabash City School Administrators will be given an All-Sports Pass for use by them or members of their immediate family.

TRANSPORTATION

1. The primary responsibility for securing proper transportation for all athletic teams belong to the Athletic Director. School buses or activity buses shall be used for most athletic trips.
2. In no instance should a player be permitted to drive a vehicle to an athletic contest. If private transportation must be used it must be driven by a licensed adult driver over 21 years of age, preferably a parent or a coach. This person must have proper insurance.
3. All athletes shall travel to and home from away contest in the officially designated team vehicle(s).
4. Athletes are prohibited from returning home on their own or with friends. Coaches may grant permission for an athlete to arrive or return home with his/her parents or a designated adult on occasions (deemed necessary by the athletic director) provided the parent/parents fill out an Athletic Department Travel Release. All requests must be made in advance of the contest. NOTE: It is advisable to discourage this practice as much as possible. We travel as a team, return as a team.

VOLUNTEER COACHES

Volunteer coaches are an important part of all athletic programs and are often times vital to the success of a program. Head coaches are responsible for recommending volunteers to the athletic director before the start of their season. Volunteer coaches must complete a background check and be approved by the school board before

they perform any coaching duties or interact with our student athletes. It is highly recommended that each program uses only the number of volunteer coaches necessary to operate in an effective manner. Graduates or other adults may be approved as summer volunteers in order to participate with and against our student athletes during open facilities. These volunteers are not considered part of the coaching staff.

SPORTS PROGRAMS

Wabash High School offers twenty-one (21) interscholastic varsity sports, within its program; eleven (11) for the boys and ten (10) for girls. The sports fall into the following seasonal categories:

Fall Boys: Cross-Country, Football, Soccer, Tennis
Girls: Cross-Country, Golf, Soccer, Volleyball
Coed: Unified Flag Football

Winter Boys: Basketball, Swimming, Wrestling
Girls: Basketball, Swimming

Spring Boys: Baseball, Golf, Track & Field
Girls: Softball, Tennis, Track & Field
Coed: Unified Track & Field

Also available within the athletic department is Cheerleading & Dance Team (which both perform during the fall & winter)

APPENDIX

Accident Report

Coach's Checklist

Eligibility Form

Evaluation (Head Coach)

Evaluation (Assistant Coach)

Fundraising Form

Inventory Form

Result Sheet

Travel Release