

RICHMOND HIGH SCHOOL ATHLETICS

ATHLETE-COACH-PARENT
HANDBOOK



First EDITION 1998

Revised 2002

Revised 2003

Revised 2008

Revised 2011

Revised 2012

Revised 2014

ATHLETIC STATEMENT

This athletic booklet is designed to inform coaches, athletes, and their parents of the expectations, regulations, and information regarding athletic participation.

Participation in high school athletics is a privilege, which carries with it varying degrees of honor and responsibility. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the policies and procedures established by the administration and other specific coaches' rules for their sports. Athletes represent their school and community. It is the athlete's duty to conduct himself/herself in a manner that positively represents themselves, Richmond High School, and the community.

ATHLETIC PHILOSOPHY

The Richmond High School athletic department believes that athletics is an integral part of education. We will provide the opportunity for students to participate in a caring, disciplined, and competitive athletic environment where coaches will guide athletes in their athletic and academic progress and the development of skills, self-discipline, teamwork, sportsmanship, work ethic, character, citizenship, and integrity. The athletic experience at Richmond High School is intended to prepare students for a successful life in the 21st century.

ATHLETIC TRADITION

The school and community are very proud of the athletic history and tradition of the Richmond High School Red Devils. The Richmond High School athletic program reflects the school's overall commitment to quality and excellence in both academics and athletics. Our athletes have won numerous State championships, as well as Conference, Sectional, Regional, and Semi-State honors, both individually and as teams. Richmond's student-athletes have also been named IHSAA State Mental Attitude, Academic and Athletic All-American, and Academic and Athletic All-State award winners in several sports. They have also been recognized nationally in USA Today and other publications.

There are twenty-one (21) varsity sports teams, fourteen (14) junior varsity sport teams, and six (6) freshman sport team opportunities for girls and boys at Richmond. All students with sufficient ability are eligible to participate in tryouts, provided they meet the established IHSAA scholastic standards and conduct requirements.

Richmond High School has been a member of the North Central Conference since its inception in 1926. Other member schools are Anderson, Huntington North, Kokomo, Logansport, Marion and Muncie Central. In the 2014-15 season, the conference will add Lafayette Jefferson, Lafayette Harrison and McCutcheon. In 2015-16, Indianapolis Arsenal Tech will join the conference and Huntington North will leave the conference.

ATHLETIC COUNCIL

The RCS Athletic Council consists of the RHS Director of Athletics; RHS assistant principal and assistant athletic director; middle school assistant principal/AD; two coaches from middle school and two coaches from high school. The purpose of this council is:

- Serve as an appeals board for athlete-related issues and/or complaints at the middle schools and Richmond High School.
- Determine consequences for severe or repeated acts of unsportsmanlike behavior exhibited by adults including spectators/parents.
- Assist coaches and provide guidance at the middle school and high school in developing and maintaining quality athletic programs.
- Promote communication with parents and community youth organizations; help to educate the athletic community on the values of sportsmanship and citizenship gained through participation in athletics.
- Help RCS student-athletes in the transition from middle school to high school athletics.

ATHLETE

The Richmond High School athlete is defined as and includes all young men and women who represent a team that engages in interscholastic competition and further includes cheerleaders, student managers, and statisticians.

ATHLETIC SPORT SEASONS

FALL SPORTS:

- ◆ Football – Varsity, Junior Varsity, Freshman
- ◆ B/G Cross Country – Varsity, Junior Varsity
- ◆ Boys’ Tennis – Varsity, Junior Varsity
- ◆ Girls’ Volleyball – Varsity, Junior Varsity, Freshman
- ◆ Girls’ Golf – Varsity, Junior Varsity
- ◆ Boys Soccer – Varsity, Junior Varsity
- ◆ Girls Soccer – Varsity, Junior Varsity
- ◆ Cheerleading – Varsity, Junior Varsity, Freshman

WINTER SPORTS:

- ◆ Boys Basketball – Varsity, Junior Varsity, freshman
- ◆ Girls Basketball Varsity, Junior Varsity, Freshman
- ◆ Wrestling – Varsity, Junior Varsity
- ◆ Gymnastics – Varsity, Junior Varsity
- ◆ B/G Swimming – Varsity, Junior Varsity
- ◆ Cheerleading – Varsity, Junior Varsity, Freshman

SPRING SPORTS:

- ◆ Baseball – Varsity, Junior Varsity, Freshman
- ◆ B/G Track – Varsity, Junior Varsity
- ◆ Boys’ Golf – Varsity, Junior Varsity
- ◆ Girls’ Tennis – Varsity, Junior Varsity
- ◆ Softball – Varsity, Junior Varsity

ADDITION OF SPORTS AT RHS

Richmond High School will consider adding additional sports to the athletic program the year they become sanctioned by the IHSAA.

ATHLETIC TEAM REQUIRMENTS FOR A VARSITY AWARD

Final determination of an award for any sport is at the discretion of the program's varsity head coach. The head coach will make the determination of the award for the season. The head coach does not determine if a student-athlete is eligible for a varsity jacket. That award is determined by the athletic department.

Baseball: Participate in 25% of total varsity innings. Pitchers average pitching one (1) inning/total number of games. Finish season in good standing.

Basketball (B/G): Participate in 25% of total varsity quarters and/or recommendation of coaching staff. Finish season in good standing.

Cheerleaders: Fulfill requirements as outlined by cheer coaches. Finish season in good standing.

Cross Country (B/G): Finish in the top seven (7) for team in one-half (1/2) of meets. Average in top one-half of team finishes if more than 20 runners. Finish season in good standing.

Football: Participate in 25% of total quarters. Finish season in good standing.

Golf (B/G): Participate in 25% of scheduled matches. Finish season in good standing.

Gymnastics: Participate in 50% of scheduled varsity meets and place one (1), two (2), three (3), or four (4) for our team. Finish season in good standing.

Soccer (B/G): Participate in 50% of varsity halves. Finish season in good standing.

Softball: Participate in 25% of total varsity innings. Pitchers average pitching one (1) inning/total number of games. Finish season in good standing.

Swimming (B/G): Participate in 50% of varsity meets. Compete in North Central Conference and Sectional meets. Finish season in good standing.

Tennis (B/G): Participate in 50% of scheduled matches. Finish season in good standing.

Track (B/G): Average one (1) point per scheduled meet. Finish season in good standing.

Girls Volleyball: Participate in 25% of varsity matches. Finish season in good standing.

Wrestling: Accumulate a minimum of thirty (30) team points over the course of the season. Finish season in good standing.

AWARDS POLICY

Awards are an integral part of most activities. They exist to reward, indicate belonging, and show commitment to a cause. Awards are important, and Richmond High School athletes are recognized with a wide variety of earned awards. Too many or inappropriate awards indicate a disregard for the true meaning of sport. All sports are treated equitably at Richmond High School. Athletes, student managers, statisticians, and cheerleaders are eligible to earn awards. Each sport is given the same type of awards from the athletic department (Chevrons, numerals, certificates and letter jackets are purchased by the athletic department). Each athlete shall pay \$30.00 toward the cost of a letter jacket. Here is some important information regarding the eligibility to receive an award.

- ◆ No athlete may receive an award in a sport for which he/she is not in good standing at the completion of the season.
- ◆ Candidates must complete the season's play in order to receive an award. However, injuries may waive this stipulation.
- ◆ No awards will be issued until equipment is turned in to the coach.
- ◆ Freshmen and sophomores are eligible for varsity competition and can earn a varsity award at any time.
- ◆ New athletes to Richmond High School (move-ins) cannot exchange awards from their previous school.
- ◆ Athletes cannot buy, substitute, or make up for awards not previously won. However, participation at the previous school will be recognized when figuring awards at Richmond High School. (Verification must be obtained from previous school.)

Numerals

Will be awarded at the completion of the athlete's **first year of participation in a sport** (could be freshman, sophomore, junior, or senior year).

Participation Certificate

Will be presented as a **junior varsity award** (except for the freshman year when a numeral is awarded).

Varsity Certificate

Will be presented when a **varsity award** is earned.

Chevron

Will be awarded for **each varsity letter earned** and given at the time they receive their letter jacket.

Jacket

An athlete at Richmond High School may earn a letter jacket by meeting the following criteria:

- (1) Is a sophomore, junior, or senior and earns two (2) varsity letters in the same sport.

- (2) Is a junior or senior, earns a varsity letter, and has two (2) previous awards in one (1) sport or any combination of sports.
(A varsity letter must be earned at the time the jacket is awarded).

State Championship Ring

Will be awarded to an athlete who wins a state championship in his/her sport. Will be purchased by the Richmond High School athletic department or donations.

3-Sport Award

Varsity "R" shadowboxes will be presented to an athlete who earns varsity letters in three sports both their junior and senior years. Will be purchased by the Richmond High School athletic department.

North Central Conference Team and/or Individual Championship Patch

Will be ordered by the athletic office upon the request of the coach of a North Central Conference championship team and/or individual. Paid for by the Athletic Department.

Red Devil Pride Scholar Athlete Patch

Will be presented to athlete who has achieved and maintained a 3.0 or higher grade point average for the previous school year (3 trimesters) and has completed a season during that year as a player, manager, or cheerleader, of a freshman, junior varsity, or varsity team. The scholar athlete patch will be given for each year the athlete qualifies. Presentation of the award will be made the year following the completion of the requirements to those currently in good standing according to the Code of Conduct.

Red Devil Pride State Participation Patch

Will be presented to athlete who participated in his/her sport in a state tournament.

Red Devil Pride Scholarships

Red Devil Pride will award 26 \$100.00 scholarships to Seniors from our athletic teams. The committee will choose which seniors they will award the scholarships to.

TIERNAN CENTER BANNER POLICY

- (1) The banner shall be 4' x 6' – Body Red – 6" Lettering/color white trim
- (2) State championship banners will have one (1) year honored on them
- (3) State runner-up banners will have two (2) years honored on them
- (4) State finalist banners will have five (5) years on them

TIERNAN CENTER PICTURE POLICY

The following policy will govern and regulate the honoring of athletes with pictures on the wall in the Tiernan Center. Only State Championships, State Runner-ups, North Central Conference

Championships, Academic All-State, and individuals who meet the criteria stated below or who have been selected as State Mental Attitude Award winners shall be honored.

- IHSAA State Team Champions or Runners-Ups – 3' x 5' in color
- ◆ Individuals – 10" x 12" in color. All members of a relay team or doubles team will be included in one (1) 10" x 12" color picture.
- ◆ NCC Team Championship – Plaque on Wall

Individual athletes will be determined by the following criteria:

- ◆ Baseball: Coaches' Association All-State First Team
- ◆ Basketball: Coaches' Association All-State First Team
- ◆ Cross Country: IATCCC All-State First Team or Top 15 Individuals in the State meet
- ◆ Football: Coaches' Association All-State First Team
- ◆ Golf: Coaches' Association All-State First Team or Top 12 in the State meet
- ◆ Gymnastics: Place in the top four (4) as an individual in the State meet
- ◆ Soccer: Indiana High School Soccer Coaches' Association First Team
- ◆ Softball: Coaches' Association All-State First Team
- ◆ Swimming: Place in the top four (4) as an individual or relay team in the State meet
- ◆ Tennis: Coaches' Association All-State First Team or Top 3 (singles or doubles) in the State tournament
- ◆ Track: Top four (4) individuals or relays in the State meet
- ◆ Volleyball: ICGSA All-State First Team
- ◆ Wrestling: Place in the top four (4) as an individual in the State meet

ACADEMIC ALL-STATE

Academic All-State will be determined by the following criteria:

- ◆ Baseball: 1st Team IHSBCA Academic All State
- ◆ Basketball: 1st Team IBCA Academic All State
- ◆ Cross Country: 1st Team IATCC Academic All State
- ◆ Football: 1st Team IFCA Academic All State
- ◆ Golf: 1st Team IHGCA Academic All State
- ◆ Gymnastics: 1st Team ICGSA Gymnastics Academic Team
- ◆ Boys Soccer: 1st Team ISCA Academic All State
- ◆ Girls Soccer: 1st Team ICGSA Soccer Academic All State
- ◆ Softball: 1st Team ICGSA Softball Academic All State
- ◆ Boys Swimming/Diving: 1st Team NISCA Academic Team
- ◆ Girls Swimming/Diving: 1st Team ICGSA Swimming/Diving Team
- ◆ Tennis: 1st Team IHSTeCA Academic All State
- ◆ Track: 1st Team IATCC Academic All State
- ◆ Volleyball: 1st Team ICGSA Volleyball Academic All State
- ◆ Wrestling: 1st Team IHSWCA Academic All State

CODE OF CONDUCT FOR ATHLETES

ATHLETE'S CONDUCT

Richmond High School athletic rules are in line with the Indiana High School Athletic Association By-Laws, which states: "Contestant's conduct, in or out of school, shall be such as: (1) not to reflect discredit upon their school or the Association or, (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in a school. It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school."

Rule 8, Section 1, IHSAA By-Laws

CODE OF CONDUCT

Participation in high school athletics is a privilege, which carries with it varying degrees of honor, responsibility, and sacrifice. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the Athletic Code of Conduct. This Athletic Code of Conduct is in effect 365 days a year. All student-athletes are affected by this code. A Red Devil athlete is expected to conform to the directive of those in authority such as parents, teachers, coaches, athletic directors, principals, or other responsible adults. The participating athlete will conduct himself/herself as a gentleman/lady at all times, honor athletic and municipal curfews, refrain from smoking, drinking, use of drugs, and any unlawful or probationary problems. Violation of athletic rules, policies, and standards are subject to suspension from interscholastic activity as follows:

Minor Violations

- ◆ Failure to follow directives regarding academics, attendance at school and/or practice, specific sport instructions, curfew, school and team rules, etc. – Discipline shall be administered by the coach in accordance with athletic department guidelines and sound educational practice.
- ◆ Any behavior that is deemed unacceptable by the coach or athletic director will be handled on an individual basis.

Flagrant Violations

(Harassment, hazing; use, transmission, or sale of tobacco, alcohol or drugs; stealing, vandalism, aggressive behavior; or arrest for any misdemeanor/ felony – exception traffic tickets)
The coach, athletic director, and/or principal will conduct a review of the establishing facts and the suspension. Violation of any of the above rules will result in the following minimal disciplinary action:

- (1) First violation will result in the athlete being suspended from 25% of the total number of season contests for the sport in which he/she is currently participating. If the suspension cannot be fully carried out during the season in which the violation occurs, the balance of the suspension will carry over to the next season in which the athlete participates. If the violation occurs during an off-season, the athlete will serve the suspension during the first season of a sport in which he/she has previously

- participated. In all cases, the athlete must complete the season during which he/she serves the suspension in good standing with the coach, or the suspension may be continued to the next sport in which he/she participates.
- (2) Second violation will result in suspension of the athlete for a minimum of 50% and a maximum of one (1) full calendar year (365 days) from the date of violation (to be determined from a review of the facts conducted by coach, athletic director, and principal).
 - (3) Third violation will result in a one-year suspension from all athletics.
 - (4) Additionally, after any violation, the athlete must meet with the athletic director. The athlete may, also, be required to participate in some type of community service, counseling, or care program, depending on the severity of the violation.
 - (5) **Honesty/Self-Report Clause.** It is the intent of Richmond High School to assist students with developing responsibility for their actions and to encourage honesty. Therefore, any student who voluntarily reports on himself/herself as to a violation of the Code of Conduct to a coach or an administrator within 48 hours of the incident (or by noon Monday if the incident happens on a weekend) may be permitted leniency. The suspension may be reduced by a maximum of 50%. In case of substance abuse, the self-reporting student must participate in a substance abuse awareness session(s) with a qualified professional to receive the benefit of this clause.
 - (6) **Appeal Process**
An athlete and his/her parent/guardian have the right to an appeal on any suspension of the student-athlete by notifying the principal in writing within five (5) calendar days after the exclusion decision. The right of appeal is forfeited if the request is not made within this five-day limit.

COACH'S CONDUCT

Coaches should strive to develop and maintain a comprehensive athletic program which seeks the highest development of all participants/teams and which respects the individual dignity of every athlete.

Coaches should organize, direct, and promote an interscholastic athletic program that is in harmony with and contributes to the total school educational program.

Coaches should support the principles and rules of the Indiana High School Athletic Association, promote good sportsmanship, and promote wholesome competition and friendly rivalry in athletics.

Coaches should realize how their speech or actions impact not only their sport but also the overall athletic program and the school community. Coaches should not use foul language, display improper behavior, or use alcohol or tobacco at any time when coaching or representing Richmond High School. Coaches should be a positive role model and always conscious of their responsibilities to athletes and the community at all times, in or out-of-season.

Infractions of the above will be subject to discipline after review by the athletic director and principal using the already-established IHSAA By-Laws and the RCS Board policy for professional staff.

According to Indiana High School Athletic Association Rule C-8-2, "The member school principal is responsible for initiating appropriate disciplinary measures against coaches for improper and unethical practices. A report of such must be forwarded to the Executive Committee through the Commissioner."

EXPECTATIONS OF RICHMOND HIGH SCHOOL COACHES

(The RHS Athletic Department Guidelines for Coaches folder contains specific information intended to compliment this section)

Clinic Attendance

- ◆ The athletic department expects coaches to remain current in each of their sport fields to maintain a high quality program.
- ◆ Coaches are encouraged to participate in clinics, workshops and conferences especially in their respective state association.
- ◆ Head Coaches will receive \$150.00 per year toward clinic fees, and assistant coaches will receive \$50.00 per year toward these fees.

Concessions

- ◆ Each team is required to work concessions at one (1) football or boys' basketball game each year to assist Red Devil Pride (who provides monetary donations for uniforms).
- ◆ Coach should obtain adult help to work in the concession stand.
- ◆ Coach will be given a date from the concessions manager indicating which game.

Duties of Coaches

- ◆ Coaches should complete the **pre-season, season, and end-of-season** duties described on their coaches checklist in the *RHS Athletic Department Guidelines for Coaches* booklet.
- ◆ Coaches need to know and understand what their legal duties are. Legal duties that have been established by courts through litigation are included in detail in the RHS Guidelines for Coaches folder distributed at the beginning of each school year.

Equipment/Uniforms Facilities

Responsible for routine inspection of the equipment, uniforms, and facilities they use in conjunction with their sport. Any questionable situations are to be reported in writing immediately to the athletic director.

Feeder Programs

- ◆ The high school head coach has the responsibility to guide and work with the elementary school, middle school, and community programs in his/her sport.
- ◆ Public relations, teaching fundamentals, terminology, playing time, equipment assistance, securing practice facilities, holding clinics, and other matters are to be worked at cooperatively to ensure the best possible experience for our athletes and coaches.

Fund Raising

- ◆ Approval from the athletic director must be obtained prior to conducting a fundraiser.
- ◆ All monies must be deposited through the athletic department

Loyalty

Cooperation and loyalty are the goals at all levels of Richmond athletics. The success of Richmond athletics will depend greatly upon all of our efforts at supporting and respecting each other's programs.

Meetings

All coaches will be required to attend:

- ◆ Pre-season meeting for their sport.
- ◆ Meetings as requested by the Athletic Director

Media Relations

- ◆ Each coach is responsible for the public relations, advertisement of achievements, news releases, sports reviews, and summaries for their sport.
- ◆ Coaches are urged to use local radio and newspapers to gain positive recognition for their athletes.

Nominating Athletes for Awards

Coach should nominate deserving athletes for state association academic and athletic awards, North Central Conference academic and athletic awards, IHSAA awards, and any other applicable awards prior to the deadlines.

Ordering Equipment

- ◆ Coaches should complete an Equipment Request Form and turn it in to the athletic office for approval before any equipment, uniforms, T-shirts, hats, etc. are ordered.
- ◆ Everything must be approved prior to ordering, regardless whether the items are being paid for by athletic department money or your camp money.
- ◆ Any unauthorized purchases will be subject to disciplinary action after review by the athletic director and the principal.

Securing Facilities

- ◆ Turn off lights, lock locker room doors, lock outside doors.
- ◆ Coach must be familiar with keypad security system. Registration for a security code should be applied for prior to the upcoming season.

Supervision

- ◆ Supervise and remain with your team both at home and away from Richmond High School until all athletes are no longer on the premises.
- ◆ Practices are not to be conducted unless a coach is present and in a supervisory role.
- ◆ Critical areas of supervision include locker rooms, both at home and on the road, eating establishments, buses, and facilities for practice and competition.
- ◆ On road trips, the head coach should inspect locker rooms before departing.
- ◆ It is recommended that coaches complete NFHS course on “Creating a Safe Environment.”

Threatening Weather

- ◆ Coaches need to be aware of the dangers of threatening weather.
- ◆ In the case of threatening weather, the use of all outside facilities should cease. Examples include: Heavy winds, tornadoes, lightening, driving rain, and excessive heat or cold. (see *RHS Athletic Department Guidelines for Coaches* folder for specifics)
- ◆ All coaches and student athletes should be familiar with safety procedures determined by the facility that is being used and the emergency plan that is in place.

Transfer Athletes

- ◆ Each head coach is responsible to check their candidates for the team to see if any athlete is from another school.
- ◆ The IHSAA rule: Transferring students shall not be certified or eligible to participate until an athletic transfer is received from the previously attended school and approved by the IHSAA.

COMPLAINTS REGARDING RHS INTERSCHOLASTIC ATHLETICS

It is the intent of coaches of interscholastic sports to provide a positive environment. One of the fundamental goals of these programs is to teach students self-discipline. When it is necessary for a coach to take corrective action, it is to be done justly and fairly.

Implementing the RHS Philosophy statement and motivating individual students to do their best and to practice self-discipline necessitates decision making as to the best approach. There are times when athletic decisions are subject to question. **Because it is beneficial to the student-athlete's personal growth and development of responsibility, all concerns and/or questions should be immediately communicated to the coach by the student-athlete. This allows concerns to be addressed immediately and to clarify situations in the most expedient and satisfactory manner.**

Outlined below is the process for answering these questions, whether they are classified as concerns or as complaints.

Informal Means of Resolution

- 1) The student will first direct their question(s) to the coach most directly involved. All efforts will be made to reach a satisfactory conclusion at this level.
- 2) If the student does not believe they have received a satisfactory answer from the coach, their parent/guardian should schedule an appointment with the coach.

In the event that a student-athlete has progressed through the informal stage of the process and issue has not reached a point of resolution, a student-athlete may enter into the formal steps. If a resolution has not been achieved at any step in the formal process, the student-athlete should notify the athletic director within ten days of the completion of the step their intent on continuation of the process. Failure to notify the athletic director will result in the formal conclusion of the process.

Formal Means of Resolution

- 3) If the student/parent does not believe that they have received a satisfactory response from the coach, they can begin the process of formal means of resolution by meeting with the Athletic Director. This meeting is to inform the parents on the process and to be made aware of any meetings that have taken place in steps (1 & 2) of the process.
- 4) If the student/parent does not believe they have received a satisfactory response from the coach they may appeal to the Athletic Council. At this level and above, there are three (3) requirements:
Informal means of resolution (1 ,2 & 3 above) must have been utilized
The complaint/concern must be submitted in written form.
The written complaint/concern must recommend to the athletic council a satisfactory resolution.

- 5) If the student/parent does not believe they have received a satisfactory response from the athletic council they may appeal to the **principal** following the same requirements:
Informal means of resolution (1, 2, 3, & 4 above) must have been utilized
The complaint/concern must be submitted in written form.
The written complaint/concern must recommend to the principal a satisfactory resolution.
- 6) If the student/parent does not believe they have received a satisfactory response from the principal they may appeal to the **superintendent** following the same requirements:
Informal means of resolution (1, 2, 3, 4, & 5 above) must have been utilized
The complaint/concern must be submitted in written form.
The written complaint/concern must recommend to the superintendent a satisfactory resolution.

ELIGIBILITY

IHSAA CHECKLIST FOR STUDENT ATHLETE

- ◆ You will not or have not turned 20 before or on the scheduled date of the IHSAA State Finals in a sport.
- ◆ You are currently enrolled and currently **passing 70% of classes offered (four (4) full credit subjects at Richmond High School)** or the equivalent (basic PE IA and IB will count as one of these subjects). Coaches may check progress of students by talking with teachers and/or issuing periodic grade checks. At the coaches' discretion, student-athletes with failing grades, **below a 2.0 G.P.A.** or poor attendance may be required to attend **before or after-school resource** during periods of ineligibility.
- ◆ You have had a **physical examination** between May 1st and your first practice **each year** and have a physical form on file in the athletic off. Physical exams are the responsibility of the athlete and their parent. In cooperation with Reid Hospital, the Richmond High School Athletic Department will provide physicals in May of each year for a \$10.00 fee.
- ◆ You have filed with the athletic office the Consent and Release Certificate (page 2 of the IHSAA physical form), which has been signed by your parent/s or legal guardian/s. This includes proof of insurance
- ◆ You have not changed schools without a corresponding move by your parent/s or guardian/s. Make sure that you file an IHSAA athletic transfer.
- ◆ You have not participated in non-school contests in your sport after having reported for your school team.
- ◆ You have had the required number of practices in your sport preceding participation in a contest. (only one (1) practice per day counts towards the required number)

- ◆ You enrolled in your school during the first fifteen (15) days of a semester.
- ◆ You have never received money or merchandise directly or indirectly for your athletic participation in or out of season.

Athletic Certification

Certification for athletic eligibility (the date when an athlete becomes either eligible or ineligible) is approximately ten (10) days after the last day of the grading period and is determined by the athletic department.

GENDER EQUITY STATEMENT

The Richmond High School athletic department supports both the letter and the spirit of Title IX guidelines as it applies to high school athletics. Richmond High School athletic department, with the assistance of the Richmond Community School's administration, School Board, and Richmond Education Association will take the necessary steps to be sure that the spirit and intent of gender equity is met in the area of athletics. A Richmond High School athletic department Gender Equity Report is on file in the athletic office. Any questions or concerns regarding gender equity in athletics at Richmond High School should be directed to the Athletic Director.

The ten North Central Conference schools are continually evaluating and making improvements in their compliance with Title IX and gender equity.

PROCEDURE FOR FILING A GENDER EQUITY (TITLE IX) COMPLAINT:

1. Provide written notice of the violation to the athletic director. The complaint should contain:
 - a. Name, address, and phone number of person filing the complaint.
 - b. Specific nature of the complaint.
 - c. Possible solution(s) to the complaint.
2. After review of the complaint, a meeting will be set up with the person filing complaint, the athletic director, and principal of Richmond High School to discuss the complaint and work for solutions.

INFORMATION FOR ATHLETES, COACHES, AND PARENTS

Accidents/Injuries

All accidents and injuries home or away, are to be reported to the coach and trainer immediately. Questions should be directed to our athletic trainer. The athletic trainer will be on duty for all RHS athletes Monday through Friday from 3:30pm-5:30pm.

All-Sports Tickets

Students may purchase all sport tickets, which will allow them to attend all home events (with the exception of IHSAA tournaments) for \$40.00. Adult all-sport tickets are \$65.00.

Attendance School and Game Day

- ◆ An athlete must be present in school from noon through 5th period to be eligible to participate on that day or evening in athletic competition/practice.
- ◆ If an athlete misses school on Friday, he/she may participate on the weekend if healthy enough to play.

Automobiles (Student)

Athletes may not drive to out-of-town contests for their sport. For practices or away contests, athletes must park in the Career Center parking lot.

Awards Programs

Athletic awards will be presented to athletes after the fall, winter and spring seasons. Coaches will notify athletes and parents of the time and location of their program.

Bus Transportation

An athlete must remain under the supervision of a coach or approved adult on all athletic trips from the time of departure until return to Richmond High School and subsequent pick up by parents. Students and coaches are expected to ride the bus to and from all athletic events, which will help to enhance team camaraderie. Occasional exceptions to this rule must be approved in advance in writing by the parent/guardian to the coach. **ATHLETES MAY RIDE ONLY WITH PARENTS.**

Bus Transportation Expectations

- ◆ Coaches/athletes must abide by RCS bus guidelines and RCS Code of Conduct.
- ◆ Coaches are responsible for the behavior of all athletes while on the bus.
- ◆ Coaches should make sure all students are seated while the bus is moving.
- ◆ Snacks and/or meals should be eaten immediately when you get on the bus or immediately when departing from event.
- ◆ Coaches are responsible for taking trash bags if eating on the bus.
- ◆ Coaches should request restroom stops – never allow athletes to use containers on the bus.
- ◆ Coaches and athletes should make sure the bus is clean and check for any items left before you depart the bus.
- ◆ Nothing should ever be thrown out of the bus windows.

Changing a Sport

- ◆ If an athlete is cut from a team, they may join another team or program in that sport season. An athlete cannot quit one sport to join another sport until that sport season is concluded.
- ◆ Athletes will be allowed to transfer from one sport to another during a given season upon mutual agreement of both coaches and the Athletic Director.

College Bound Athletes and Recruiting

NCAA Eligibility Clearinghouse rules determine eligibility for college scholarships. Student-athletes should register with the Clearinghouse **at the completion of their junior year** with the registrar in the high school advisement center. Athletes should check with their coach or the athletic office for additional information. Further information on NCAA rules and eligibility may be obtained at: www.ncaa.org

Conflicts Between Activities

Conflicts between athletic and other school related activities should first be discussed between the coach and the activity sponsor, without involving the student. If a resolution cannot be reached between coach and sponsor, the athletic director should be contacted.

Dress

- ◆ As representatives of Richmond athletics, athletes' dress should be in accordance with the school, athletic department and team rules. Coaches may ask their players to have certain dress codes. RHS dress code applies to all school activities/practices.
- ◆ Appropriate dress at practice and/or athletic events is expected. This is included for both male and female athletes and coaches to wear their shirts at all times.
- ◆ No clothing that displays or suggests alcohol/tobacco/drug use; gang-related activities; inappropriate slogans or foul language shall be worn by RHS athletes or coaches.

Early Release from School for Athletic Participation

- ◆ There are few times or reasons why a student-athlete should ever miss class. Any early release from school must be approved by the athletic director and the principal.
- ◆ Student-athletes that are released from classes for the purpose of travel will be excused from class with the understanding that they are responsible to "make-up" all required work for that day.
- ◆ Student-athletes classes will be notified by the athletic department and will be excused with a "field trip" designation for any class missed.

Emergency Medical Release Forms

Coaches should have in their possession, the copies of the medical emergency release forms for each athlete on their team at all away athletic contests.

Equipment

- ◆ All athletes will care for all school-owned equipment as though it were their own personal property.
- ◆ If equipment is destroyed inadvertently through practice, the school will replace it.
- ◆ If equipment is lost or stolen, the athlete will fulfill their responsibility by paying for replacement of item(s).
- ◆ Remember that stealing or wearing stolen items is a violation of the Athletic Code of Conduct
- ◆ Equipment may not be worn during the school day, at home, or on the streets without approval of the coach of that sport. All equipment/uniforms must be turned in at the end of a sport season before an athlete may receive his/her award.

Harassment, Hazing

Harassment and/or hazing are inappropriate and a potential dangerous behavior. The athletic department will not tolerate any and all forms of harassment or hazing. Both are considered flagrant violations of the Code of Conduct and School Board Policy (3362, 5516, 5517).

1. Student-athlete should report any incidence of harassing behavior or hazing to their coach and/or the athletic director.
2. Coaches should report any incidence of harassing behavior or hazing among their athletes to the athletic director.
3. Coach to student-athlete harassment or hazing should be reported to the athletic director

Insurance

Neither the IHSAA nor Richmond High School carries any kind of medical insurance for athletic injuries. Parents of athletes shall be offered the opportunity to participate in an optional student accident insurance. A signed statement of insurance coverage on the IHSAA physical by the student's parent or guardian shall be a prerequisite for student participation in athletics.

Hotel/Restaurant Expectations

Coaches/athletes represent their school and community. It is the coach/athlete's responsibility to conduct themselves in a manner that positively represents their team, Richmond High School, and the community. RHS coaches/athletes are expected to do what's legally and morally right and treat others with respect.

Overnight Field Trip Policy

The School Board must approve any overnight field trip.

Practices: Regular, Vacation & School Closing

- ◆ All team members are expected to attend all practices.
- ◆ Practice schedules during the season and school vacations are set by the coach, and only the coach can excuse an athlete from practice.
- ◆ There shall be no school practices or school-sponsored clinics held on Sunday. IHSAA guidelines should be followed.
- ◆ Practice during a school closing for weather (snow, ice, fog) will be reviewed by the athletic director/principal and may only be held between the hours of 10:00 AM and 5:00 PM; attendance at these practices is considered voluntary and at the discretion of the parent/guardian.
- ◆ Teams in-season will be the only ones allowed to practice on a snow day or school cancellation for weather.

Out of season- Participation

- ◆ Coaches in each sport will provide out of season opportunities for their program. These programs are subject to IHSAA by-laws. All participation opportunities for student-athletes are provided for in Rule 15 of the IHSAA By-Laws and Articles of Incorporation.

Team Cutting Policies

In order to field competitive RHS athletic teams in the North Central Conference and the IHSAA, it is necessary for some teams to have “cuts”. These cuts are necessary to have athletic teams of a manageable size as well as enough playing time for team members. An athlete may be cut from a team anytime during a season.

The practice of posting the team selections is not an option for RHS coaches; therefore, any RHS coach who makes any team cuts will use the following guidelines:

- (1) Coaches will have specific procedures and criteria for team selections.
- (2) The coach(s) will determine the procedures and criteria used for the team selection.
- (3) The procedures and criteria used for team selection will be explained and/or given in writing to all students before the try-outs begin.
- (4) The coach(s) will personally notify individuals who are cut from the team. It is recommended that coach(s) direct the individuals who have been cut to another sport team.
- (5) As an athletic staff we will all continue to educate athletes on how to show compassion for their peers who have not been selected for the team as opposed to “making fun of them”.
- (6) The athletic director will continue to help coaches in the education of parents/athletes in understanding the intricacies of team selections and roles on a team.

Training Room

- ◆ The training room is located in the north end of Tiernan Center.
- ◆ Hours for the athletic trainer are Monday through Friday, 3:30pm-5:30pm.
- ◆ No student is permitted in this room without the athletic trainer or a coach being present.
- ◆ Training room is for treatment and rehabilitation. Space is limited; therefore, only athletes needing treatment are allowed in this room.

Uniforms & Warm-ups

- ◆ Uniform purchase will be purchased as the need arises in each of the programs. Head Coaches of programs will request purchase of uniforms at the end of their season for the following season. After an audit by the athletic director of all teams' requests and need is assessed, recommendation for uniform purchase will be made.
- ◆ Coaches may use camp money to purchase uniforms/warm-ups.

Weight Room

- ◆ No student shall use the weight room without a coach or the strength coach's supervision.
- ◆ A strength and conditioning class is offered during the school year, after school and in summer school under the guidance of the Richmond High School strength coach.
- ◆ Anyone using the weight room is expected to have all weights off the bars and floor and stacked neatly when finished.

PARENT/COACH COMMUNICATIONS **Parents and Coaches Helping Student-Athletes Succeed**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to our children. Parents and coaches are important role models for students; they both provide necessary guidance to young adults in their development and in their understanding of the world in which they will live and work as adults. By understanding and respecting each other, parents and coaches, working together, can greatly benefit children. When your children become involved with the athletic program at Richmond High School, you, as parents, have a right to understand the expectations that will be placed upon them. Clear communication between parents and coaches facilitates this understanding.

The following information is intended to be used as guidelines to establish an environment in which open communication and mutual respect are fostered.

Communication You Should Expect From Your Child's Coach

- Philosophy of the Coach
- Explanation of athletic department training rules.
- Locations and times of all practices and contests
- Team requirements and/or expectations.
- Discipline that may result in the denial of your child's participation.

Communication Coaches Expect From Athletes and Parents

As your children become involved in the athletic program at Richmond High School, they will experience some very rewarding moments. It is important to understand that there also may be times when things do not go the way your children wish. At these times discussion with the coach is encouraged.

- Concerns should be expressed directly to the coach.

- Notification of any schedule conflicts well in advance.
- Specific concerns with regard to a coach's philosophy and/or expectations.
- The treatment of your child, mentally and physically.
- Concerns about your child's attitude.
- Ways to help your child improve.
- Academic support, college opportunities.

Issues Not Appropriate To Discuss With Coaches

Coaches are professionals who make judgments based on what they believe to be best for all students involved. Certain things can and should be discussed with your child's coach. But, other things should be left to the discretion of the coach such as:

- Team strategy
- Playing time
- Other student-athletes positions or playing time
- Play calling

Procedure To Follow When You Discuss A Concern With A Coach

There are situations that may require a parent conference with coach(s). These are encouraged! It is important that both parties involved have a clear understanding of the other's position. The following procedures should be followed to help promote resolution:

1. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach and seldom promote a resolution.
2. Call the athletic office (973-3316) to set up an appointment with the coach.

Ten Important Guidelines For Parents With Athletic Children:

1. Make sure your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best with out a fear of failure. Be the person in their life they can look to for constant positive enforcement.
2. Try your best to be completely honest about your children's athletic capability, their competitive attitude, sportsmanship and actual skill level.
3. Be helpful, but don't coach them on the way to the gym, pool, track, or on the way back or at breakfast and so on. It's tough not to, but it's a lot tougher for children to be inundated with advice, pep talks and often critical instruction.
4. Teach them to enjoy the thrill of competition, to be "out there trying", to be working to improve their skills and attitudes. Help them to develop the feel for competing, for trying hard, for having fun.
5. Try not to re-live your athletic life through your children in a way that creates pressure; you fumbled, too, you lost as well as won. You were frightened, you backed off at times, and you were not always heroic. Don't pressure them because of your lost pride.
6. Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc. with your athlete.

7. Don't compare the skill, courage or attitudes of your children with other members of the team.
8. Get to know the coach so that you can be assured that the philosophy, attitudes, ethics and knowledge are such that you are happy to have your child under this leadership.
9. Always remember that children tend to exaggerate both when praised and when criticized. Temper your reaction and investigate before overacting.
10. Make a point of understanding courage and the fact that it is relative. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort. The job of the parents of athletic children is a tough one, and it takes a lot of effort to do it well.

SPORTSMANSHIP STATEMENT

It is the intent of the Richmond High School athletic department to be a leader in the state in sportsmanship, win or lose. High school athletics provides a great opportunity for teaching our young people about life, working together as a team, setting goals, respect for self and others, commitment, self-discipline, persistence, and the development of character, citizenship, and integrity. All of these values and more are part of the true spirit of sports. As parents, educators, fans and coaches, we must seize every opportunity to set the proper examples for our young people. We must provide positive role models to nurture attitudes that exemplify what good sportsmanship represents. The athletic department asks that your conduct before, during, and after competition demonstrate the highest traditions of sportsmanship. Our goal is to provide the athletes with a safe, healthy, and enjoyable environment in which to compete. Inappropriate behaviors may result in the removal of person(s) from the site of competition and/or school property.

The following guidelines are endorsed by the IHSAA and the National Federation of State High School Associations in expecting individuals, regardless of their role in activities, to be aware of their influence on the behavior of others and model good sportsmanship.

Fundamentals of Sportsmanship

- Show respect for self and others at all times.
- Show respect for the officials. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
- Know, understand and appreciate the rules of the contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
- Maintain self-control at all times. Prevent the desire to win from overcoming rational behavior.
- Recognize and appreciate skill in performance regardless of team affiliation.

Expectations for Coaches

The actions of the coach have a great deal to do with how sportsmanship is valued by members of the team. In order for good sportsmanship to become a reality, the coach should:

- Act like an educator and a leader, which is an expectation of the IHSAA and RCS.
- Set a good example for participants and fans to follow.
- Exemplify the highest moral and ethical behavior.
- Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the number one priority.
- Respect the judgment of contest officials, abide by all rules and do not display behavior that could incite fans.
- Treat opposing coaches, participants, and fans with respect.
- Shake hands with officials and opposing coaches before and after contests.
- Develop and enforce penalties for participants who do not abide by sportsmanship standards.

Expectations for Student-Athletes

- Treat teammates/opponents with respect.
- Respect the judgment of contest officials.
- Abide by all rules and do not display behavior that could incite fans.
- Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
- Accept the responsibility and privilege of representing the school and community.
- Display positive behavior at all times...no trash talking!
- Live up to the high standards of sportsmanship established by the IHSAA, RHS and your coaches.

Expectations for Parents and Other Fans

- Realize that athletics are a part of the educational experience and that the benefits go beyond the final score of the contest.
- Realize that a ticket is a privilege to observe a contest and support the activities of our youth. It is not a license to verbally assault others.
- Respect decisions made by the contest officials.
- Be an exemplary role model by supporting teams in a positive manner.
- Respect fans, coaches, officials, administration and participants
- **BE A FAN...NOT A FANATIC!**

Expectations for Cheerleaders and Student Spirit Groups

- Encourage the desired crowd response. Use only positive cheers, signs and praise. Do not antagonize or demean opponents.
- Treat opposing spirit groups and fans with respect.
- Recognize outstanding performances on either side of the playing field or court.
- Know the rules and strategies of the contest in order to cheer at proper times.
- Maintain enthusiasm and composure.
- Serve as a role model.

Acceptable Behaviors

- Applaud during the introduction of players, coaches and officials.
- Graciously accept all decisions of the officials.
- Shake hands with participants and coaches at the end of a contest, regardless of the outcome.
- Coaches/players should seek out opposing participants to recognize them for an outstanding performance or coaching.
- Applaud at the end of the contest for performances of all participants.
- Show concern for injured players, regardless of team.
- Encourage surrounding people to display good sportsmanship.
- Treat Competition as a game, not a war.

Unacceptable Behaviors

- “Coaching” from the stands or the sidelines by spectators, fans, or parents.
- Confronting a coach, player or official after the athletic contest.
- Disrespectful actions or derogatory yells, chants, songs, or gestures.
- Criticizing officials in any way.
- Cheers that antagonize opponents.
- Refusing to shake hands.
- Trash talking
- Directing negative comments at opponent(s) to distract and upset them.
- Using profanity, racial comments or displaying anger that draws attention away from the game.
- Throwing objects onto the floor or at an opponent.
- Entering the floor or playing field at any time.
- Refusing to comply with the directives of any school official.
- Blaming the loss of a game on officials, coaches, or athletes.

Consequences

The level of intervention for unsportsmanlike behavior is dependent upon the severity of the behavior exhibited.

Coaches and Athletes

- Adhere to the RHS and IHSAA sportsmanship guidelines.
- Any unsportsmanlike behavior exhibited by an RHS coach or athlete will be subject to a warning to a one game suspension, dependent upon the severity of the act, which will be determined by the Director of Athletics, assistant athletic director, and a coaches’ representative.
- Any RHS athlete or coach who receives an unsportsmanlike ejection at an athletic contest will be suspended for up to two athletic contests at that level of competition to be determined by the Director of Athletics, assistant athletic director(s), and a coaches’ representative.

- Any subsequent ejections will be reviewed by the Director of Athletics, assistant athletic director, and a coaches' representative and may result in more game suspensions and/or dismissal from a team.

Parents and Spectators

Because the actions of spectators, parents and/or fans may warrant sanctions placed by the IHSAA on RHS athletic programs, the following are consequences, to be determined by the school administration/event supervisor at athletic events or the **Athletic Council** for severe or repeated acts of unsportsmanlike behavior(s) at RHS athletic events:

- Verbal Warning
- Removal from competition site by administration or law enforcement.
- Warning letter
- Suspension from attending future contests.
- Charges filed with law enforcement.
- Exclusion from all extra-curricular events.