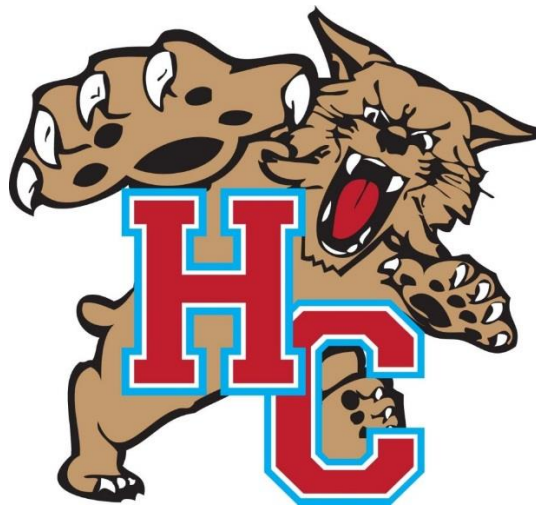


Hanover Central Athletic Department



COACHES HANDBOOK

2016-17

“They call it coaching but it is teaching. You do not just tell them...you show them the reasons.”

~Vince Lombardi~

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Athletic Department Mission Statement

The primary mission of the Hanover Community School Corporation Athletic Department is to provide an opportunity of involvement and/or participation for every student athletically, whether it is a competitive sport, recreational activity, or management/support opportunity. In doing this, serious attention will be devoted individually to the physical, mental, social, and emotional dimensions with outcomes including student growth in all dimensions and their preparation to make a serious contribution to his/her family and community.

Athletic Beliefs

Athletic Involvement:

1. Compliments, supports and extends to the overall learning experience.
2. Will provide opportunities to develop life skills such as teamwork, time management, responsibility and respect.
3. Will provide experiences that will be a catalyst in increasing school moral and provide an avenue for students to take pride in their school and themselves.
4. Will be instrumental in the development of leadership skills by promoting positive behaviors that show respect for rules, opponents, officials, teammates and the game they play.
5. Is a privilege for all students who are willing and capable to meet the standards of the athletic program.
6. Along with cooperation from the parents, the student body, Hanover Community School Corporation and the community is necessary to the development of a successful program.
7. Is a tool to teach character development through exercising sportsmanship, being a good citizen, and putting the needs of others ahead of yourself.

Code of Ethics

The Hanover Central Athletic Community is dedicated to personal, academic, and athletic excellence. Hanover Central students wishing to join and participate on an athletic team must realize it is a privilege and not a right. We all must agree to value integrity and work to develop character. It is understood that by joining an athletic team one is agreeing to certain ideals and striving to integrate the school approved core virtues.

National Federation of State High School Associations (NFHS)

The Coaches Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of installing the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.

The coach shall avoid the use of alcohol and tobacco products when in contact with players.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall master the contest rules and shall teach them to his or her team members.

The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.

The coach shall not exert pressure on faculty members to give students special consideration.

The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

Introduction and Purpose

It is the intent of Hanover Central to abide by all rules and regulations of the IHSAA in the governance of athletics at Hanover Central High School and Middle School. Accordingly, the purpose of this handbook is to establish Hanover Central guidelines for institutional control to assist all those directly connected and associated with the athletic program or school in preventing any infraction of IHSAA bylaws and internal policies by providing clear and direct structure for compliance.

Applicability

These guidelines and procedures apply to all coaches/sponsors who are associated with the athletic program. Each person referenced above is responsible for his or her own actions and shall become intimately familiar with the guidelines contained in this handbook and the IHSAA bylaws.

Nine Legal Duties of a Coach

Over the past 20 years through thousands of lawsuits, the courts have defined and continue to define the legal duties of a coach. Regardless of the state, the courts all recognize these nine legal duties:

- Duty 1 – Properly plan the activity
- Duty 2 – Provide proper instruction
- Duty 3 – Provide a safe physical environment
- Duty 4 – Provide adequate and proper equipment
- Duty 5 – Match your athletes
- Duty 6 – Evaluate athletes for injury or incapacity
- Duty 7 – Supervise the activity closely
- Duty 8 – Warn of inherent risks
- Duty 9 – Provide appropriate emergency assistance

Participation Philosophy

It is the philosophy of Hanover Central that athletes enjoy as many sports seasons as the student-athlete and their parents wish them to participate in without influence from any coach to specialize in one sport. All coaches should encourage participation in other sports.

Athletic Department Structure

The Athletic Director has been delegated the authority for total responsibility concerning the operation of all athletic programs in the Hanover Community School Corporation, utilizing the Assistant Athletic Director and the body of coaches to determine appropriate decisions and to facilitate solutions. The Athletic Director shall be directly responsible to the building principals and to the Superintendent.

The body of varsity head coaches shall function as the board of directors, meeting periodically with the Athletic Director to determine the best course of action to continue to move Hanover Central Athletics forward towards success.

Varsity head coaches have the authority to state and guide the style of play used by junior varsity, C-team, freshman, and middle school teams. This merely means that coordination between the various levels of competition is a must and is to be expected if programs are to grow and continue to be an integral part of the educational process.

Roles of School Personnel in Relation to Athletics

The Board of Education approves recommendations of the Superintendent of Schools regarding policy, budget, and staffing of the athletic program. It also directs the Superintendent of Schools to review policies and practices of the athletic program.

The Superintendent of Schools is the employee who is ultimately responsible for all phases of the athletic program. He/she delegates his/her authority for the administration of the interscholastic athletic program through the high school and middle school principals to the athletic director.

The High School and Middle School Principals are responsible for all activities affecting students in their buildings. They delegate their authority to direct the interscholastic athletic program through the athletic director.

The Athletic Director and Assistant Athletic Director are responsible for direct implementation and interpretation of the policies of the Indiana High School Athletic Association (IHSAA), the Board of Education, Hanover Central High School and Middle School, and the GSSC Conference. They are also responsible for supervision of athletic events, coordinating and scheduling visiting teams, transportation, cash boxes, officials, workers, and others as needed.

The Administrative Assistant/Secretary fulfills the clerical needs of the athletic office. He/she serves as the primary contact for initiating communication between the athletic director and various stakeholders. He/she also maintains schedules of facility usage and contests, files of contest and officials contracts, student eligibility, and others as direct by the Athletic Director.

The Head Coach is entirely responsible for the guidance of students in their charge. He/she instructs athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. He/she also models and instructs in a way that will foster leadership, self-discipline, academic improvement, and a positive self-concept within each student-athlete. He/she also works within the framework of the goals of the school system.

The Assistant Coach fulfills the aims and objectives of the sport program as outlined by the head coach and school administration. They assist the head coaches in instructing athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success. They support the head coach in modeling and instructing in a way they will foster leadership, self-discipline, academic improvement, and a positive self-concept within each student-athlete. They also support the head coach in working within the framework of the goals of the school system.

The Athletic Trainer provides diagnosis and care for athletic injuries by coordinating efforts with team and family physicians to provide therapeutic rehabilitation in an attempt to expedite the athlete's return to competition while keeping the student's mental and physical welfare as the top priority.

Vertical Program Alignment

Concept of Vertical Program

1. Teach techniques of sport – basic fundamentals
2. Promote interest in athletes for Middle School and High School programs
3. Middle School program compliments High School program

Role of Coaches

1. Head coaches responsible for total program
 - a. Must make decisions with total program in mind.
 - b. Responsible for coordination of staff.
 - c. Responsible for seeing that their policies and philosophies are implemented at all levels (i.e. play book, etc.)
 - d. Responsible for providing assistance when need arises.
 - e. Responsible for involving all staff members in the total program.
2. Middle School Coaches
 - a. Responsible for implementing program as set forth by the varsity head coach.
 - b. Responsible for promotion of upper level (high school) competition as a goal for Middle School athletes.
 - c. Responsible for asking for assistance when the need arises.

Head Coach Responsibilities

The head coach is directly responsible for the planning, implementing, and evaluation of his/her program from sub varsity to varsity level. The head coach will promote the basic understanding of the Athletic Department's Mission Statement while building positive relationships with community and families. The head coach will work towards helping each participant achieve a higher skill level, an appreciation for the values of good sportsmanship, and increased self-esteem. The head coach reports to the athletic director and conducts regular evaluations of facilities and assistant staff.

Duties and Responsibilities of the Position

1. Organize and guide the overall development of the program for the varsity, sub-varsity, and middle school levels.
2. Work with the athletic director in scheduling team competition, officials, transportation, purchasing of equipment, reporting game results, and evaluations of teams and staff.
3. Ensure safety and supervision of all athletes during practices, games, locker rooms, etc. Buildings must be secured and proper supervision provided for athletes until they have departed for home.
4. Understand and accept the knowledge that athletes are adolescents and may not act as adults. Students are not professional athletes, but participate because they enjoy the sport. Our emphasis should be on teaching skills necessary to compete and to improve.
5. Do not attempt to influence a student to select one sport over another. The choice must be up to the student. It is important for as many of our students to participate in our athletic program as possible. Positive support for Hanover Central Athletics among our athletes is a priority.
6. Criticizing another member of the athletic department or policies should not be done publically.
7. The attitude of the coach is reflected by one's athletes. Be mindful of opinions and attitudes expressed to members of a team, and individual athlete, or athlete's family. Be conscience of areas of perspective versus reality. What you intend may not always be what is perceived.
8. The coach will inform each athlete of the dangers involved with that sport. Each coach will conduct a mandatory athlete and parent meeting before the start of each season to review expectations.
9. Develop reliable and consistent communication with parents and team members.
10. Communicate with the media to provide results, stats, and appropriate program recognition.
11. You are responsible for maintaining current education about your sport, your coaching associations and NFHS policies. Prepare your assistants with equal care.
12. Work in conjunction with the athletic department to verify academic eligibility of student-athletes.
13. Ensure that student-athletes are meeting IHSA and Hanover Central participation guidelines.

14. Conduct team meetings that educate athletes about their status as a representative of the school and community. An athlete's conduct in and out of season is a direct representation of team, school, department, and family.
15. Maintain an accurate and up-to-date record of team history, rosters, and awards.

Evaluation Procedure for Athletic Head Coaches

Purpose

1. Provide the best possible instruction for student/athletes.
2. Continual upgrading of a coaching staff.
3. To encourage self-improvement within a coaching staff.
4. To recognize and give credit for an outstanding coaching performance.

Procedure

1. The evaluation of Head Coaches will be made by the Athletic Director. The High School Principal may evaluate if he/she so desires.
2. The evaluation conference for Head Coaches will be conducted by the Athletic Director. The High School Principal may be present if he/she desires.

Assistant Coach Responsibilities

The assistant coach is responsible for planning, implementing, and program evaluation as directed by the head coach. The assistant will assume many of the same responsibilities as the head coach. The assistant coach will promote the basic understanding of the athletic department's mission statement while building positive relationships with community and families. The assistant coach will work towards helping each participant achieve a higher skill level, an appreciation for the values of good sportsmanship, and increased self-esteem. The assistant coach reports to the head coach and is responsible for performing duties as assigned by the head coach.

Evaluation Procedure for Athletic Assistant Coaches

Purpose

1. Provide the best possible instruction for student/athletes.
2. Continual upgrading of a coaching staff.
3. To encourage self-improvement within a coaching staff.
4. To recognize and give credit for an outstanding coaching performance.

Procedure

1. The evaluation of Assistant Coaches will be made by the Head Coach and Athletic Director. The High School/Middle School Principal may evaluate if he/she so desires.
2. The evaluation conference for Assistant Coaches will be conducted by the Head Coach or the Athletic Director. The High School/Middle School Principal may be present if he/she desires.

Hanover Central High School

Fall	Level Offered at HC	IHSAA Start Week
Girls Golf	JV & V	Week 4
Girls Volleyball	Freshman (C), JV, & V	Week 5
Boys Soccer	JV & V	Week 5
Girls Soccer	JV & V	Week 5
Boys Tennis	JV & V	Week 5
Boys Football	JV & V	Week 5
Boys Cross Country	JV & V	Week 5
Girls Cross Country	JV & V	Week 5
Winter	Level Offered at HC	IHSAA Start Week
Girls Basketball	Freshman (C), JV, & V	Week 16
Boys Wrestling	JV & V	Week 18
Boys Basketball	Freshman (C), JV, & V	Week 19
Spring	Level Offered at HC	IHSAA Start Week
Girls Track & Field	JV & V	Week 33
Boys Track & Field	JV & V	Week 33
Girls Softball	JV & V	Week 36
Boys Baseball	JV & V	Week 37
Girls Tennis	JV & V	Week 37
Boys Golf	JV & V	Week 37
Multi-Season	Level Offered at HC	IHSAA Start Week
Cheerleading	JV & V	-----
Poms/Dance Team	JV & V	-----

Hanover Central Middle School

Fall	Level Offered at HC	IHSAA Start Week
Girls Softball	6, 7, & 8	-----
Girls Volleyball	6, 7, & 8	-----
Boys Baseball	6, 7, & 8	-----
Soccer (Coed)	6, 7, & 8 (CYO)	-----
Boys Football	6, 7, & 8	-----
Boys Cross Country	6, 7, & 8	-----
Girls Cross Country	6, 7, & 8	-----
Winter	Level Offered at HC	IHSAA Start Week
Girls Basketball	6, 7, & 8	-----
Boys Wrestling	6, 7, & 8	-----
Boys Basketball	6, 7, & 8	-----
Spring	Level Offered at HC	IHSAA Start Week
Girls Track & Field	6, 7, & 8	-----

Boys Track & Field	6, 7, & 8	-----
Tennis (Coed)	6, 7, & 8	-----
Boys Spring Football	6 & 7	-----
Multi-Season	Level Offered at HC	IHSAA Start Week
Cheerleading	6, 7, & 8	-----
Poms/Dance Team	6, 7, & 8	-----

IHSAA - Indiana High School Athletic Association

Organized in 1903, the Indiana High School Athletic Association is a voluntary, not-for-profit organization that is self-supporting without the use of tax monies.

The purpose of the IHSAA is to encourage and direct wholesome amateur athletics in the high schools of Indiana. In keeping with this mission, the Association:

- Regulates, supervises, and administers interschool athletic activities among its member high schools as an integral part of the secondary education program. A tournament series is sanctioned in 20 sports, 10 for girls and 10 for boys. This school year, more than 160,000 students will compete in IHSAA-sanctioned tournaments.
- Cooperates with all agencies vitally concerned with the health and educational welfare of secondary school students.
- Determines qualifications of individual contestants, coaches and officials.
- Provides written communications to facilitate athletic relations among member schools.
- Establishes standards of eligibility, competition, and sportsmanship while providing protection against exploitation of schools and students.

Greater South Shore Conference

The Greater South Shore Conference is comprised of 9 member schools from Northwest Indiana, which include the following:

HIGH SCHOOL

- **Hanover Central High School**
10120 W. 133rd Ave.
Cedar Lake, IN 46303
- **North Newton Jr./Sr. High School**
1641 W. 250 N.
Morocco, IN 47963
- **River Forest High School**
3300 Indiana St.
Hobart, IN 46342
- **Wheeler High School**
587 W. 300 N.
Valparaiso, IN 46385
- **Whiting High School**
1751 Oliver St.
Whiting, IN 46394
- **Lake Station Edison Jr./Sr. High School**
3304 Parkside Ave.
Lake Station, IN 46405
- **Calumet New Tech High School**
3900 Calhoun St.
Gary, IN 46408
- **Hammond Bishop Noll Institute**
1519 Hoffman St.
Hammond, IN 46327
- **Marquette Catholic High School**
306 West 10th St.
Michigan City, IN 46360
- **Boone Grove High School (F/W Only)**
260 S. 500 W.
Valparaiso, IN 46385
- **Hebron High School (F/W Only)**
509 S. Main St.
Hebron, IN 46341
- **South Central Jr./Sr. High School (F Only)**
9808 S. 600 W.
Union Mills, IN 46382

MIDDLE SCHOOL

- **Hanover Central Middle School**
10631 W. 141st Ave.
Cedar Lake, IN 46303
- **North Newton Jr./Sr. High School**
1641 W. 250 N.
Morocco, IN 47963
- **River Forest Middle School**
3300 Indiana St.
Hobart, IN 46342
- **Union Township Middle School**
599 W. 300 N.
Valparaiso, IN 46385
- **Whiting Middle School**
1800 New York Ave.
Whiting, IN 46394
- **Lake Station Edison Jr./Sr. High School**
3304 Parkside Ave.
Lake Station, IN 46405
- **Lake Ridge New Tech Middle School**
3601 West 41st Ave.
Gary, IN 46408
- **Griffith Middle School**
600 North Raymond
Griffith, IN 46319
- **Boone Grove Middle School (F/W Only)**
325 West 550 South
Boone Grove, IN 46302
- **Hebron Middle School (F/W Only)**
307 S. Main St.
Hebron, IN 46341
- **South Central Jr./Sr. High School (F Only)**
9808 S. 600 W.
Union Mills, IN 46382

General Athletic Program Information

All-Sport Parent/Athlete Meeting

There will be an all-sport parent/athlete meeting hosted by the Athletic Department at the beginning of the fall season. This will be an informational session for all parents and athletes as it pertains to athletic department information and policies. The date and time for this meeting will be announced well in advance and all coaches are highly encouraged to attend.

Athletic Transfers

Students who did not attend Hanover Central High School during the previous school year, have been granted permission to attend as an out-of-district transfer student or move into our district must file for a transfer with the IHSA. Following the completion of the appropriate portion of the form by the student and parents, it will be returned to Hanover Central in order that it may be sent to the former high school for further information. Upon receiving it from the former school, it will be forwarded to the IHSA for final approval. The student cannot become eligible for competition until approval has been granted by the IHSA and Hanover Central will abide by the decisions of the IHSA in declaring the students level of eligibility. Students who transfer without a corresponding change in residence may be granted "limited eligibility" which allows for participation at the junior varsity level only for a period of 365 days. This rule does not apply to students entering their freshman year, but only to those who have been enrolled in another high school.

Booster Club Meetings

All head coaches/assistant coaches are encouraged to attend all Athletic Booster Club meetings. A parent representative may also serve in the role as team liaison on behalf of the head coach/team.

Changing Sports

Same sport season - If a coach cuts a student from a team, the student may join another team or program in that sport season, provided that tryouts for the second sport have not concluded and/or the head coach grants permission. An athlete who quits one sport may join another team in that same sport season, provided that tryouts for the second sport have not been concluded, it is prior to the first interscholastic competition of the original sport, coaches are in mutual agreement, and all outstanding athletic fees/obligations have been paid.

Different Sport Season - An athlete who quits one sport after the first contest has been completed to join another sport in different seasons may not do so until the original season is completed. Special circumstances may dictate exceptions to this practice. Exceptions will be made at the discretion of the Athletic Director, provided there is mutual agreement among coaches.

Closed Practices

Practices, at the discretion of the head coach, will be closed to all except for administration and approved volunteers. Parent/Guardians may observe practices, but no contact or interaction is allowed with the students. Coaches reserve the right to ask any person to leave their practices.

Cutting/Tryouts

In some of our sports, cutting a team down to a manageable size is necessary. Each of Hanover Central's sport programs will have its own policy on choosing teams and the head coach of the program will be charged with developing and implementing that policy. However, all of our sports will use these principles as contributing factors when determining squad selection: talent, ability, and potential; attitude; attendance; and scholastic performance. Evaluations are made on a daily basis and athletes may be cut from a team anytime during the season.

All students who are in good standing with the Hanover Community School Corporation will be allowed to try-out for the sport/activity of their choosing. All potential student-athletes will be evaluated for minimum of two (2) practice sessions prior to cuts being made.

The following suggestions may be useful in heading off potential problems when making team selections. All coaches must keep in mind that the most important element to remember is the well-being of the young athlete who has placed sports in a very high priority position in his or her life.

1. Selection criteria should be set up by the coaching staff and explained to the candidates before try-outs.
2. Allow as many objective methods to be used when evaluating the athletes.
3. An evaluation sheet should be filled out for each athlete who tries out. This will serve as documentation of what was evaluated during the tryout period.
4. Understand that subjective issues and intangible factors play a role in determining final squad selection. Also understand that while those factors are always present in the coach's mind, they may be difficult for the athlete or parent to comprehend.
5. After the team is selected, the coach should allow for a short conference with the athlete or athletes that did not make the team and explain the reasons why.
6. Invite the athletes to try-out again next year and encourage them to get involved in leagues or other programs. Also encourage them to be a manager or team statistician.
7. Cut as early as possible to encourage those cut to get involved in other sports or activities.

Keep in mind that an athletic program does not sell itself. All of us sell our programs. Efforts along these lines can pay big dividends in the future of our programs.

Dual Sport Participation

Definition: Participating in two sports during the same season.

While not encouraged by Hanover Central, dual sport participation is permitted under the following conditions:

1. The athlete and his/her family are in favor of competing for two (2) sports teams.
2. The coaches of the affected sports are in agreement that this is a desirable situation.
3. The coaches of the affected sports, athlete, and athletic director will meet to determine if a schedule for practices and competitions can be mutually agreed upon.
4. The athlete is expected to practice regularly in both sports.
5. The athlete will not be permitted to leave practice early in order to attend a practice in the other sport without the permission of both coaches.
6. The athlete will not be permitted to miss any practices or contests in either sport without the consent of one or both of the coaches.
7. A prioritized list of contest levels will be established before the first contest of either sport, such as the following:
 - a. Contests take precedence over practices
 - b. IHSAA tournament games
 - c. Conference games
 - d. Other tournaments
 - e. Non-conference games

The athlete will be required to determine his/her “primary” and “secondary” sports. This determination will be used only to resolve scheduling conflicts that arise after the start of the season. If the letter requirements of both sports are met, then the athlete will be eligible to receive letters and awards in both sports. All final authority regarding conflicts and clarification of dual sport participation shall be vested in the Athletic Director.

Game Postponement/Rescheduling

The Athletic Director along with the head coach shall handle all games postponed because of inclement weather or things beyond our control. Once the opponents have been contacted and the contest has been cancelled or rescheduled, all stakeholders will be notified.

Laundry

The laundry should be used by coaches and managers and for school issued equipment only.

Moratorium Week (Includes week of July 4th)

According to Rule 15-3.4 of the IHSAA By-Laws: Each member school shall observe a moratorium week starting on Monday of the week which includes July 4th. During this seven day period, there shall be no contact between athletes and coaches, and no athletic activities, including conditioning, conducted. There are no Hanover Central athletic activities scheduled for this week and our facilities will be closed. This is a vacation period for families established by the IHSAA.

Participation – Physical Packet/Checklist

All-student athletes must have a completed physical packet on file with the athletic office prior to participating in any team practices or contests. Physical packets should be turned in by the athlete/parent to the athletic office or main school office. Students are not eligible to tryout/practice/play until the athletic department has the completed physical packet on file.

Once this occurs, the student-athlete will be added to the cleared to play list. This list will be sent to coaches before their first official practice begins. Each coach is to check this list against their roster to make sure all athletes have the physicals on file. If they do not have one, they do not participate.

Prior to being cleared for athletic participation at Hanover Central, students must complete and return the following forms to the Hanover Central Athletic Office:

1. A completed IHSA Physical Packet with both parent and student signatures where applicable (after April 1st)
2. Concussion/Sudden Cardiac Arrest Acknowledgement and Information.
3. Insurance Information Form (if family does not have insurance, the participation waiver must be signed).
4. Emergency Medical Form for the athletic trainer.
5. ImPACT Testing Consent Form.
6. A completed Athletic Code of Conduct with signatures of parents and student

Residency / Homeschooling Requirements

Student-athletes must be residents of the Hanover Community School Corporation, be granted permission to attend as an out-of-district transfer student or be sanctioned through court mandate in order to participate in athletics at Hanover Central. Students living within the Hanover Community School Corporation boundaries that are being “home schooled” are eligible to participate in Hanover Central athletics if the following conditions are met:

1. The student, in conjunction with the school, provide proof to the IHSA that the spirit of the eligibility rules will not be compromised including passing a physical examination and participating in the required number of practices in a given sport.
2. The student must have been home-schooled for the previous three (3) consecutive years.
3. The student completes all state-wide examinations as authorized by the Indiana Department of Education.
4. The student’s family must submit grade information to the school to affirm the student is passing all courses.
5. The student must be enrolled in the school for which the student is participating for a minimum of one (1) class per day.

School Cancellations

If school is dismissed early or cancelled for the safety of the students because of inclement weather, i.e., hazardous road conditions, then all school activities including practices, scheduled contests, and any other activity shall also be cancelled. If the school cancellation extends beyond one day, the building principal and/or Superintendent shall have the discretion to decide if practices, scheduled contests, and other activities will be allowed provided that no student is required to participate in such activities. Furthermore, there will be no penalty for any student who does not participate on a day school is canceled.

If an activity is planned by the IHSAA, which is under no control of the school corporation, our student's participation will be reviewed to determine if attendance and participation is acceptable.

Social Media

Social media sites may be used by sports teams for the purpose of distributing information to parent, athletes, and members of the community. The use of these sites should only be distributive in nature.

Website

All head coaches will be grant access and permissions to the Hanover Central Athletics Website. It is encouraged that this resource is used to communicate with players, parents, and community members. Updates to the website will be performed by the athletic department, but coaches may add information at their discretion.

Coaching Requirements and Expectations

Clinic Participation and Coaches Associations

Coaches are expected to seek normal professional development and to keep current on changes in their respective sports. It is very highly recommended that coaches participate in clinics regularly. The following guidelines shall apply to clinic attendance:

1. All requests and correspondence in regard to clinic attendance are to be channeled through the athletic director. Obviously, certain sports lend themselves to clinic participation more than others.
2. Head coaches should make a request for approval of attendance and reimbursement of expenses for their main clinic each year.
3. Athletic department subsidization of clinic expenses of necessity is dependent upon and contingent upon available financial resources.

It is highly encouraged that all coaches belong and are active in their state and national coaching associations. The athletic department will fund the yearly dues for each coach to belong to their State of Indiana and national coaching association.

CPR and Certifications

It is a State of Indiana requirement that all coaches be current on their CPR certification. In addition, Hanover Central requests that each coach complete the NFHS concussion tutorial and the heat acclimation and illness tutorial. All these items must be completed and certifications/certificates on file in the athletic office prior to the official start date of the coach's sports season. This is a condition of employment.

Coach Disqualification

Any coach who is disqualified from a contest will be suspended from the next contest per IHSAA rule.

Continuing Education for Coaches

Effective July 1, 2015, the IHSAA will mandate a continuing education program for all coaches that Hanover Central will follow. The program applies to all head, assistant, and volunteer coaches employed by the Hanover Community School Corporation in grades 6-12. There are three (3) levels of coach accreditation: Registered, Certified and Professional.

The coach's education requirement includes the successful completion of one of the following options: (i) the Indiana LANSE course, (ii) the NFHS Coaching Education course, or (iii) the required college credit hours to gain a coaching endorsement at one of the member colleges of the Indiana Consortium for Coaching and Sports Management Education.

Registered. The basic accreditation level is a Registered Coach who will have an initial accreditation period of three (3) years.

- (1.) A Registered Coach must have completed Two (2) approved courses from the NFHS Learning Center (Initial Courses).
- (2.) A Registered Coach can renew the accreditation for Five (5) year renewal terms, provided the Coach has completed, during the previous accreditation period, two (2) additional approved courses from the NFHS Learning Center (Renewal Courses).

Certified. The mid-accreditation level will be a Certified Coach who will have an initial accreditation period of Three (3) years.

- (1.) A Certified Coach must have a valid teaching license and must have completed two (2) Initial Courses.
- (2.) A Certified Coach can renew the certification for Five (5) year renewal terms, provided the Coach completes, during the previous accreditation period, two (2) additional Renewal Courses.

Professional. The top accreditation level is a Professional Coach who will have an initial accreditation period of Five (5) years.

- (1.) A Professional Coach must have a valid teaching license, must have five (5) documented years of head coaching experience at the high school varsity level and must have completed three (3) Initial Courses.
- (2.) A Professional Coach can renew the accreditation for Five (5) year renewal terms, provided, during the previous accreditation period, the Coach attended and presented at a State coaches association conference, attended four (4) meetings of an Officials' Association annually, passed one (1) rules exam with a score of eighty (80) or better, and completed an approved advanced level course (Advanced Course).

A list of the approved courses shall be annually published by the IHSAA. The list of approved courses may include courses submitted by member schools and approved by the IHSAA.

It is the coaches' responsibility to make sure that all course work is completed to attain all coaching education requirements.

Compliance

Head coaches are expected to run a compliant program, maintain discipline, and resolve problems to the best of their ability relating to the situation. When appropriate, coaches needing assistance shall contact the Athletic Director. Any suspected violations of IHSAA bylaws should be reported in writing through the chain of command. If any member of the chain of command is involved in the allegation, the report should go to the next person in the chain of command. The Principal will conduct an internal investigation in conjunction with the Athletic Director. Results of the investigation may be reported to the IHSAA.

All staff members associated with the athletic program are expected to know, understand, and comply with all IHSAA bylaws relating to their responsibilities. There will be no tolerance for any deviation from these bylaws by anyone associated with the athletic program.

Emergency Medical Cards

Emergency medical cards will be given to all student-athletes at the beginning of each sports season. The emergency medical card will be turned into the head coach. On away games or any situation where the team leaves the school facility, coaches must take the emergency medical cards for all students and include them in the red transportation folder along with an up to date traveling roster.

Heat Index

All IHSAA regulations pertaining to heat indices or inclement weather/lightning must be followed.

Lettering Policy

Each varsity head coach will be responsible with creating, implementing, and enforcing a varsity and sub-varsity lettering policy for their program. This policy should be shared with athletes and parents prior to the start of the season. A copy will be kept on file in the athletic office.

Mandatory Coaches Meeting with Parents/Athletes

Each head coach, prior to their first contest, will be required to host a parent/athlete meeting. The purpose of this meeting is to explain to everyone involved, practice schedules, team rules and policies, equipment requirements, lettering policies, etc. Each parent should sign off at the meeting that they have received a copy of the team rules and are aware of the expectations.

Notice of Absence for Athletes

Coaches are required to give notice, at least three days in advance, to the teachers and attendance office of the students that will be attending any event that requires them to miss any part of the school day.

Overnight Team Travel

If an athletic team plans to travel overnight, prior approval must be obtained from the Athletic Director, Principal, and school board. Notification of hotel accommodations and travel arrangements must be presented to the Athletic Director in writing. It is the responsibility of the head coach to ensure overnight travel is submitted in a timely fashion.

Practice Attire

Coaches should emphasize the importance of modesty from student-athletes. Students should not be seen shirtless (for males) or just in a sports bra (for females). Shirts should be worn at all times.

Practice Days/Times

Each team must have 10 practices before their first scheduled event or contest. Students must attend ten practices before they can compete in a match/game/meet. All practices need to end by 9:00 pm on all nights except for Fridays.

Practice Plans

All practice sessions with high school and middle school teams will be scheduled through the athletic department:

- Head coaches shall notify the Athletic Director a minimum of one week in advance concerning vacation period practice plans.
- Coaches are responsible to insure that all facilities are secure following the completion of a practice. The coach shall stay until all athletes have dressed, left the property, and the building is secure.
- When school is closed due to weather, there will be no regularly scheduled IHSAA contests. However, if we are in an IHSAA tournament, we will make every reasonable attempt to participate. Coaches will need to make special requests to practice to the Athletic Director.
- Each coach should keep a written practice plan for each day of practice that is conducted. The same format can be used for each sport at all levels.

Recruiting

The IHSAA expressly prohibits recruiting activities, which influence any student to attend a particular school for participating in athletics. Accordingly, any inquiry regarding participation in athletics at Hanover Central and governed by the IHSAA shall be directed to the principal.

Student Handbooks

It is the responsibility of the coaching staff to know the information contained in the student handbooks. It is your duty to follow and enforce these policies in dealing with student matters.

Student Managers

Coaches are responsible for securing student managers for their teams. You are also responsible for their conduct and awards to be presented at the end of the season. It is often difficult to find managers, but a good one is invaluable. Occasionally, a manager might come from the ranks of those athletes who were cut from a team but want to stay involved. There are a few items to be considered relative to student managers:

1. Take the time to work very closely with your manager.
2. As good as they may be, managers are not adults.
3. Do not allow managers to have your keys for any great length of time.
4. Like your players, a manager has to be supervised at all times.
5. Expect your players to treat your managers with respect.

Summer Camps

Summer camp plans must be cleared through the athletic director before May 1st each year and follow the below guidelines:

- Such camps will be conducted only if they are self-supporting financially.
- All accounting must go through the Hanover Central Athletic Fund.
- No camps will be conducted during the moratorium.

- All camps will end by July 31st.
- No expenses will be charged to the athletic fund or athletic director for use of buildings and materials or equipment. All equipment and supplies ordered must be on a purchase order through the athletic department.
- A financial report must be given to the athletic director at the conclusion of the camp.
- All claims must be cleared and paid prior to the camp director being paid.
- Summer camps are not meant to be fund raisers for the athletic department or any athletic team; however, if there is a profit the money may be moved into the account of the sport represented and used at the coach's recommendations or kept in the camp fund for next year.
- Clean up of camps is the responsibility of the coach.
- Student athletes cannot be forced to attend or work summer camps.

Supervision of Athletes

Student athletes will be supervised at all times before, during and after practice by members of the coaching staff. At least one member of the coaching staff will remain after practice/games until all athletes have departed or been picked up by their own parents.

Title IX

All coaches, the Athletic Director(s) and booster clubs shall work together to ensure equity among equipment, facilities, scheduling, travel, staffing, and the budget.

Transportation

Yellow bus transportation will be used by teams that are large enough to make its use practical. If a coach has a bus scheduled for a weekend or vacation period and the event is cancelled, the head coach is to call the Transportation Coordinator as soon as possible.

The white bus is used by high school and middle school teams based on the distance they must travel, the need for its use, and the size of the team using it. The white bus holds fifteen, 14 individuals plus the driver. A coach may not transport more than this number in the white bus. The white bus must be picked up at the bus garage. When returning it, it must be taken back to the bus garage and the keys returned. All HS coaches will be trained in the driving of the white bus.

When riding the bus, the student-athlete is expected to ride the bus both to and from the athletic event. Only in the case of an approved travel release form that is signed by a parent/guardian may the coach excuse a student-athlete from riding the bus. Coaches will be responsible for the students from the time they leave the school until all students are safely on their way home from the school. At least one coach or sponsor will ride home on the bus with his/her student athletes.

Coaches are not permitted to transport student athletes in private transportation.

Health and Injury Prevention

Illness/Injury

If an athlete misses five (5) or more consecutive days due to illness or injury, they must present a medical note clearing them to participate to the athletic department and athletic trainer. Additional practices are required by the IHSAA before regaining eligibility after an extended absence due to illness or injury (Rule C-9-14). All accidents or injuries home or away, are to be reported to the trainer immediately.

Safety and First Aid

Coaches will strive to provide a safe, healthy experience for all participants and will take all appropriate measures to minimize the number and seriousness of athletic injuries. The following measures will form the minimum acceptable level of care for all participants. Coaches are encouraged to add additional, sports specific measures.

1. Number of Players – the number of players on any team will not exceed the number that a coaching staff can handle.
2. Always stress safety.
3. Require players to thoroughly warm up and cool down before and after participating in practice or competition.
4. Teach proper techniques and elements of play.
5. Discourage the use of tactics and techniques that lead to injuries. Structure and plan practices carefully and ensure that they are never too long nor too short.
6. Provide adequate, properly fitting protective equipment for every athlete.
7. Players and coaches will be thoroughly knowledgeable of the rules.
8. Stress to each athlete to not hide injuries from the coaches.
9. The coaching staff is responsible for creating an atmosphere that motivates fair play, self-control, respect, and proper conduct in all situations.
10. Emergency contact numbers will always be available for immediate use.
11. Participants who are injured will be examined and cleared before returning to practice or competition. Athletes with injuries requiring physician's care must be cleared by the doctor in writing before the athlete may return to practice or competition.

Athletic Trainer

The athletic trainer will evaluate all athletic injuries at Hanover Central High School. Other injury evaluations, such as middle school sports, are by request only. If the athletic trainer is present, they will evaluate all injuries, provide first aid and make needed referrals to physicians or emergency care. In the event the athletic trainer is not present the coach will handle the injury, provide first aid and refer to the athletic trainer.

The Athletic Trainer will evaluate all athletic injuries daily prior to the athlete returning to practice/competition and provide the coaches with the following information:

1. Impression of injury
2. Status

3. Treatment program
4. Restrictions
5. Estimated time to full competition

The Athletic Trainer will provide treatments and rehabilitation as directed by the athlete's physician.

Athletic Training Room

The athletic training room should only be used by athletes when the athletic trainer or coach is present. The training room is not a lounge and those not receiving treatment should wait in the hall. The athletic training room is a co-ed facility. Proper attire and conduct is required at all times.

Student Trainers

Student trainers are under the direct supervision of the head athletic trainer. Student trainers can be very helpful and can be an important factor in the success of your team organization. However student trainers are limited in their abilities, as well as liability. They can provide quality service in the basic training skills such as taping and icing.

Injury Notification

Parents/guardians will be notified if injury occurs that may result in no practice or requires a physician. The notification may be via phone, text, or email.

Hanover Central Concussion/Traumatic Brain Injury Protocol

Concussion is a functional injury to the brain, where the normal brain physiology and function is disrupted by biomechanical forces to the brain. There are a wide variety of signs, symptoms, and behaviors consistent with a concussion. These may include symptoms (e.g. headache, nausea, feeling "in a fog", dizziness); signs (e.g. amnesia, confusion, balance problems); mood or behavior changes (e.g. irritability, mood swings); cognitive changes (e.g. slowed reaction time, difficulty concentrating or with memory); and sleep disturbances (e.g. drowsiness, insomnia). An athlete with a concussion does not have to experience loss of consciousness (LOC).

If an athlete has had a concussion previously, then they are at increased risk to have another concussion. The more concussions a student-athlete has had, the longer it may take for that athlete's brain to recover. In addition, the effects of repetitive concussions may be cumulative. Possible complications and consequences of a concussion include but are not limited to: post-concussion syndrome, second-impact syndrome, and perhaps neuropathology changes such as chronic traumatic encephalopathy from repetitive head injuries. Possible consequences of any head injury include death or permanent disability.

PROTOCOL FROM INJURY TO PLAY

1. When a student-athlete exhibits signs, symptoms, or behavior consistent with a possible concussion, they shall be removed from practice or competition and evaluated by the certified athletic trainer and/or the team physician.
2. The student-athlete will be evaluated and monitored for a minimum of 15 minutes to determine their status as it relates to being concussed.
3. If diagnosed with a concussion, athlete will be removed from physical activity until seen by a physician.
4. The athlete or their caregiver will be provided instructions on further care.

RETURN TO PLAY GUIDELINES (RTP)

1. The athletic trainer will monitor the progression of the athlete to their sport.
2. The SAC test will be used as a form of sideline assessment along with ImPact testing to confirm the possibility of a concussion.
3. The athlete must be asymptomatic before progressing to the next stage, as follows:
 - Stage 1: At rest and daily living activities for 24 hours.
 - Stage 2: May participate in light activity (10 minutes bike, walk, jog, no weight lifting, jumping, or hard running).
 - Stage 3: May participate in moderate activity (moderate intensity on bike, jog, or weight lifting-reduced time/weight).
 - Stage 4: May participate in heavy; non-contact physical activity (sprinting, running, bike, weight lifting, no contact)
 - Stage 5: Full contact practice in controlled practice setting
 - Stage 6: Full participation with the release of the team physician

BASELINE AND POST-CONCUSSION TESTING

- Student-athletes in sports with an increased risk of concussion or with a pre-participation history and/or exam concerning concussions undergo ImPact concussion testing.
- Post-concussion testing will be performed on these athletes and compared to baseline values to aid in clearance decisions. Post-concussion balance testing and other cognitive tests may also be utilized as needed to aid in clearance decisions.

Facility Usage and Equipment

Athletic Facility Usage

Coaches of athletic teams are to supervise the use of the facilities before and after school by the students involved in their sporting activities. Casual use of the athletic facilities by non-students who are not in the Hanover Central feeder system shall be prohibited without prior approval of the Athletic Director. Exempted from this prohibition are the paid uses of facilities per agreement or the use of facilities by community groups with the approval of the administration.

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

The use of facilities for all practices and conditioning sessions shall be scheduled through the Athletic Department. The following shall be the priority for use of athletic facilities for practice:

1. 1st choice to sports in-season
2. 2nd choice to sports coming into season
3. 3rd choice to sports out-of-season

Athletes shall not be permitted to practice or condition unsupervised. All practices, team or individual, must be under the direct supervision of a coach. Coaches shall not leave practice areas unsupervised. If a problem with a facility exists or develops, notify the Athletic Director to correct the situation as soon as possible.

Equipment/Uniforms

All equipment/uniforms issued to an athlete are expected to be returned in the same condition as when issued (excepting normal wear and tear) or the athlete is expected to compensate the athletic department for the lost or damaged equipment. Failure to return equipment/uniforms or to compensate the school for lost or damaged equipment/uniforms will result in forfeiture of all athletic awards for that sport. No athlete may practice or tryout for another sport until all issued equipment/uniforms has been turned in and they have been cleared by the previous sports coach. The Athletic Director will release the names of those student-athletes who are not cleared to all coaches of the next sports season.

All uniforms and equipment should be checked for deficiencies at the beginning and at the end of each season. All equipment should be cleaned and prepared for the following year during the off-season. All uniforms should be cleaned and washed in the purchased anti-bacteria treatment prior to the beginning of the next year's season.

Facility/Field Maintenance

Maintenance and care of athletic facilities is a never-ending task. Coaches must be willing to accept responsibilities to assist in this task. It is your responsibility along with the athletic department's to see that your game and practice areas are safe, properly maintained, and ready before/after practices and games.

Key/Fob Access

Coaches will maintain strict accountability of their facility keys/fobs and will not allow students, parents, or anyone not authorized access the use of those keys/fobs. When not in use, all athletic areas should be locked and secured.

Locker Rooms

During home and away games or practices, coaches need to be the first persons into the locker rooms and the last person to leave the locker rooms and should check for any damage or lost items. Coaches are responsible for the welfare of their student-athletes in the locker room at home, away, and during practices.

Weight Room/Conditioning

Out of season conditioning must be non-mandatory and open to all in accordance with IHSA regulations. The weight room and training areas are scheduled through the Athletic Department. Priority for scheduling will be given to in-season sports. An adult must be present at all times if students are using the facilities.

Communication and Community/Media Relations

Athletic Inquires

Inquiries by parents on behalf of their student athlete are welcome and encouraged by the Athletic Department and coaching staff. Parents will be directed to contact the coaching staff prior to bringing an issue to the Athletic Director. At no time will the school staff discuss playing time or another student athlete. The chain of command is as follows: Head Coach, Athletic Director, Principal, and Superintendent.

Athletic Related Press Conferences/College Signings

College scholarship signings are a special event in the life of our student-athletes, their families, and Hanover Central teams. All signings will occur in the athletic center area.

- Coaches and/or Student-Athlete – notify the athletic department of the desired date and provide any college memorabilia to be used at the signing. Any career highlights that will be used for the press should also be provided.
- Athletic Department – will prepare the conference area for the confirmed date and prepare a statement to be released to the press and all school employees.

News and Media

It is the coach's responsibility to contact the local media with game and contest scores. These results should be sent to as many local outlets as possible. The athletic office should be notified of game and contest results in order for school announcements to be prepared. Make sure that you are aware of deadlines.

Finance and Budget

Annual Athletic Budget

Head coaches are responsible for making the budget requests for their entire program in the areas of uniforms, equipment, personal transportation, entry fees, books, and clinics. Assistant coaches in each program will make their budget requests through the head coach.

Coaches should use the following criteria for developing their budgets:

1. Present inventory of uniforms and equipment
2. Condition and age of equipment
3. Uniform rotation plan in force
4. Number of teams and athletes in program
5. Equipment rule change
6. Projected long range needs of the program

Head coaches will submit budget requests for the next year two weeks after the end of their season or at their post-season year-end conference with the Athletic Director. Budget requests shall be accompanied by the end-of-season inventory for their sport. The annual budget shall be prepared by the Athletic Director in June.

The Athletic Director's budget responsibilities are threefold:

1. Project the total gate receipts and other revenues of the athletic department that will determine the amount of monies available to be budgeted
2. Analyze the coaches requests by sport to determine the amount to be budgeted for each respective sport within the limits of the total budget
3. Prepare the budget request in the non-coaching facets of the Athletic Department operation. In most cases this would include:
 - a. Awards
 - b. Officials
 - c. Transportation
 - d. Operating personnel (police, gate help, etc.)
 - e. Clinics-tournaments
 - f. Medical supplies
 - g. Equipment repair
 - h. Field maintenance supplies
 - i. Miscellaneous

Athletic Department Fees

Transportation Fee – High School is \$30.00, Middle School is \$20.00

- This is a required fee for each sport/season in which the student participates during the school year.

Individual Team Fees

- Each sport may have an expected cost for its consumables that student-athletes will use and keep. Hanover Central athletics strives to do its best to keep participation costs to a minimum. Fundraiser events conducted by teams can be done to minimize the cost for equipment and other items.

Collection of Student Athletic Fees

Transportation fees owed for the sports season will be added to the students' on-line fees account for payment. Payment may also be made directly to the school bookkeeper for deposit by the student-athlete or his/her parents. The bookkeeper will write a receipt for the payment and mark the student-athlete as having paid on the fees sheet provided by the coach. Team equipment fees will be collected by the coach and turned into the bookkeeper for deposit. These fees should be collected in full prior to the first scheduled athletic contest.

Fundraising

Teams may participate in fundraising projects and earmark that money for a certain purchase. Coaches must fill out a fundraising form that is available in the main office for any fund raising activities.

1. Fundraiser activity forms must be completed and approved before any fundraisers take place.
2. Funds can be used to help to reduce expenses for individuals who participate in the fundraisers. The decision must be applied uniformly and consistently.
3. If an athlete quits or is dismissed from a team, that student-athlete is not entitled to any money they helped raise by participating in the fundraiser.
4. Each sport will have the opportunity to conduct a fundraiser during the course of their season or the school year that will provide additional funding for their sport. The funds raised by these activities are to be directed back into the program and spent on additional needs for the team or players on the team. This is not mandatory, but highly recommended.

Purchasing

All purchasing of athletic equipment must be done through the Athletic Director and must be within the approved budget. Listed below are guidelines for the purchasing of athletic equipment and supplies.

1. The requesting coach must submit to the Athletic Director a requisition form with bids or quotes listing the desired purchases.
2. The coach or athletic director will determine which supplier will receive the order based on the budget, price, quality, and delivery time. If prices are in the same range, consideration will be given to local dealers and those who best stand behind their product.
3. The athletic office will initiate the purchase process.
4. The coach will notify the athletic director if the order is short or defective.

5. Coaches or persons who purchase equipment without a purchase order will be held responsible to personally pay for this equipment.
6. Coaches are not to bill personal items to the school account with athletic suppliers without the consent of the athletic director.

Academics and Eligibility

Academic Eligibility / Participation List

Coaches shall submit rosters to the Athletic Director. The Athletic Director or designee shall ensure each student athlete satisfies the requirements per the IHSAA prior to any participation in athletics. Hanover Central will conduct grade checks at the end of each grading period/semester. A list of failing students will be sent out to each coach at the time of each grade check.

When a student is declared ineligible, the coach will notify the student after having confirmed their status with the athletic department. Each coach must sign off in the athletic office that they have received that grade check list and check the eligibility of their 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. In this regard, the coach's primary responsibility is one of keeping the roster list submitted to the Athletic Director up to date. As additions or deletions become necessary, it shall be the responsibility of the head coach to notify the Athletic Director of the changes.

The eligibility rules, which apply to student-athletes are in two categories. The Indiana High School Athletic Association (IHSAA), of which Hanover Central is a voluntary member sets one set of regulations. The other regulations are established by the Hanover Community School Corporation Board of Trustees, Hanover Central Administration, the Athletic Department and coaches.

IHSAA Eligibility Rules

To represent Hanover Central in athletics, a student must meet all eligibility requirements of the Indiana High School Athletic Association.

You are ineligible by the IHSAA rules if:

1. AGE
 - a. You are 20 years old on or prior to the first date of the IHSAA tournament in your sport
2. AMATEURISM
 - a. You play under an assumed name
 - b. You accept money or merchandise directly or indirectly from athletic participation
 - c. You sign a professional contract in that sport
3. AWARDS/GIFTS
 - a. You receive in recognition for your athletic ability any award not approved by your high school or the IHSAA
 - b. You use or accept merchandise as an award, prize, gift or loan or purchase such for a token sum

- c. You accept awards, medals, recognitions, gifts and honors from colleges/universities or their alumni
- 4. CONDUCT/CHARACTER
 - a. You conduct yourself in or out of school in a way which reflects discredit on your school or the IHSA
 - b. You create a disruptive influence on the discipline, good order, moral and educational environment in your school
- 5. ENROLLMENT
 - a. You did not enroll in school during the first 15 days of a semester
 - b. You have been enrolled more than four fall semesters and four spring semesters beginning with grade 9
 - c. You have represented a high school in a sport more than 8 semesters
- 6. ILLNESS/INJURY
 - a. You are absent five or more consecutive school days due to illness or injury and do not present to your principal written verification from a physician licensed to practice medicine stating that you may resume participation
- 7. PARTICIPATION
 - a. During a contest season
 - i. You participate in tryouts or demonstrations of athletic ability in that sport as a prospective college student athlete
 - ii. You participate as a grade 9, 10, 11, or 12 student in a contest with or against a student enrolled below grade 9
 - iii. You participate in an organized athletic contest with or against players not belonging to your school
 - iv. You participate as an individual on any team other than your school team
 - v. You participate as an individual without following the criteria for the outstanding student-athlete
 - vi. You attend a non-school camp
 - vii. You attend and participate in a student clinic
 - b. During school year out of season
 - i. You participate in a team sport contest as a member of a non-school team where there are more than the following number of students listed below in each sport, who have participated the previous year in a contest as a member of their school team in that sport
 - 1. Basketball – 3
 - 2. Football – 6
 - 3. Softball – 5
 - 4. Baseball – 5
 - 5. Volleyball – 3
 - 6. Soccer – 6
 - ii. You receive instruction in team sports from individuals who are members of your high school coaching staff (exception: open facility)
 - c. During summer

- i. You attend a non-school fall sports camp and/or clinic after Monday of Week 4
- ii. You attend any other non-school camp and/or clinic after Monday of Week 5

8. PRACTICE

- a. You have not completed the required number of separate days of organized practice in a sport under the direct supervision of the high school coaching staff preceding participation in a contest

9. SCHOLARSHIP

- a. You did not pass five full credit subjects or the equivalent in your previous grading period. Physical Education will count as one of the five full credit subjects. Semester grades will take precedence
- b. You are not currently passing five full credit subjects or the equivalent

10. CONSENT AND RELEASE CERTIFICATE

- a. You do not have the completed certificate of file with your principal each school year, between April 1 and your first practice

11. TRANSFER

- a. You transfer from one school to another primarily for athletic reasons
- b. You were not enrolled in your present high school your last semester or at a junior high school from which your high school receives its students unless
 - i. You are entering the 9th grade for the first time
 - ii. You are transferring from a school district or territory with a bona fide move by your parents
 - iii. You are a ward of the court
 - iv. You are an orphan
 - v. You transfer to reside with a parent
 - vi. Your former school closed
 - vii. Your former school is not accredited by the state accrediting agency in the state where the school is located
 - viii. Your transfer was pursuant to school board mandate for redistricting.
 - ix. You enrolled and/or attended, in error, a wrong school
 - x. You transferred from a correctional school
 - xi. You are emancipated
 - xii. You did not participate in any contests as a representative of another school during the preceding 365 days
 - xiii. You return to an IHSAA member school from a non-member school and reside with the same parent or guardian
 - xiv. You transfer to a member boarding school with a corresponding move from the residence of your parent or you transfer from a member boarding school with a corresponding move to the residence of your parent
 - xv. You are a qualified foreign exchange student attending under an approved CSIET program

12. UNDUE INFLUENCE

- a. You have been influenced by any person to retain or secure you as a student or one or both parents or guardians as residents

Hanover Central Eligibility Rules

To represent Hanover Central in athletics, a student must meet all eligibility requirements of the Hanover Community School Corporation and the Hanover Central Athletic Department.

1. A current IHSA physical and Hanover Central athletic packet is on file in the athletic office complete with all student and parent/guardian signatures.
2. A student has no outstanding Athletic Code of Conduct violations.
3. Remaining in good academic standing, which indicates the following:
 - a. A fulltime student who is enrolled and passing all their courses at the time of all end of grading period/semester grade checks.
4. Attendance (Practice or Competition): In order to participate in athletics daily, a student-athlete must be in attendance the entire school day.

Exceptions may include: funerals, court appearances, college visitation, etc... that have been approved by the school administration.

Athletic Department Awards

Hanover Central Athletic Department Awards

All awards are made on the basis of coaching staff recommendation, with approval of the Athletic Director and the Principal. Each coach will present the criteria for earning a varsity letter prior to the start of the season and at preseason meetings.

An athlete must complete his/her sport season in good standing to be considered for an award. This includes the return of all team equipment and uniforms.

Numerals, Wildcat Patch, Chevron(s) and Varsity "H"

To be given to an athlete for his/her participation during their first year on a varsity athletic team for an entire season.

- The numerals will indicate the athlete's graduation year. The design will be Columbia blue on a white background. Numerals will be placed on the athlete's letterman's jacket and sewn on the left sleeve, three to four inches below the shoulder seam.
- The wildcat patch is the official mascot of Hanover Central High School. The design will be Columbia blue on a white background. The wildcat patch will be placed on the athlete's letterman's jacket and sewn on the right sleeve, three to four inches below the shoulder seam.
- A chevron will be earned for each year that an athlete earns a varsity letter. The design will be Columbia blue on a white background. Chevrons will be placed on the athlete's letterman's jacket and sewn on the left sleeve below the numerals.
- The varsity "H" signifies that a student has qualified for a varsity letter in at least one sport. The design will be Columbia blue on a white background. The varsity "H" will be placed on the athlete's letterman's jacket and sewn on the left chest side.

Major and Minor Letter Awards

Certificates will be presented to every athlete who has either at the freshman/C-team, junior varsity, or varsity levels successfully completed an entire sport season. A red and white certificate will be presented to varsity qualifying athletes. A blue and white certificate will be presented to freshman/C-team and junior varsity qualifying athletes. The participation recommendation will be presented by the athlete's respective coach.

Athletic Awards

Awards Sponsored by the athletic department at seasonal banquets (fall, winter, spring)

- Most Valuable Player (MVP): Plaque
 - Criteria: This is an award that is determined by the coaching staff of each sport and may be presented to any 9, 10, 11, 12 grade student-athlete.
- Most Improved Player (MIP): Plaque
 - Criteria: This is an award that is determined by the coaching staff of each sport and may be presented to any 9, 10, 11, 12 grade student-athlete.

- Mental Attitude: Plaque
 - Criteria: This is an award that is determined by the coaching staff of each sport and may be presented to any 9, 10, 11, 12 grade student-athlete.
- Newcomer of the Year: Plaque
 - Criteria: This is an award that is determined by the coaching staff of each sport and may be presented to any 9, 10, 11, 12 grade student-athlete who is in their first year of the program.
- Sportsmanship Award: Plaque
 - Criteria: This is an award that is determined by the coaching staff of each sport and may be presented to any 9, 10, 11, 12 grade student-athlete.

Awards sponsored by the athletic department and given out at the spring banquet.

- Wildcat 3 Sport Award: Plaque (Triple Cat Award – Boosters)
 - Criteria: This is an award that may be presented to any 9, 10, 11, 12 grade student-athlete who successfully competed in three (3) sports seasons and maintained a grade point average of a 3.0 or higher for the school year.

Special Year-End Senior Awards

These are awards that involve a nomination and voting process by the head coaches. These awards will be given out at the spring banquet.

- Athlete of the Year (Male and Female): Plaque
 - Criteria: This is an award given to a senior who has been a member of at least one (1) varsity team during their senior year. Areas of consideration are:
 - Participating in number of sports
 - Major letter awards
 - Recognition received – all state, all area, all conference
 - Achievement at state level
 - School citizenship and sportsmanship

Other Athletic Awards

Other awards recognizing student-athlete achievement but are not directly sponsored by the athletic department will be given at the discretion of the coaching staff of each sport.

Wildcat Athletic Code of Conduct

Student conduct during the regular school day, during school related activities, and at other times is subject to the provisions of the Hanover Central High School and Hanover Central Middle School "Student Code of Conduct". In addition, the conduct of students who wish to participate in school sponsored athletic programs are subject to this Athletic Code of Conduct. Because participation in such activities is a privilege, the Athletic Code addresses conduct beyond that applicable to students in general, to further the expectations, purpose, and integrity of athletic activities.

The Athletic Code is a document that is part of the Hanover Central Athletic Physical Packet and is signed by the student and parent each year prior to being allowed to try-out or to participate on an athletic team. Once signed, the Athletic Code applies to the student's entire athletic career at Hanover Central on a 24/7/365 basis to conduct both at school and off school grounds. Applicable penalties will be applied whenever the conduct is discovered. That is, the Hanover Central administration reserves the right to fully investigate conduct which potentially violates the Athletic Code whenever evidence is provided, even if the conduct occurred during prior seasons or school year (e.g., conduct occurring during a student's freshman year may result in a penalty during the student's senior year if not discovered/reported until that time).

IT IS EXPECTED that the individual rights of all must be respected and all teammates and participants treated equally. Hazing, harassment, including but not limited to verbal, physical, or sexual harassment, intimidation or initiation of student-athletes will not be tolerated.

IT IS EXPECTED that student-athletes will not possess, use, consume, or be under the influence of tobacco products, alcohol, controlled substances nor shall they possess related paraphernalia.

IT IS EXPECTED that student-athletes will adhere to standards of decorum and behavior at the highest level as representatives of Hanover Central. Theft, acts of violence, fighting, poor classroom behavior, and unlawful conduct will not be tolerated.

IT IS EXPECTED that student-athletes will follow rules established for that sport/activity, including but not limited to those regarding tardiness to team or activity meetings, absences from practice, events, or meetings, disrespect to coach or activity sponsor, acts of unsportsmanlike conduct, and verbal abuse of others involved in the activity.

IT IS EXPECTED that during any athletic season, a student-athlete will only participate on one team (unless mutually agreed upon by the two head coaches involved). If an athlete quits a sport once games have started, that athlete will not be allowed to participate (either at practice or in competition) for any other team during that season. This rule can be waived at the coach's discretion. An athlete must finish the season in good standing in order to letter, attend

banquets, and receive athletic awards. Uniforms, equipment, fees, and other obligations must be met or turned in before moving to the next sport.

IT IS EXPECTED that all student-athletes use transportation provided by the school corporation. Traveling with the team/group is part of the athlete's obligation to his/her teammates and coach. Not riding with the team/group should only be done in a family emergency or a situation where undue hardship is caused by traveling with the team/group. In order for an athlete to travel to or from an event by means other than the school transportation, he/she must bring a Travel Release Form signed by a parent/guardian. The athlete will only be released to his/her parent/guardian. Friends, relatives or other students are not acceptable as travel alternatives. This form must be in the athletic office and with the coach, as applicable no less than 24 hours prior to the trip.

Violations of the Athletic Code can result in some of the following consequences: assigned disciplinary consequences at the team level, probation, suspension from practices and/or games, career expulsion from athletics and other extracurricular events.

Type 1 violation	Occurrence	Penalty
Being arrested for or possessing, using, consuming, or being under the influence of a controlled substance or possession of paraphernalia	1 st	Expulsion from athletics/extracurricular activities for the 365 days and probation for the remainder of career. By self-reporting and completion of an evaluation program, a student may practice but not compete in contests.
****	2 nd	Permanent expulsion from athletics and extracurricular activity participation.
Type 2 violation	Occurrence	Penalty
Possessing, using, consuming, or being under the influence of alcohol	1 st	33% of current, next, or combined seasons or extracurricular term. Example: If 20% of a season remains when violation occurs, 13% of the next season ineligible.
****	2 nd	Expulsion from athletic/extracurricular activities for 365 days.
****	3 rd	Permanent expulsion form athletic/extracurricular activity participation.
Type 3 Violation	Occurrence	Penalty
Possession and/or use of tobacco or like items such as E-cigarettes	1 st	33% of current, next, or combined seasons or extracurricular term. Example: If 20% of a season remains when violation occurs, 13% of the next season ineligible.

****	2 nd	Expulsion from athletic/extracurricular activities for 365 days.
****	3 rd	Permanent expulsion from athletic/extracurricular participation.
Type 4 Violation	Occurrence	Penalty
Unlawful conduct, disruptive conduct, hazing, harassment, non-traffic misdemeanor and/or bringing dishonor to the school, the athletic department, or the community	All	Determined by the Principal, Athletic Director, and head coach.

*All Athletic Code of Conduct violations are accumulative over the entire span of a student-athlete's athletic career at Hanover Central.

Social Media Policy and Guidelines

Playing and competing for Hanover Central is a privilege, not a right. Student-athletes are held in high regard and are seen as role models in the community. As leaders we have the responsibility to portray our team, our school and ourselves in a positive manner at all times. Sometimes this means doing things that are of an inconvenience to us, but benefit the whole team.

In recent years, Facebook, MySpace, Twitter and other social networking sites have increased in popularity and are used by the majority of student-athletes at Hanover Central.

Student-athletes may not be aware that third parties including the media, faculty, future employers and IHSA officials can easily access their profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student, the athletic department and the school. This can be detrimental to a student-athletes future.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

1. Posting photos, videos, comments or posters showing the personal use of alcohol, tobacco, ex., no holding cups, cans, shot glasses etc.
2. Posting photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
3. Posting pictures, videos, comments or posters that condone drug related activity. This includes but is not limited to images that portray the personal use of marijuana, and drug paraphernalia.

4. Using inappropriate or offensive language in all comments, videos and other postings. This includes threats of violence and derogatory comments against race and/or gender.
5. Posting photos, videos, comments or posters that demean other Hanover Central students, athletes, teammates, coaches, or school personnel.
6. Posting photos, videos, comments or posters that are derogatory towards opposing schools or opposing student-athletes.

If a student-athlete's profile and its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to an Athletic Code of Conduct violation and penalties as determined by the school administration, athletic department, and coaching staff.

For your own safety, please keep the following recommendations in mind as you participate in social networking websites:

- Set your security settings so that only your friends can view your profile.
- You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes or to seek connection with student-athletes.
- Consider how the above behaviors can be reflected in all Facebook applications.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as those of the athletic department and the school. Remember to always present a positive image and don't do anything to embarrass yourself, the team, your family or Hanover Central.

Penalty Assessment

The method used to determine the number of games for a suspension will be varsity total games allowed for a sport. Varsity scrimmages will be counted. The penalty will use scheduled games whether played or cancelled and any calculated suspension of .5 contests or more will be rounded up.

Combination of Offenses

Any combination of two of type 2, 3, and 4 violations will result in at least 50% loss of season/extra-curricular activity term; any combination of three of these violations will result in permanent expulsion from athletic/extra-curricular participation. The second or third offense can be from any category (type 1, 2, 3, or 4).

Carry Over Suspension/Penalty

A student-athlete must complete the entire season/activity period in which there is a penalty assessed in order to complete his or her suspension. Example: A fall athlete gets caught for

drinking in January. The athlete decides to go out for a spring sport to serve the 33% penalty. After 5 contest the athlete quits the team. It would not count for completion of the penalty.

Terms of Suspension

- A student athlete who has been suspended from a team for any length of time is expected to continue his/her association with the team in terms of attending practice and following team rules. The student athlete will attend the contests but is not allowed to participate in the contest.
- A student athlete who has been excluded from participation for a full calendar year will not associate with that team or other Hanover Central athletic teams. This includes after school conditioning.
- A student athlete who transfers into Hanover Central High School while serving suspensions at his/her school will serve out the remainder of his/her penalty at Hanover Central. The previous school's penalty will be honored in full and will not be increased or decreased in length.
- Records of violations will be kept on file in the athletic director's office. Violations will be cumulative grades 9 through 12.

Summer Participation

Suspended students are allowed to participate in summer instruction. Students who have been excluded for one year or participation will not be allowed to participate in the summer instruction. Summer instruction is considered the same as practice for these purposes.

Parent/Student Notification

Parents will be notified in writing of each offense. Coaches shall have the right to impose further rules, as they deem proper for their activities.

Appeals

Participants may appeal suspensions. All appeals must be submitted in writing within five days after a penalty has been assessed. This request should be submitted to the Athletic Director or his/her Principal, as applicable. A committee consisting of at least the Athletic Director, one school administrator, and one varsity coach/sponsor, as applicable, will be formed to consider any unique circumstances and to review penalties when deemed appropriate.

Parent Assistance

Any parent seeking help or assistance involving his/her child's use of drugs, alcohol, or tobacco, prior to a report or investigation by the school or any involvement with law enforcement, should contact school administration. As a result, the athlete/participant will receive a lesser consequence than what is outlined above. This consequence may include athletic/participant suspension, drug counseling, and random drug testing. In the case of an athlete, the Athletic Director and Principal will determine the severity of the consequence.

Self-Reporting

Level 2 Violation – The penalty will be reduced by 25% of the current and/or next sport season if:

1. The student or the student's parents/guardians report the violation to the principal and/or athletic director, or coach prior to their independent confirmation of a violation.
2. The student submits to and receives a certificate of completion from a substance abuse program of assessment, counseling, screening and/or indicated therapy. The program must have been approved by the principal and may include a recommendation for parent/guardian participation. The cost of the program is the responsibility of the student and/or his/her parents.

Level 3 Violation – The penalty will be reduced by 25% of the current and/or next sport season if:

1. The student or the student's parents/guardians report the violation to the principal and/or athletic director, or coach prior to their independent confirmation of a violation.

The student submits to and receives a certificate of completion from a substance abuse program of assessment, counseling, screening and/or indicated therapy. The program must have been approved by the principal and may include a recommendation for parent/guardian participation. The cost of the program is the responsibility of the student and/or his/her parents.

Emergency Action Plan

Emergency situations may arise at any given moment during an athletic event. When they do occur, it is necessary that an emergency care plan be established to clearly delineate the policies and procedures in order to deliver effective and efficient care. Expedient action must be taken in order to provide the best possible care to the athletes with emergency and/or life threatening conditions. The development and implementation of an emergency action plan will help to ensure that the quality of care provided to our athletes is at its highest. This plan was written with this in mind and provides a detailed description of the emergency action policies of Athletic Training at Hanover Central High School and Middle School. It is the goal of the Athletic Department that this emergency care plan will aid in minimizing the time needed to provide an immediate response to a potential life-threatening situation or medical emergency.

Athletic organizations have an inherent duty to develop an emergency action plan that may be instituted immediately when necessary and to provide appropriate standards of health care to all sports participants. As athletic injuries may occur at any time and during any activity, the sports medicine staff must be well prepared. This preparation involves development of an emergency action plan, proper medical coverage of events, and maintenance of emergency equipment and supplies, utilization of appropriate emergency medical personnel, and emergency care education of all members of the athletic department and school faculty.

The terms certified athletic trainer and ATC are used interchangeably throughout this document. Also, HC will be used for Hanover Central.

1. Components of the Emergency Action Plan
 - a. Emergency Personnel
 - b. Emergency Communications
 - c. Emergency Equipment
 - d. Emergency Transportation
 - e. Physician Coverage
2. Emergency Plan Personnel
 - a. All members of the Athletic Department will be required to have current CPR certifications on file in the athletic office.
 - b. Athletic Training Staff
 - i. Athletic Trainer Certified
 - ii. Student Athletic Training Aides

With athletic practices and competitions, the first person to an emergency situation may typically be a coach or student athletic training aide. The certified athletic trainer or the team physician may not always be present at every organized practice or competition. The scope and type of coverage provided to an athletic event varies based on such factors as the sport or activity, the setting, and the type of training or competition. Certification in cardiopulmonary resuscitation (CPR), first aid, prevention of disease transmission, and emergency plan review is recommended by the school for all athletics personnel associated with practices, competitions,

skills instructions, and strength and conditioning sessions. This is in accordance with the NFHSAA Sports Medicine Handbook.

The development of an emergency action plan cannot be completed without the organization of an emergency response team. This team may consist of a variety of healthcare professionals including physicians, emergency medical technicians, certified athletic trainers, athletic training aides, coaches, managers, and in some instances bystanders. There are four basic roles for the emergency response team:

1. Immediate care of the injured athlete
2. Emergency equipment retrieval
3. Activation of EMS
4. Direction of EMS to scene

Immediate care of the injured athlete needs to be the first and foremost concern for the emergency response team. Acute care in an emergency should be provided by the most qualified individual on the scene.

Equipment retrieval may be done by anyone on the emergency response team who is familiar with the types and location of the specific equipment needed. Athletic training aides, managers, and coaches could easily fit this role.

EMS activation may be necessary in situations where emergency transportation is not already at the scene. This should be done as soon as the situation is determined to be an emergency or life-threatening event. Time is the most critical factor during emergency situations. Activating the EMS system may be done by anyone on the team by dialing 911. The individual chosen for this role should be one who is able to stay calm under pressure and who communicates well over the telephone. It is advised that the individual follow the posted venue specific plan.

Once EMS has been activated, the fourth role, that of directing EMS to the scene needs to be done. One member of the response team should be responsible for meeting the ambulance as they arrive on campus. The Hanover Central campuses have multiple entrances and can create some confusion. A coach, police officer or student athletic training aid should meet the EMS on foot or in a vehicle and lead EMS to the desired entrance.

To increase the ease of access, more than one person should have keys and/or access codes to any locked gates or doors that may slow the arrival of medical personnel. Game security (police, SRO, administration) will be able to assist in this role.

Duties of the Emergency Response Team

Supervisor and Facilitator; usually the ATC

1. Responsible to take charge of the situation
2. Determine if life-threatening situation exists
3. Provide emergency care

4. Organize team members
5. Document incident
6. Follow-up and review incident and management

Emergency Care Provider(s)

1. Calm and reassure the athlete
2. Help assess the injury
3. Provide appropriate first aid/CPR as needed
4. Release athlete to appropriate emergency medical personnel for transport
5. Assist EMS as needed with transport

Traffic Controller

1. Keep uninjured athletes away from scene
2. Keep spectators away from scene

EMS Contact

1. Activate EMS (911)
2. Identify location and number of nearest phone to EMS operator
3. Report nature and severity of injury to EMS operator
4. Report number of victims and treatment rendered thus far
5. Give specific directions to scene
6. Give location of emergency vehicle escort usually the gator/golf cart but it may be a police officer
7. Remain on phone until operator hangs up
8. Inform emergency care providers of status of EMS assistance

Emergency Vehicle Escort

1. Go to designated location to meet emergency vehicle
2. Direct emergency vehicle to scene

Emergency Communications

Effective communication is key to efficient delivery of emergency care in athletic trauma situations. Certified athletic trainers and emergency medical personnel must work together to provide the best possible care to injured athletes. It is paramount then, that communication prior to an event is a good way to build rapport and establish boundaries between both groups of healthcare professionals. If emergency medical transportation is not available on site during an athletic event, then direct communications with the emergency medical system at the time of injury or illness will be necessary.

Access to working telephone or other communications device, whether fixed or mobile, should be established. The communications system should be checked prior to each practice or competition to ensure its proper function. A back-up communication plan should be in effect in the event of failure of the primary communication system. The most common method of

communications is by cellular telephone. However, in some instances land lines are preferred. At any athletic venue, whether home or away, it is important to know the location of a workable telephone. Pre-arranged access to the phone should be established if it is not easily accessible.

Emergency Equipment

All necessary emergency equipment should be onsite and quickly accessible. Personnel should be familiar with the function and use of each type of emergency equipment. Equipment should be in good working order, and personnel should be trained in advance of its proper usage. Emergency equipment should be checked regularly and its use rehearsed and practiced by emergency personnel. Emergency equipment consists of but is not limited to: Automated external defibrillators (AED), splints, BP cuff, kits, etc. It is important to note that the emergency equipment available should be appropriate for the level of training of the emergency medical providers.

Transportation

Due to the size and scope of EMS in Northwest Indiana and Cedar Lake, the availability of having emergency transportation on site is limited. In the event that an ambulance is on site, there should be a pre-arranged designated location with rapid access to the site and a cleared route for entering/exiting the venue.

Physician Coverage

Hanover Central recognizes the importance of having physicians available for the care and treatment of athletic related injuries or illnesses. In addition, physicians volunteer their time throughout the year to assist in the coverage of home football games and occasionally a tournament. The team physicians for Hanover Central are not employees of the school.

Hospital Services & Emergency Department

The closest hospital is St. Anthony Medical Center located of Crown Point, IN which is 6.3 miles from the Hanover Central campuses. Normal travel time is 15 minutes.

The closest trauma facility is St. James Medical Center of Olympia Field, IL which is 22.8 miles from the Hanover Central campuses. Normal travel time is 41 minutes

Summary of Emergency Care Plan

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. The rule of P-7 is a must. Prior proper planning prevents pitifully poor performance. An athlete's survival may hinge on how well trained and prepared the athletic healthcare providers are. The emergency action plan should be reviewed at least once a year with all athletic personnel (administrators, coaches, sports medicine staff, etc.), and should include CRP refresher training. Emergency action plans will be posted at each venue specific to that location. Through development and implementation of the emergency action plan, Hanover Central helps ensure that its student-athletes will have the best care available when an emergency situation does arise.

Non-Medical Emergency Plan

Purpose

To establish an emergency action procedure for all non-medical emergencies including inclement weather, terrorist threats, bomb threats, and other acts of nature. All ATC's and athletic training aides should have access to a system of communication with one another. The first person to come in contact with the emergency situation should initiate communication for assistance as needed. The ATC will determine the severity of the situation and decide if the emergency personnel are needed. The emergency action plan will then be activated whether or not the emergency personnel has been called. In the event that an ATC is not present, bystanders can enact the emergency action plan. Most non-medical situations are addressed in HCSC classroom Emergency Procedures Guide, found in the Athletic Trainers desk.

Emergency Personnel

Staff certified athletic trainers, physicians, and/or athletic training aides may be on site for practices and competitions. In the case of a bomb threat, terrorist attack or other dangerous acts, 911 will be activated immediately and they will call the appropriate personnel for the indicated emergency.

Emergency Communications

All certified Athletic Trainers must have access to a cell phone and hand held radio.

Weather

Roles of First Responder:

- Evaluate area for safety at the particular facility.
- Hanover Central has equipped our athletic trainer with a hand held lightning detection system (Thunderbolt 300) or phone text message services through istrike.com.
- In case a Thunderbolt, or other device not being available the flash bang system may be used. According to NFHS Sports Medicine Handbook, as soon as lightning is seen or thunder is heard, practice and competition should be suspended immediately. NFHS recommends 30 minute rule when making return to play decisions. Any subsequent lightning strike or thunder should reset the count for 30 minutes. A safe shelter should be one with plumbing, running water, and a telephone line. Avoid open fields, isolated trees, high terrain, contact with metal, and bodies of water.
- The ATC or athletic training aide will check the National Weather Service before games or practice to ensure that no harmful weather is approaching.

Violent Acts

Consult HCSC Classroom Emergency Procedures Guide

Bomb Threat

1. Leave bomb where it is found and do not touch it.
2. First person to come in contact with a suspicious package should immediately leave area and call 911 as soon as possible.
3. If the bomb threat is called in, the person receiving the call should evacuate all those in the area to the nearest exit. Once the area has been cleared, the person should report it by calling 911.
4. The person in charge should keep all persons calm once the area has been evacuated, and wait for emergency personnel to arrive.

Terrorist Threats and Attacks

1. Do not move from area and be as calm as possible, keeping all those around calm as well.
2. Be compliant with terrorist and follow directions until emergency personnel arrive or terrorist(s) leaves.
3. If terrorist(s) begin shooting, leave the area promptly and attempt to move as many people out as you can.

Someone with a Weapon

1. Do not move from the area and be as calm as possible, keeping all those around calm as well.
2. Do not say or do anything that might irritate the individual.
3. Attempt to keep your composure thinking optimistic that help will arrive soon.

Fire

1. Move everyone out of area, and immediately call 911.
2. If fire is that or which can be contained with a fire extinguisher, the closest person to the extinguisher should activate it and try to put the fire out.
3. Once fire has been contained and put out, leave the area and wait for emergency personnel to arrive.
4. If fire cannot be contained with a fire extinguisher, move far away from the area, and keep everyone calm while waiting for emergency personnel to arrive.

Hanover Central High School Athletic Department

Venue Specific Action Plan

Emergency equipment available at venue:

- | | |
|----------------|--------------------------------|
| 1. AED | Hallway outside of field house |
| 2. Crutches | In ATR |
| 3. FA Kit | In ATR |
| 4. Ice | In ATR |
| 5. Spine Board | IN ATR |
| 6. Splints | IN ATR |

Emergency Care and First Aid Procedures

West Gym / East Gym / Field House

(Includes locker rooms, athletic training room and weight room)

Purpose

Establish emergency care procedures for the management and transportation of injured athletes. The supervising ATC or physician will determine the severity of the injury and decide whether or not to activate EMS. If emergency personnel are needed the supervising ATC or physician will activate the emergency action plan. In the event that a supervising ATC or physician is not present, a coach or an athletic training aide can activate the emergency care action plan.

Emergency Personnel

Certified athletic trainers, physicians, coaches and athletic training aides. Emergency equipment (AED, ice, blood pressure cuff, splints, and immobilizers) and other first aid supplies are maintained in the athletic training room.

Emergency Communications

Cellular telephones are to be carried by coaches, ATC, athletic training aides, and school administration. Fixed telephone line in the athletic office.

Role of First Responders

- Perform a primary survey and establish level of consciousness.
- Immediately establish the airway, breathing, and circulation of the athlete.
- Provide immediate care (CPR, AED, rescue breathing, etc.)
- Activation of emergency medical system (EMS).
 - 911 call (provide name, address, telephone number, number of victims, condition of victims, first aid rendering, specific directions, and any other information requested).

- Emergency equipment retrieval.
- Designate individual to meet emergency transport vehicle and direct to scene. The gator/golf cart should be used for this when possible.
- Designate individual to secure the scene.
- Designate individual to accompany the athlete to the treatment facility; usually a parent.
- Notify ATC of not present and complete the necessary forms.

Venue Directions

10120 W. 133rd Ave. – Cedar Lake, IN 46303. The gyms and field house are best accessible to EMS by entering the main parking lot from 133rd Ave. and entering through the athletic entrance.

Emergency Care and First Aid Procedures

Football/Soccer/Track, Baseball, Softball Game and Practice Fields

Purpose

Establish emergency care procedures for the management and transportation of injured athletes. The supervising ATC or physician will determine the severity of the injury and decide whether or not to activate EMS. If emergency personnel are needed the supervising ATC or physician will activate the emergency action plan. In the event that a supervising ATC or physician is not present, a coach or an athletic training aide can activate the emergency care action plan.

Emergency Personnel

Certified athletic trainers, physicians, coaches and athletic training aides. Emergency equipment (AED, ice, blood pressure cuff, splints, and immobilizers) and other first aid supplies are maintained in the athletic training room.

Emergency Communications

Cellular telephones are to be carried by coaches, ATC, athletic training aides, and school administration. Fixed telephone line in the athletic office.

Role of First Responders

- Perform a primary survey and establish level of consciousness.
- Immediately establish the airway, breathing, and circulation of the athlete.
- Provide immediate care (CPR, AED, rescue breathing, etc.)
- Activation of emergency medical system (EMS).
 - 911 call (provide name, address, telephone number, number of victims, condition of victims, first aid rendering, specific directions, and any other information requested).
- Emergency equipment retrieval.

- Designate individual to meet emergency transport vehicle and direct to scene. The gator/golf cart should be used for this when possible.
- Designate individual to secure the scene.
- Designate individual to accompany the athlete to the treatment facility; usually a parent.
- Notify ATC if not present and complete the necessary forms.

Venue Directions

10120 W. 133rd Ave. – Cedar Lake, IN 46303. The outdoor game and practice fields are best accessible to EMS by entering the east drive from 133rd Ave. and proceeding to the back parking lot on the north side of the building. At no time should an EMS unit drive on the field. Quick access can be gained on track and student athletes can be transported on spine board on Gator if needed.

Emergency Medical Plan Procedures for Calling 911

1. REMAIN CALM. This aids the operator in receiving your information.
2. Dial 911. (Remember you may need to access outside line first)
3. My name is _____.
4. I need paramedics at: Hanover Central High School.
5. My exact address is: 10120 West 133rd Ave Cedar Lake, IN
6. There is an athlete with a _____injury (head/neck, fracture, loss of consciousness), the athletes name is:_____.
7. The athlete is located in the West Gym which is on the West side of the facility.
8. I am calling from:_____.
9. _____ will meet the ambulance.
10. Wait until the operator hangs up first and then go meet the EMS unit.

Hanover Central Middle School Athletic Department

Venue Specific Action Plan

Emergency equipment available at venue:

- | | |
|----------------|------------------------------|
| 1. AED | Hallway outside of gymnasium |
| 2. Crutches | Nurses Office |
| 3. FA Kit | Coaches Office |
| 4. Ice | Laundry Room |
| 5. Spine Board | Nurses Office |
| 6. Splints | Nurses Office |

Emergency Care and First Aid Procedures

Main Gym

(Includes locker rooms)

Purpose

Establish emergency care procedures for the management and transportation of injured athletes. The supervising ATC or physician will determine the severity of the injury and decide whether or not to activate EMS. If emergency personnel are needed the supervising ATC or physician will activate the emergency action plan. In the event that a supervising ATC or physician is not present, a coach or an athletic training aide can activate the emergency care action plan.

Emergency Personnel

Certified athletic trainers, physicians, coaches and athletic training aides. Emergency equipment (AED, ice, blood pressure cuff, splints, and immobilizers) and other first aid supplies are maintained in the athletic training room.

Emergency Communications

Cellular telephones are to be carried by coaches, ATC, athletic training aides, and school administration. Fixed telephone line in the boys and girls locker room offices.

Role of First Responders

- Perform a primary survey and establish level of consciousness.
- Immediately establish the airway, breathing, and circulation of the athlete.
- Provide immediate care (CPR, AED, rescue breathing, etc.)
- Activation of emergency medical system (EMS).
 - 911 call (provide name, address, telephone number, number of victims, condition of victims, first aid rendering, specific directions, and any other information requested).

- Emergency equipment retrieval.
- Designate individual to meet emergency transport vehicle and direct to scene. The gator/golf cart should be used for this when possible.
- Designate individual to secure the scene.
- Designate individual to accompany the athlete to the treatment facility; usually a parent.
- Notify ATC if not present and complete the necessary forms.

Venue Directions

10631 W. 141st Ave. – Cedar Lake, IN 46303. The gym is best accessible to EMS by entering the bus parking lot from 141st Ave. and entering through athletic entrance – Door I.

Emergency Care and First Aid Procedures

Football/Soccer/Track, Baseball, Softball Game and Practice Fields

Purpose

Establish emergency care procedures for the management and transportation of injured athletes. The supervising ATC or physician will determine the severity of the injury and decide whether or not to activate EMS. If emergency personnel are needed the supervising ATC or physician will activate the emergency action plan. In the event that a supervising ATC or physician is not present, a coach or an athletic training aide can activate the emergency care action plan.

Emergency Personnel

Certified athletic trainers, physicians, coaches and athletic training aides. Emergency equipment (AED, ice, blood pressure cuff, splints, and immobilizers) and other first aid supplies are maintained in the athletic training room.

Emergency Communications

Cellular telephones are to be carried by coaches, ATC, athletic training aides, and school administration. Fixed telephone line in the boys and girls locker room offices.

Role of First Responders

- Perform a primary survey and establish level of consciousness.
- Immediately establish the airway, breathing, and circulation of the athlete.
- Provide immediate care (CPR, AED, rescue breathing, etc.)
- Activation of emergency medical system (EMS).
 - 911 call (provide name, address, telephone number, number of victims, condition of victims, first aid rendering, specific directions, and any other information requested).
- Emergency equipment retrieval.
- Designate individual to meet emergency transport vehicle and direct to scene. The gator/golf cart should be used for this when possible.

- Designate individual to secure the scene.
- Designate individual to accompany the athlete to the treatment facility; usually a parent.
- Notify ATC if not present and complete the necessary forms.

Venue Directions

10631 W. 141st Ave. – Cedar Lake, IN 46303. The outdoor game and practice fields are best accessible to EMS by entering the bus parking lot from 141st Ave.. At no time should an EMS unit drive on the field. Quick access can be gained on track and student athletes can be transported on spine board on Gator if needed.

Emergency Medical Plan Procedures for Calling 911

1. REMAIN CALM. This aids the operator in receiving your information.
2. Dial 911. (Remember you may need to access outside line first)
3. My name is _____.
4. I need paramedics at: Hanover Central Middle School.
5. My exact address is: 10631 W. 141st Ave Cedar Lake, IN
6. There is an athlete with a _____ injury (head/neck, fracture, loss of consciousness), the athletes name is:_____.
7. The athlete is located in the West Gym which is on the West side of the facility.
8. I am calling from:_____.
9. _____ will meet the ambulance.
10. Wait until the operator hangs up first and then go meet the EMS unit.