

HAMMOND ACADEMY OF SCIENCE & TECHNOLOGY

ATHLETIC STAFF HANDBOOK



Duties and responsibilities of The administration and athletics staff

School leader/ Principal

The school leader/ principal is administrative head of Hammond Academy of Science and Technology Sports programs. He/she is responsible to the superintendent and the school board for the operation of the athletic department. He/she is also responsible to the IHSAA for the adherence of the guidelines of that organization. The school leader/principal is responsible for the athletic department. The school leader/ principal is responsible for the conduct of adult fans, students, players, and coaches at all athletic events in which Hammond Academy of Science and Technology is a participant. He/she is also Hammond Academy of Science and Technology's representative to the IHSAA. The school leader/ principal is also responsible for staffing the athletic department, as well as coordinating the athletic department with other school activities.

Athletic Director

The Athletic Director acts as the school leader/principal's designee in all matters concerning the athletic program. He/she will have immediate responsibility for the direction, administration and decision making within the athletic program. Responsibilities include but are not limited to:

1. Providing schedules for all sports practice/contests.
2. Contracting competent, licensed officials for all home events.
3. Assistant coaches in administration and checking the eligibility of all participants.
4. Collecting and storing of all required forms, including:
 - a. Physical
 - b. Emergency medical forms
 - c. Concussion Acknowledgement
5. Scheduling transportation to all events.
6. Securing workers, team physicians, police personnel if needed, and other essential personnel for all home events.
7. Schedule all athletic facility usage by school and non-school groups
8. Direct liaison with the HAST Booster Club
9. School leader/principal designee in the selection, supervision and evaluation of coaches.
10. Supervising the sales of tickets of admission and concessions at all home sporting contests, and receipts to the business office.
11. Supervision of athletic contests as deemed necessary.
12. Submits entry forms for IHSAA tournaments
13. Works to evaluate, survey, and recommend salaries that are consistent and fair.
14. Encourages communication and cooperation among all HAST coaches, and in doing so fosters an overall atmosphere of sportsmanship, positive attitudes, and wholesome standards.

15. Assumes the responsibility of seeing that rules pertaining to training, conduct, and discipline are followed and handled fairly.
16. Assumes the responsibility for developing and updating the coaches handbook.
17. Responsible for printing up tickets, schedules, rosters, etc. as needed.
18. Submits request for athletic approval of athletic funds for all purchases and obligations to the business manager.
19. Responsible for reporting all violations of the coaches handbook to the principal/school leader.
20. Develops and implements appropriate rules and regulations governing the conduct of athletic activities.
21. Serves as meet Director for any IHSA hosted tournaments or local school hosted tournaments.
22. Provides orientation to coaching responsibilities.
23. Works closely with custodial and maintenance staff to ensure that facilities are safe and ready for practice/ contest.
24. Maintains inventories with the assistance of the head coaches of athletic supplies and equipment.
25. Oversee the athletic facilities, making requests or suggestions for maintenance and additions with safety is top priority.
26. Establishes types of awards to be given, orders awards, determines with respective coaches on how awards will be earned, prepares awards, plans and supervises programs to distribute awards and maintains a record of all award winners.
27. Responsible for the publicity and marketing of HAST athletics. Some of these responsibilities may be delegated to the coaches of the respective sports.
28. Serves as a resource to all coaches in all athletic matters.
29. Accurately compares and submit according to establish deadlines all required and requested local, conference, state, regional and national forms and reports
30. Performs search other responsibilities as a principal may designate.

Assistant Athletic Director

Assistant athletic directors perform duties and tasks as assigned by the athletic director. These duties will include contact supervision, assistance at awards night and department meetings, athletic council, contest set up, and delegation by the athletic director of any of their responsibilities. Attempt to treat all sports and coaches equally, assume the authority of the athletic department in the absence of the athletic director, and strive to be the liaison between the coaching staff and the director of athletics.

Administrative Athletic Secretary

The Athletic Secretary is an integral part of the Athletic Department. In addition to performing numerous duties assigned by the Athletic Director they function as the Lead Ticket Manager, receptionist, and assistant to the coaches to ensure that all appropriate HAST and IHSA paperwork is handled in a timely, organized, and efficient manner.

Hammond Academy of Science & Technology Head Coaches

Head coaches are key individuals in our schools athletic program and are selected because of their ability to accomplish the aims of the overall program. The head coaches are given the responsibility of maintaining, building, and providing direction in the sport to which they have been assigned, as well as monitoring the behavior, safety, and welfare of the student athletes & supporting members of the team. They are to report to the athletic director in all aspects of their respective programs. The head coaches at HAST are expected to conduct themselves in a professional manner at all times. They are responsible for fielding teams which our school and community can be proud of. Both on and off the field. Teaching the values of good conduct, attitude, scholarship, sportsmanship and responsibility, are as important as win loss records and determine the success of the program. Specific tasks include, but are not limited to:

1. Coordinate the total program with the aid of their assistant coaches. Give guidance to everyone on the coaching staff.
2. Communicate with the Athletic Director, any problems which might occur.
3. Attend rule interpretation meetings.
4. Promote the highest type of conduct for each athlete.
5. Schedules facility request to the athletic Director in a timely manner, and adhere to schedule times.
6. Warn of inherent risk.
7. Instills in each athlete, a respect for school, equipment, facility and property.
8. Properly organize and plan out all activities and practice.
9. Assist Athletic Director with scheduling of contests if needed.
10. Attendance to all required athletic department and IHSA meetings.
11. Communicate with the Athletic Director in requesting school maintenance for necessary repair of facilities.
12. Understand the proper administrative chain of command and refer all requests or grievances through proper channels.
13. Provides documentation in regards to physicals, consent, rosters, awards, eligibility emergency medical forms, and any other requested information in the timeframe set by the athletic department.
14. Provides a safe practice and contest environment.
15. Shows respect to the athletes, recognizing his/her strengths. Avoids the demeaning of the athlete.
16. Help prepare for, and assist and set up for home events as needed.
17. Supervise, evaluate assistant coaches.
18. Attendance in the portion of the postseason
19. Completes IHSA/ NFHS coach certification program.

20. Cocommunicated college recruiters, and helped arrange appropriate meetings.
21. Has up-to-date knowledge of school, sport, conference, and IHSAA regulations.
22. Has a thorough knowledge of the HAST & IHSAA coaches handbook and implements the rules.
23. Communicates all procedures in regards to medical assistance to staff, athletes and parents.
24. Administer discipline in a fair and consistent manner using due process . Inform the Athletic Director and parents of incidents and actions taken.
25. Maintain emotional control and use appropriate language at both practice and contest.
26. To ensure that he/she or a member of staff registers and is an approved driver of school vans.
27. Check with the athletic Director to verify availability of transportation. Follow all school policies regarding early release of students from class.
28. All student athletes should ride to practice or game in a school van. With notice from parents, student athletes may ride home with their parents after a contest or practice. Coaches shouldn't give rides to players in their personal vehicles.
29. Assume duties which is the athletic Director or principal/school leader deem necessary for the improvement of the program
30. Advises middle school coaches in the particular sport as to program development
31. Participates with the Athletic Director in establishing needs for the upcoming season, and recommends appropriate equipment
32. Responsible for consulting with the Athletic Director before issuing any written statement to the media.
33. Responsible for the professionalism, quality and validity of any oral release or statement issued to the media.
34. Exemplifies and teaches discipline, sportsmanship, loyalty to team/school/coaches and a respectful attitude towards opponents and officials.
35. Conduct an off-season conditioning program.
36. Establish a positive relationship with the parents of your athletes
37. Secures all doors, lights, windows, and locks before leaving the area in which the staff or team uses. Setting the building alarm if need be.
38. Accountable for all equipment and uniforms, in your care, safety, inventory in storage. Submits an annual update of inventory to the Athletic Director probably after the season has ended
39. Be present at all practices and contests, providing assistance, guidance and safeguards for each participant. Ensure that athletes are supervised at all times.
40. Maintain accurate records of contests and the season. Complete the season ending summary provided by the athletic department and return in a timely manner at the conclusion of the season
41. Select good standing managers who understand the duties and responsibilities of the position.
42. Any other duties which the Athletic Director or principal/school leader deemed necessary.

Hammond Academy Of Science & Technology

Assistant Coaches

Assistant coaches are charged with the basic responsibility of being loyal to his/her big coach. He/she is to be committed to the direction of the program and work towards the same goal set forth by the head coach. All assistant coaches must have the same philosophies and rules that are expected of the head coach. Above all they must be dedicated to the sport, hard worker and above all very loyal. And coaches duties include:

1. Assume control of the team in the absence of the Head Coach.
2. Attend season ending award programs.
3. Teach the proper fundamentals of his/her sport, keeping safety as a top priority.
4. Supervises athletes as directed by the head coach.
5. Assist and support the varsity head coach and work with him/her as directed.
6. Comply with all HAST and IHSA policies.
7. Discuss productively any disagreements/complaints with the head coach.
8. Work cooperatively with any other assistant coaches in any task assigned.
9. Complete the IHSA/NFHS coach certificate program.
10. Be responsible for the use, care, and storage of equipment.
11. Strive to improve coaching through attendance at clinics/rules meetings/other professional memberships.
12. Assist the Head Coach in scouting responsibilities as directed.
13. Inform the Head Coach or Athletic Director of any unusual event within sports activity.
14. Make recommendations to the head coach regarding team members, game plans and the development of the total program.
15. Remain unbiased in relationships with parents, fans and the community.
16. Good personal conduct before, during, and after practice and games.
17. Perform any other specific duties as assigned by the head coach, athletic Director, or principal/school leader.

Hammond Academy of Science & Technology

Volunteer Coaches

A volunteer coach will be any coach who is not assigned as an employee of HAST, and not paid by Hammond Academy of Science & Technology. Duties and responsibilities of each individual volunteer coach will vary depending on the volunteers capabilities and the needs of the specific Head Coach. Volunteer coaches will represent Hammond

Academy of Science & Technology, and abide by all guidelines contained in the coaches handbook. Head coaches are responsible in all school related aspects, for their volunteer coaches. All volunteer coaches must be approved by the following procedure before they are allowed to coach.

1. A request for a volunteer coaches made to the athletic Director by the specific sport head coach

2. A volunteer request form will be issued and completed
3. A background check will be done by the personnel office at HAST.
4. Completion of the IHSAA/NFHS coaches certification program.
5. Volunteer candidate will have an interview with the head coach and Athletic Director.
6. Principal/school leader is made aware of the candidate and receives recommendation from the athletic director.
7. Recommendation of principal/school leader
8. Notification sent to staff

Guidelines that Head Coaches must follow with Volunteer Coaches:

1. Volunteer coaches should not be left at practices or games alone at any time, without the head coach for an assistant coach.
2. Make sure volunteers know the responsibilities of the position, and especially the delicate relationship between athlete, coaches, parents, and community.
3. Emergency safety situations such as injury, weather conditions, fire and other life-threatening situations should be covered thoroughly with your volunteer coach so that appropriate action can properly and promptly be taken.
4. Consider carefully using parents and postgraduate athletes as well into your coaches. (This may affect the teams chemistry and camaraderie)

General Athletic Program Information

Seasonal Sports Parent/Athlete Meeting

There will be a seasonal sports parent/athlete meeting hosted by the Athletic Department or Head Coaches at the beginning of the fall/ winter/ spring 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.

Absences

Student athletes are required to attend school for the full day in order to participate in games or practice on the said day. If a student is absent from school, they are not allowed to participate in any extracurricular activities.

Athletic Transfers

Students who did not attend Hammond Academy of Science and Technology 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 IHSAA. Following the completion of the appropriate portion of the form by the student and parents, it will be returned to HAST, HAST will submit the paperwork to the former high school for further information via the IHSAA portal. The student cannot become eligible for competition until approval has been granted by the IHSAA and HAST will abide by the decisions of the IHSAA in declaring the student's 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.

Closed Practices

Practices will be closed to all except for administration and approved volunteers. Parents are not allowed to sit in or at practices.

Call Outs /Tryouts

In some of our sports, cutting a team down to a manageable size is necessary. Each of HAST 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/dismissed from a team anytime during the season.

All students who are in good standing with HAST will be allowed to try-out for the sport/activity of their choosing. All potential student-athletes will be evaluated for a minimum of two (2) practice sessions prior to call outs/ 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.

Dressed Code Bench Decorum

All coaches are required to wear a HAST Shirt, or Plain Black or Vegas Gold Shirt. Pants: Jeans (no ripped) Slacks, or black or joggers. While on bench or sideline, there is no eating, phone calls (unless emergency) or walking away from the bench to fraternize.

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 canceled 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 HAST athletic

activities scheduled for this week and our facilities will be closed. This is a vacation period for families established by the IHSAA.

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 requests are submitted in a timely fashion.

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 HAST, students must complete and return the following forms to the HAST Athletic Department.

1. A completed IHSAA Physical Packet with both parent and student signatures where applicable.
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 turned in.
5. A completed Athletic Code of Conduct with signatures of parents and student

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 be completed by 9:00 pm on all nights, with all students and staff out of the building.

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 ensure 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.
- The Athletic Director must be notified of any cancellations of practice, prior to the cancellation taking place.

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 Hammond Academy of Science & Technology and governed by the IHSAA shall be directed to the principal.

School Cancellations

If school is dismissed early or canceled 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 canceled. 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 parents, athletes, and members of the community. The use of these sites should only be distributive in nature. (Athletic Director must have access to any site that is created in representation of HAST Athletics.

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. Like your players, a manager has to be supervised at all times.
4. Players are to treat your managers with respect.
5. Final approval of the Student Manager candidate comes from Athletic Director or principal/ school leader.

Study Hall/ Tutoring

Student athletes will be required to go to study hall or tutoring on a case by case basis. Student athletes who have been identified as "at risk" will be informed of their obligation to attend study hall/ tutoring.

Summer Camps

Each sport, club is encouraged to do a summer camp or clinic

Summer camp plans must be cleared through the athletic director before Spring Break of each year and follow the below guidelines:

- Such camps can be conducted through the Athletic Department, and or the HAST Booster Club.
- No camps will be conducted during the moratorium.
- All camps will end by July 20th of every year.
- A financial report must be given to the athletic director at the conclusion of the camp. (Athletic Director will turn in the submitted report to the business office.
- 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 for camp funds for next year.
- Cleaning up 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.

Suspensions

Student athletes will be ruled ineligible for any extracurricular activities when serving an out of school suspension. In school suspension, student athletes will be eligible for practice or contest, at the discretion of the Head Coach.

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

All student athletes should ride to practice or game in a school van. With notice from parents, student athletes may ride home with their parents after a contest or practice. Coaches shouldn't give rides to players in their personal vehicles.

Health and Injury Prevention

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. 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.

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 HAST school 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 Athletic Director/Principal School Leader.

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.

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: (with the understanding that middle school sports in same season take priority)

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 from the coaches 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 try out 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.

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 alarm codes and will not allow students, parents, or anyone not authorized access the use of those keys/fobs and or alarm codes. 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 person 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.

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 entry fees, 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 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 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, and present it to the business office. In most cases this would include:
 - Awards
 - Officials
 - Transportation
 - Operating personnel (Event help, officials, etc.)
 - Clinics-tournaments
 - Medical supplies
 - Equipment repair

Athletic Department Fees

Athletic fees are owed for each sport played at HAST. The athletic team fee for middle school student athletes will be \$150 dollars per student per sport. The athletic fee for high school student athletes will be \$250 per student, per sport. Student athletes will have 2 weeks from the start of the season to pay their sport fee, any student athlete who fails to pay within the deadline will be ruled ineligible to participate in sport.

All checks, cash, or vouchers should be submitted to the Business Office. The Business Office will write a receipt for the payment and mark the student-athlete as having paid on the Athletic Form provided by the Athletic Department. Money collected by the Business Office will be deposited into the sport of the student who paid.

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.

1. Fundraiser activity forms must be completed and approved by the business office 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(s) 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, court/ field time must be done through the Athletic Director and must be within the approved budget. (Unless given approval prior) 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. HAST will conduct grade checks every (3) three weeks, and at the end of each grading period. A list of failing students will be sent out to each coach at the time of each grade check. (Coaches are encouraged to send out progress reports to monitor students academic progress)

When a student is declared ineligible, the coach will notify the student after having confirmed their status with the athletic department.

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.

The eligibility rules, which apply to student-athletes are in two categories. The Indiana High School Athletic Association (IHSAA), of which HAST is a voluntary member, sets

one set of regulations. The other regulations are established by the Hammond Academy of Science & Technology's Administration, the Athletic Department and coaches.

Grades Policy

All student athletes are expected to maintain a Grade Point Average of a 1.8 and follow the 70% pass rate rule stated by the IHSAA. This requires a student athlete to pass five out of seven classes to be eligible. If an athlete only has five classes they must pass all five classes to be eligible to play, while also maintaining a 1.8 GPA for the grading period.

In Season Grades

Middle school students who have one or more F's on their current PowerSchool (2 D's = 1 F) are not permitted to participate in their teams practice or contest until the grade goes up to satisfactory standards.

High school students who have one or more F's (2 D's = 1 F) on their current report card are not permitted to participate in their teams practice or contest until the grade goes up to satisfactory standards.

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

- You play under an assumed name
- You accept money or merchandise directly or indirectly from athletic participation
- You sign a professional contract in that sport

3. AWARDS/GIFTS

- You receive in recognition for your athletic ability any award not approved by your high school or the IHSAA
- You use or accept merchandise as an award, prize, gift or loan or purchase.

- You accept awards, medals, recognitions, gifts and honors from colleges/universities or their alumni

4. CONDUCT/CHARACTER

- You conduct yourself in or out of school in a way which reflects discredit on your school or the IHSAA
- You create a disruptive influence on the discipline, good order, moral and educational environment in your school

5. ENROLLMENT

- You did not enroll in school during the first 15 days of a semester
- You have been enrolled more than four fall semesters and four spring semesters beginning with grade 9
- 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

- 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

Social Media Policy and Guidelines

Playing and competing for HAST 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, SnapChat, Instagram, Twitter and other social networking sites have increased in popularity and are used by the majority of student-athletes at HAST.

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-athlete's 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 HAST 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.

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 HAST athletic teams. This includes after school conditioning.
- A student athlete who transfers into HAST while serving suspensions at his/her school will serve out the remainder of his/her penalty at HAST. 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.

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 at Hammond Academy of Science and Technology. 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.

1. Components of the Emergency Action Plan

- Emergency Personnel

- Emergency Communications
- Emergency Equipment
- Emergency Transportation
- Physician Coverage

2. Emergency Plan Personnel

- All members of the Athletic Department will be required to have current CPR certifications on file in the athletic office.

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/AD/ Coach

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

Organize team members

4. Document incident
5. 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 devices, 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 communication 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 Lake County, 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.

Hospital Services & Emergency Department

The closest hospitals are St. Catherine's Hospital located in East Chicago, IN, which is 4.1 miles from the Hammond Academy of Science & Technology. Normal travel time is 15 minutes. As well as Community Hospital, located in Munster IN, which is 5.6 miles away from Hammond Academy of Science & Technology.

The closest trauma facility is Fransiscan Health of Olympia Field, IL which is 20 miles from the HAST. Normal travel time is 30 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 CPR 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

To establish an emergency action procedure for all non-medical emergencies including inclement weather, terrorist threats, bomb threats, and other acts of nature. All Trainers 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 trainer or supervisor on site 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 have been called. In the event that a trainer is not present, coaches, staff, or comfortable bystanders can enact the emergency action plan. Most non-medical situations are addressed in the HAST classroom Emergency Procedures Guide, found in the handbook.

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 handheld radio.

Weather

Roles of First Responder:

Evaluate area for safety at the particular facility.

According to the NFHS Sports Medicine Handbook, as soon as lightning is seen or thunder is heard, practice and competition should be suspended immediately.

NFHS recommends a 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.

Bomb Threat

- Leave the bomb where it is found and do not touch it.
- First person to come in contact with a suspicious package should immediately leave the area and call 911 as soon as possible.

- 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.
- 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

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

Someone with a Weapon

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

Fire

- Move everyone out of the area and immediately call 911.
- 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.
- Once fire has been contained and put out, leave the area and wait for emergency personnel to arrive.
- 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.

COACHES ACKNOWLEDGMENT

I, the undersigned, acknowledge that I have read and understand the Hammond Academy of Science and Technology Athletic Staff Handbook , and do understand that compensation is contingent on the fulfillment of my duties as a Staff Member of the Athletics Program at HAST.

Breach of Rules or terms as described in the handbook may be subject to reprimand. Ranging from a conference, to suspension/termination depending on the severity of the infraction.

_____ Signature

_____ Name (*printed*)

