

**ATHLETIC HANDBOOK
FOR COACHES AND STUDENT – ATHLETES**

TIPPECANOE

VALLEY

**Read and Save
Fill out forms in back
and return to the Athletic Office
BEFORE the 1st practice**

**TIPPECANOE VALLEY
HIGH SCHOOL
HOME OF THE “VIKINGS”**

Revised 5/2011

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***These forms along with the physical form MUST be returned to the Athletic Office prior to the FIRST practice**

ATHLETIC HANDBOOK FOR COACHES AND STUDENT – ATHLETES

ATHLETIC STATEMENT

This athletic booklet is designed to inform athletes and their parents or guardians of the rules, regulations and information that helped develop the rich tradition of competition at Tippecanoe Valley High School.

Participation in high school athletics is a privilege that carries with it varying degrees of honor, responsibilities and sacrifice. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct established by the administration and other specific coaches' rules for their sport. Athletes represent their school and student body. It is the athlete's duty to conduct himself or herself in a manner that is becoming the athlete, their family, Tippecanoe Valley High School and the community.

ATHLETIC PHILOSOPHY

The goal of the Tippecanoe Valley Athletic Department is to provide the best opportunities for its student-athletes to excel in teamwork, sportsmanship, self-discipline and moral character. The purpose is to allow each participant to freely select the sports in which they wish to participate. No coach should ever attempt to influence an athlete not to go out or quit a sport under the direction of another coach. Athletes must be assured that their opportunity to participate in a sport will not be hindered because of playing another sport.

ATHLETE DEFINED

The Tippecanoe Valley athlete is defined as and includes all young men and women who represent a team that engages in interscholastic competition and further includes bat girls, mat maids, cheerleaders, lifters, student managers and statisticians.

ELIGIBILITY

INDIANA HIGH SCHOOL ATHLETIC ASSOCIATION RULES / You are INELIGIBLE:

Age

A student who is or shall turn twenty (20) years of age prior to or on the scheduled date of the IHSAA State Finals in a sport shall be ineligible for inter school athletic competition in that sport.

Transfer

Students new to Tippecanoe Valley transferring in from another school are ineligible until an athletic transfer from the previous school is completed and ruled on by the IHSAA. This transfer must be initiated by the new student through the athletic office at Tippecanoe Valley High School.

Amateurism

- 1) if you play, officiate or manage under an assumed name; 2) if you accept money or merchandise in any way for athletic participation; 3) if you participate in athletic clinics, schools or camps without IHSAA approval;
- 4) if you sign a professional contract.

Awards, Gifts, Trips

- 1) if you accept commercial awards which advertise any business firm or individual; 2) if you accept awards, gifts, trips or honors from colleges or their alumni.

2) Changes of School

- 1) if you were not eligible in the school from which you transferred; 2) if there is not a bona fide change of residence; 3) if there was undue influence to transfer for athletic reasons; 4) if you attend another school,

other than the one you are presently eligible in, for fifteen (15) days; 5) if you participate in an interschool contest as a representative of another school.

Enrollment

1) if you did not enroll in school during the first fifteen (15) days of a semester, 2) if you have been enrolled more than eight (8) semesters/ (16) quarters beginning with grade nine (9).

Grades

If you did not pass five (5 of 7) full credit subjects in your previous grading period or at semesters end.

Illness / Injury

If you are absent five (5) or more consecutive school days due to illness or injury and do not present to your principal or designee written verification from a licensed physician stating that you may participate again.

Parent / Physicians' Certificate

If you do not have the completed certificate on file with your principal or designee for each school year.

RESIDENCY REQUIREMENTS

Student-athletes, managers, student staff or support group members must be residents of the Tippecanoe Valley school district or must be sanctioned through court mandate in order to participate in athletics at Tippecanoe Valley. This means that the student must reside within the legally defined attendance areas of the Tippecanoe Valley School Corporation and must confirm with the existing legal settlement statutes as defined in Indiana code 20-8.1-6.1-1.

ACADEMIC ELIGIBILITY at TIPPECANOE VALLEY

Every student-athlete, manager, student staff and cheerleader must be passing five credits each grading period in order to continue to participate as a team member. Coaches and sponsors can check progress of students by talking with teachers, issuing periodic grade checks and checking grade cards at the end of grading periods. It is the policy of the athletic department to work closely with the academics of each participant to try to affect them in a positive way. Students with failing grades will attend practices during periods of ineligibility (at coaches' discretion). Final eligibility is determined once grades are officially posted according to the I.H.S.A.A. certification date.

PHYSICAL EXAMINATIONS

Every athlete, manager or cheerleader is required by Tippecanoe Valley and the IHSAA to have a physical examination completed and on file with the athletic office before practicing in any sport. Physical exams are the responsibility of the athlete and his/her parents.

WHAT MUST BE DONE BEFORE YOUR FIRST PRACTICE

The following items are to be completed by the athlete and parent/guardian before the first practice with any team:

- take and pass physical examination and have supporting student, parent and doctor signatures
- meet academic eligibility requirements
- have insurance paper turned in to the athletic office along with payment for required insurance (if purchasing supplemental school insurance)
- have drug consent form with supporting student and parent signatures turned into the athletic office
- attend team meeting or meet with coach before practice
- have athletic transfer filed (transfer students new to Valley cannot compete in interscholastic contest until an athletic transfer is complete)

EXPECTATIONS OF CONDUCT

STATEMENT

The following Tippecanoe Valley athletics rules are in line with the Indiana High School Athletic Association Constitution which states:

“Contestants’ conduct, in or out of school, shall be such as: 1) not to reflect discredit upon their school or the Association or, 2) not to create a disruptive influence on the discipline, good order, moral or educational environment in a school. It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school.” Rule 8, Section 1, IHSAA by-laws.

ENFORCEMENT of the EXPECTATIONS OF CONDUCT

The principal may enforce all rules and regulations as described in the Expectations of Conduct for athletes and the Viking Code. All rules regarding behavior and/or training as outlined in IHSAA regulations apply. The Expectations of Conduct and Viking Code will be reinforced by the coach of each sport during the school year. Parents and athletes are asked to sign an acknowledgement document stating that they understand the Viking Code and Expectations of Conduct the athlete is subject to disciplinary measures should he/she violate the Viking Code and/or Expectations of Conduct.

The Viking Code and Expectations of Conduct are in force twelve (12) months of the year, grades nine through twelve. An athlete is under the jurisdiction of the Tippecanoe Valley H.S. Code and Expectations upon the athletes promotion from the 8th grade. This includes the summer before he or she enters high school.

Any alleged violation of the Viking Code and Expectations of Behavior shall be reported first to the principal or his/her designee and then is to be followed by an investigation by the coach, sponsor, principal or his/her designee and the athletic director.

EXPECTED STANDARDS of CONDUCT and BEHAVIOR for ATHLETES

- The good of the team is first and foremost. Once a team is eliminated the individual becomes the most important.
- No player(s) will ever employ illegal tactics to gain an undeserved advantage. All players will devote themselves to being a true sportsman.
- All athletes will care for all equipment as though it was their own personal property. If equipment is destroyed through practice it will be replaced by the school. If equipment is lost or stolen the athlete(s) will fulfill their responsibility by paying replacement of item(s).
- All athletes will obey the specific training and practice rules of their team as given to them by the coaching staff of that team.
- Athletes should not engage in participating in negative activities. Drinking alcohol, taking controlled drug substances, using tobacco products, using profanity and being disobedient are harmful to athletes and their team.
- Athletes must pass five credits each grading period to be eligible to participate in athletics. Team members should plan their time so that they devote energy to their studies to insure passing grades, which represent their true abilities.
- Be a positive influence in all you try to do. Work for the betterment of Tippecanoe Valley and what is right for all activities and yourself.

- Officials deserve courteous respect. Realize that officials do not lose a game or contest. They are there for the purpose of insuring both teams a fair contest.
- Appreciate that coaches, teachers and school officials have the best interests of all athletes in mind as they equip, schedule and conduct the athletic program.
- All Valley athletes must comply with the standards of our athletic Viking Code and Expectations of Conduct and school rules or be subject to disciplinary action or dismissal from the team as determined by the rules, coaching staff, athletic director, and/or principal of Tippecanoe Valley High School.

ATHLETIC COUNCIL

The athletic council is composed of the principal, athletic director(s) and all members of the coaching staff. Only the head coaches and administrators are allowed to vote to decide an appeal. A majority vote by the head coaches is needed to decide an appeal. The athletic council is in existence to hear appeals of athletes who have violated the Viking Code and to make recommendations on the hearing evidence to those in attendance. Following the hearing the parents or guardian will be notified within five (5) days by the principal or principal's designee of the decision of the council. The council's decision may accept, reduce or revoke the exclusion decision for violations, but may not invoke a penalty more severe.

APPEALS/HEARING

An athlete and his or her parent(s) or guardian has the right to a hearing on an exclusion by so notifying the principal in writing within five (5) school days after the exclusion decision. The right to appeal is forfeited if this is not requested within this five-day limit.

The purpose of the appeal hearing is to inquire into the athletes alleged violation and to allow the athlete and parents or guardian to present evidence in the student's behalf. The entire hearing will be tape recorded with copies available upon request.

The decision of the athletic council may be appealed by the athlete and his/her parents or guardian in writing to the superintendent within five (5) school days. The Superintendent and School Board will only hear appeals of a second offense for exclusion of athletic participation.

CODE OF CONDUCT: RULES, CONSEQUENCES, and PROCEDURES

Rule 1: Athletes (from this point on student managers, mat maids, statisticians and cheerleaders are included in the term 'athletes') shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, stimulant, depressant, anabolic steroids, marijuana, counterfeit caffeine pills or possess, use or transmit paraphernalia for use of such substances. (Use of an authorized drug as prescribed by a registered physician shall not constitute a violation of this rule.)

Consequences: Implementation of Viking Code

Rule 2: Any athlete committing a crime and/or felony at any time may be excluded from athletic participation for one full year (12 months). A misdemeanor shall be subject to the Viking Code. Continuation in a sport or on a squad until a hearing or trial date may be contingent upon the decision of the athletic director and the athletic council.

Rule 3: Vandalism, violence, theft and cheating academically are not acceptable behavior for Tippecanoe Valley student athletes. The head coach and athletic director will work with the administration to administer appropriate discipline.

Rule 4: Any athlete that is in violation of school rules such as truancy, suspension, classroom disruption or other punishable acts is not in accordance with the athletic code and will be disciplined by the already established school rules. The athlete may further be dealt with within the structure of each coach's rules for his sport. If an athlete is suspended out of school for any reason they will be ineligible for all contests during the term of his/her suspension. Out of school suspension athletes cannot practice during the suspension time. Practice is at the discretion of the coach for any in school suspension.

Rule 5: Attendance at social events (parties, dances, etc.) is up to the athlete and parents. However, athletes are expected to leave social events immediately where the illegal use of chemical substance materials is allowed by the host. Failure to do so implies guilt and violators will be subject to athletic suspension. The **second or succeeding** offense will bring automatic suspension from his or her athletic team for 20 % of the contests for such team. Practice is at the discretion of each coach.

Rule 6: Athletes will submit to the Tippecanoe Valley Drug Testing Program. Failure to submit, or invalidate a specimen, will be treated as admission of guilt. (Note: This rule applies to active drug testing programs established by the TVHS School Corporation and/or to athletes who have been reported due to suspicion of alcohol, drug, tobacco or other forms of substance abuse.)

Rule 7: Specific team rules may be set forth by the coach of each sport. These rules and the penalties for breaking them will be given to the athletes by the coach at a parent meeting before the sport begins. These written regulations will be on file with the Athletic Director.

NOTES

- The athletic season is defined as commencing with the first practice and ending with the final event for that sport. Penalties for violations do take effect immediately upon verification of any violation and will include games in succession, i.e. season schedule, tournaments and state series, in order of competition.
- The violation of the Expectations of Conduct or Viking Code occurs in the **last one third (1/3) of the sport season**. The head coach or athletic council may make the decision on forfeiture of awards for that sport season.
- If the **violation** of the Expectations of Conduct or Viking Code occurs in the last part of a sport and the violator cannot fulfill the terms of his/her violation in that sport, the suspension does **carry over (season to season or year to year)** until the suspension is fulfilled. This will include their next sport season in which they would participate. i.e. if the suspension is for two football games with only one remaining, the athlete must also miss his first basketball or wrestling match or baseball game until the suspension has been fulfilled. The athlete must also finish the season in good standing in serving a suspension in a sport. If the student does not finish in good standing, the served suspension is void and may be reinstated for the next sport in which the student participates.
- When serving a suspension of the expectations or Viking Code, the athlete is expected to be present at all athletic contests and practices involving his/her team or squad. The athlete is a member of the team and is expected to fulfill his/her responsibility. If the athlete does not attend the contest, credit will not be given toward fulfilling the requirements of the suspension.

AWARDS

STATEMENT

All sports are considered major sports at Tippecanoe Valley High School. Athletes, managers, student staff, trainers and cheerleaders are eligible to earn awards. Each sport gives similar awards and the school purchases all awards. No athlete may receive an award in a sport for which he/she is academically ineligible at the completion of the season or under suspension for an athletic violation. Candidates must complete the season's play in order to receive an award, however, injuries may void this stipulation at the coaches discretion. No awards will be issued until equipment is turned in to the coach.

AWARDS DESCRIPTION

It is the responsibility of each coach to record and keep records of the respective awards for each of their athletes each year. Following is the basic awards system for athletes at Tippecanoe Valley. Coaches discretion may apply to special circumstances in granting awards.

Certificate:

Awarded to all athletes – freshmen, junior varsity, and varsity

Numerals:

Awarded to all first time athletes

Varsity Letter:

First time varsity award

Chevron with Sports Insignia:

Awarded for first letter in each sport

Chevron:

Awarded for additional lettering in each sport

Patches:

Awarded to athletes who are members of a conference, sectional, regional, semi-state or state championship team or individual champion in any sport, or individual advancing in any state meets.

Captains Star:

A star patch for jacket

Letter Jacket:

Athletes may purchase a jacket from the athletic office after receiving first varsity letter in an IHSAA sport.

Viking Head Award:

A patch awarded for any athlete completing 10 sports seasons.

Scholar-Athlete Certificate:

Awarded to athletes who earn an 8.0 cumulative GPA or better for each given year; award can be earned each year; grades 9 – 12.

TEAM REQUIREMENTS for AWARDS

Baseball and Softball

Varsity Award – must play in half of the games. Pitchers will receive a varsity award at the discretion of the coach.

Junior Varsity Award – all players who complete their scheduled season and do not receive Varsity Awards will receive Junior Varsity awards.

Individual Awards:

- 1 Most Assists
- 2 Highest Batting Average
- 3 Leading RBI (must drive in minimum of 2/3 runs per game)
- 4 Best ERA
- 5 Mental Attitude
- 6 Captain(s)
- 7 Record breakers – to be awarded baseball/softballs designating their accomplishments (must be proved statistically)
- 8 Golden Glove Medal (highest fielding average – at least one chance per game)
- 9 JV Highest Batting Average

Basketball (Boys & Girls)

Varsity Award – a player must play in one fourth of the quarters of the regular season games.

Junior Varsity Award – awarded to all players who complete the season.

Individual Awards:

- 1 Best Field Goal % (minimum 50 attempts)
- 2 Best Free Throw % (minimum 25 attempts)
- 3 Leading Rebounder (total or best average per game)
- 4 Leading Assists (total or best average per game)
- 5 Three Point % (minimum 20 attempts, 40% completion)
- 6 Captains (vote by team)
- 7 Mental Attitude (vote by team)
- 8 Most Valuable (boys)
- 9 Most Steals (girls)
- 10 JV Awards (Free Throw –20 attempts, Assist and Rebounds)
- 11 Freshmen Awards (Free Throw- 20 attempts, Assist and Rebounds)

Cross Country

Varsity Award – on the basis of a point system, which is one for first, two for second, etc., the top seven runners will receive varsity awards. **OR** if a runner competes in the sectional meet, he/she is also eligible for a varsity award.

Junior Varsity Award – All other runners who completed the season will receive junior varsity awards.

Individual Awards:

- 1 Most Valuable Runner
- 2 Captain
- 3 Most Improved and Mental Attitude

FOOTBALL

Varsity Award – A player must participate in half of the possible varsity quarters played.

Junior Varsity Award – All the rest of the participants will receive junior varsity awards.

Individual Awards:

- 1 Most Valuable
- 2 Most Valuable Offensive Back
- 3 Most Valuable Offensive Lineman
- 4 Most Valuable Offensive Receiver
- 5 Most Valuable Defensive Lineman
- 6 Most Valuable Defensive Linebacker
- 7 Most Valuable Defensive Back
- 8 Specialist – this award will be at the coaches discretion
- 9 Captain(s)
- 10 Ironman Award – this award will be at the coaches discretion
- 11 Mental Attitude- “Scott Teel Award”

Golf (Boys & Girls)

Varsity Award – to be awarded if the athlete plays in 1/3 of the regular season matches. At the discretion of the coach, if the athlete plays in the sectional or is an alternate in the sectional he/she may receive a letter.

Junior Varsity Award – other participants who complete the season will receive junior varsity awards.

Individual Awards:

- 1 Low Medallist
- 2 Putting Champ
- 3 Most Improved
- 4 Captain(s)
- 5 JV Low Medallist

Swimming (Boys & Girls)

Varsity Award – Athlete must average 3 points per meet or score in sectional or swim an average of two events per meet.

Junior Varsity Award – other participants who complete the season will receive junior varsity awards.

Individual Awards:

- 1 Most Valuable
- 2 Most Improved
- 3 Captain(s)
- 4 Record Breaking Medals (to be given when a record is broken and held for the rest of the season. One medal per athlete regardless of records broken.)
- 5 Rookie of the Year – medal
- 6 Mental Attitude – plaque

Tennis (Boys & Girls)

Varsity Award – An athlete must compete in 2/3 of the regular scheduled matches or defeat their opponent in the sectional meet.

Junior Varsity Award – other athletes who complete the season will receive junior varsity awards.

Individual Awards:

- 1 Best Record (based on percentage; must participate in 2/3 matches. Two trophies if doubles.)
- 2 Most Improved
- 3 No. 1 Singles
- 4 Captain(s)
- 5 Mental Attitude
- 6 Most Improved Junior Varsity

Track and Field (Boys & Girls)

Varsity Award – Athlete must score an average of one point in all scheduled meets or score in TRC meet or sectional.

Junior Varsity Award – Any athlete not receiving a varsity award and who completes the season will receive junior varsity awards.

Individual Awards:

- 1 Most Valuable (Sprinter, Distance, Field Event)
- 2 Most Improved (Sprinter, Distance, Field Event)
- 3 Captain(s)
- 4 Mental Attitude
- 5 Record Breaking Trophies (to be given when a record is broken and held the rest of the season, one trophy per athlete regardless of number of records broken.)

Volleyball

Varsity Award – The athlete must compete in ½ of all matches.

Junior Varsity Award – All other team members who complete the season will receive junior varsity awards.

Individual Awards:

- 1 Most Improved
- 2 Best Serve %
- 3 Ace Award
- 4 Most Digs
- 5 Blocking Award
- 6 Kill Award
- 7 Highest Passing %
- 8 Most Valuable
- 9 Mental Attitude

Wrestling

Varsity Award – An athlete achieving 50 points by the following system will receive a varsity award:

- 1 1 point for weigh-in before match
- 2 2 points for a draw
- 3 3 points for a decision
- 4 4 points for a major decision
- 5 5 points for a technical fall
- 6 6 points for a pin, forfeit or opponent disqualification
- 7 10 points for placing first in a tournament, 6 points for second, 4 points for third and 2 points for fourth

Junior Varsity Award – All other team members who complete the season will receive junior varsity awards.

Individual Awards:

- 1 Most Valuable
- 2 Most Improved
- 3 Captain(s)
- 4 Mr. Takedown
- 5 Mr. Hustle
- 6 Mental Attitude- “John Potter Award”

INFORMATION FOR ATHLETES

Accidents/Injuries

All accidents or injuries home or away are to be reported to the trainer and/or coach immediately.

Attendance: School and Game Day

Daily attendance to school and practice is expected. All student-athletes must have attended classes for one half day (the last 3 periods or the first 3 periods returning with a doctor/appointment note) the day of contests to be able to participate in his/her athletic event. Approved field trips or school activities constitute attending school. Any exceptions must be approved through the principal's office and/or the athletic office.

Automobiles

Automobiles are to be parked between the lines and in accordance with all regulations of traffic control. Athletes will not be treated in a special way. Do not talk to coaches about special favors, traffic tickets or driving to contests.

Changing a Sport

If an athlete is cut from a team, he/she may join another team or program in that sport season. An athlete cannot quit one sport to join another sport until that sport season is concluded. EX: the athlete cannot quit football to go out for the basketball team until football season is completed. However, athletes will be allowed to transfer from one sport to another during a given season only upon mutual agreement of both coaches and the athletic director.

Class Release

There are few times or reasons why a student athlete should ever miss class. State series practices, all-county/state dinners and rainouts are examples of excusable releases by the school. Excused release from a class are handled through the attendance office and require notification from the Principal or Athletic Director.

College Bound Athletes and Recruiting

College recruiters visit Valley regularly to talk about and with our athletes. NCAA rules determine who is eligible for scholarships. Basically a student athlete must be a "C" student in college prep classes as determined by the NCAA, score well on the Scholarship Aptitude Test or the American College Test and have the recommendation of his/her coaches. These rules are available from the athletic office or your coach and are listed in the back of this book. Athletes may find information at www.ncaa.org.

Conflicts Between Activities

Activities at Valley share many students. From time to time there may be conflicts between times of activities. The athlete can help make the decision as to which activity to attend. The general rule is that the student can choose, without penalty, to attend the activity he/she wants and on the second conflict the athlete should attend the activity they did not attend the first time. Athletics, speech, debate, music, plays, DECA and many other activities have been successful using this approach. Communication between coaches and sponsors of conflicting activities is a must. Importance of contests and state competitions may affect decisions. The activity in-season will take priority in any choice/conflict of activity.

Dress

When going to away activities or contests as representatives of Valley Athletics, athletes are asked to dress appropriately. Coaches may ask their players to dress according to team rules.

Equipment

All athletes will care for all equipment as though it was their own personal property. If equipment is destroyed through practice the school will replace it. If equipment is lost or stolen the athlete(s) will fulfill their responsibility by paying replacement of item(s). Remember that stealing or wearing stolen equipment is a violation of the Code of Conduct and punishable by suspension from athletics. Equipment may not be worn during the school day, at home or on the streets without approval of the coach of that sport.

Eligibility

Students must be enrolled in at least six (6) full credit classes and must have passed five (5) full credit classes the previous grading period or semester to be academically eligible. Freshmen are eligible to compete on varsity athletic teams.

Insurance

Tippecanoe Valley High School does provide the opportunity to purchase accident coverage for all interscholastic athletes. Outlined below are important elements of this coverage. The actual policy is on file in the athletic office of the high school.

All accidents should be reported immediately to the athletic trainer and/or coach of the sport in which the accident occurred. Accidents must be reported within twenty (20) days to the school. Claim forms should be submitted to and any **questions regarding claims should be directed to: Markel Insurance, 4600 Cox Road, Glen Allen, VA 23060**

How to File Your Accident Claim Form

- Get claim form from the Athletic Office.
- Complete all blanks. If information is not available, indicate the reason it is not.
- Attach all ITEMIZED BILLS (not balance due statements) for medical expenses only
- Include all work sheets, denial and/or statements of benefits from your primary carrier. Each charge must be processed by your primary carrier before it can be processed by the school insurance.
- If you are employed and no coverage is provided by your employer, A LETTER OF VERIFICATION FROM YOUR EMPLOYER STATING THAT NO COVERAGE IS PROVIDED MUST BE SUBMITTED.

Practices: Regular, Vacation & School Closing

All team members are expected to attend all practices. Practice schedules during school vacations are set by the coach and only the coach can excuse an athlete from practice. Practice during a school closing time (snow, etc.) are often held and attendance at these practices are considered voluntary.

Support Groups

Valley Athletics have various support groups that assist with the running of our athletic programs. Bat girls, mat maids, managers, statisticians, student trainers and video filers are an integral part of athletic programs at TVHS.

Suspension via Due Process

A due process suspension (in school or out of school) makes a student athlete ineligible for competition and practice for the duration of the due process.

Team Cutting Policies

Each coach of the varsity sports at Valley has his/her own policy on how he/she will choose his/her team. In some sports, cutting a team down to manageable size is a necessity. Coaches will explain their policy to candidates for their team at the first meeting. An athlete may be removed from a team anytime during a season for the betterment of the team.

Training Room

Training rooms are located by the North gym. No student is permitted in this room without the athletic trainer or coach being with him/her. Training rooms are for treatment and rehabilitation. Space is limited, therefore, only athletes needing treatment are allowed in this room.

NCAA

COLLEGE FRESHMAN ATHLETIC ELIGIBILITY REQUIREMENTS

IF YOU WISH TO ATTEND COLLEGE AND PARTICIPATE IN COLLEGE ATHLETICS AT THE DIVISION I OR DIVISION II LEVEL, YOU MUST DO THE FOLLOWING:

- Take the college bound courses suggested by your guidance counselor
- Contact www.ncaa.org to find and to complete an NCAA Clearinghouse Release Form
- Complete the NCAA form and send it to the NCAA Clearinghouse in Iowa City, Iowa
- The cost to process your form is your responsibility and must accompany your form

IMPORTANT: the NCAA Eligibility Clearinghouse determines your official academic eligibility. An athlete cannot tryout, participate or receive an athletic scholarship from a NCAA Division I or Division II school until they are declared academically eligible by the NCAA Eligibility Clearinghouse.

If you plan to enter college in 2008 or after, you will need to present 16 core courses in the following breakdown:

- 4 years of English
- 3 years of math (Algebra 1 or higher)
- 2 years of natural/physical science
- 1 year of additional English, math or science
- 2 years of social studies
- 4 years of additional core courses (from any area listed above, or from foreign language, or philosophy)

VIKING CODE FOR ATHLETES

A Tippecanoe Valley athlete is expected to comply with school and team rules through their entire sports career and the calendar year. The Viking Code is in effect for athletes all year (12 months) during their high school career. This code is continuous and cumulative for the total high school athletic career.

Tippecanoe Valley athletes are expected to respect the directives of those who may have authority over them, which may include parents, teachers, coaches, administrators and other school or team personnel. The athlete will conduct themselves as a good citizen at all times, honor I.H.S.A.A., team and school rules, and refrain from the use and possession of tobacco, alcohol or illegal and/or performance enhancing drugs and avoid any legal or probationary circumstances. Violation of athletic rules, policies or standards may result in a suspension from interscholastic competition issued by the principal, athletic directors or coaching staff.

Prior to the first interscholastic contest for each sport the head coach will hold an informational meeting for all parents and players on the team. At this time the coach will give specific team and training rules and instructions for the season. These may include: curfew hours, hair, profanity, absences, community and school standards, game conduct, injury, dress and other team expectations. (Provisions of the schools Drug Education and Testing Program will be presented and explained if applicable) Failure on the part of the athlete to follow specific sport instructions, will result in discipline administered by the coach in association with violation of athletic guidelines.

Any athlete in violation of the Tippecanoe Valley code of conduct will be disciplined by the principal, athletic director or coach according to the standards and guidelines of the Tippecanoe Valley Athletic Department. An athlete may appeal a second violation penalty to the athletic council in accordance with the guidelines of the Tippecanoe Valley Athletic Department

The Superintendent and School Board will only hear appeals of a second offense for exclusion of athletic participation.

FIRST VIOLATION: The athlete will be given the option of not participating in 50% of the sport season OR participating in the Student Assistance Program (At the student-athletes expense) and complete 10 hours of community service. Successful completion of the S.A.P. would result in the loss of 20% of the sport season. The Principal and Athletic Directors decision on a first time suspension is final.

SECOND VIOLATION: The athlete will lose eligibility for one calendar year from the time of the offense. At the end of the one year suspension, if the athlete desires to return to athletic participation at Tippecanoe Valley High School, the athlete must participate in counseling at the athletes expense and apply to the athletic council in writing stating the desire to return to athletics at TVHS. The athletic council will meet to decide on the athlete's petition.

THIRD VIOLATION: If a student-athlete commits a third offense, that athlete shall be ineligible from participation in athletics at Tippecanoe Valley High School.

If a sport season is completed before the athlete serves all the suspension, the balance of the suspension will be served in the next sport season in which the athlete participates. If the violation occurs during an off sport season for the athlete, the suspension will be served during the next sport season in which the athlete participates. Coaches are not under any obligation to accept an athlete on their team, where the athlete has not participated in previous years, for the sole purpose of serving a suspension from another sport season. However, if a coach allows an athlete to participate on a team, and a suspension is involved, that athlete must finish the season in good standing for the suspension to be validated.

Prior to formal suspension of an athlete, the athletic director or school administration will meet with the athlete to summarize the facts of any violations of the Viking Code of conduct for athletes.

The athletic director or principal will inform the parents or guardians, athlete and coaches of the established facts and penalty. Athletic penalties imposed upon a student-athlete shall be in addition to other school penalties or consequences from the I.H.S.A.A. by-laws which may be applicable

* Should a program not be readily available, an alternative program will be provided at the discretion of the athletic director or principal. They may substitute a similar penalty in place of the Student Assistance Program depending on availability of current programs available for Tippecanoe Valley athletes.

Self-Referral by Student-Athletes

Student-athletes may take advantage of a self-referral procedure to seek guidance or counseling in regard to student-athlete use of tobacco, alcohol and other drug usage. Voluntary referrals do not carry punitive consequences as long as:

- a. Referral is allowed one (1) time in a student's four year high school career.
- b. Referral must be only by the athlete or a member of the immediate family.
- c. Referral must be previous to the first violation.
- d. Referral cannot be used by athletes or the family as a method to avoid consequences, or pending violations, once a rule is violated and a student has been identified as having violated one of the rules.
- e. Referral must be to a coach, athletic administrator, teacher, administrator or a counselor.
- f. Referral must be followed up with a minimum of two (2) approved counseling sessions.

Academic, Attendance or Behavior Contracts for Athletes-

Any athlete who is placed on an Academic/GEI, attendance or behavior contract by the school administration is subject to review by the Principal(s) or Athletic Director concerning athletic participation during the season.

If an athlete is not making satisfactory improvement or abiding by the conditions of the contract, the school administration may suspend or remove the student-athlete from participation until the conditions of the contract are certified.

Any athlete who is attending Burket Educational Center on a Form 16, or attending Tippecanoe Valley High School on any Academic, Attendance or Behavior contract, may be suspended from athletic participation, definitely or indefinitely, by the Principal or Athletic Director for the following:

1. Academic Contract-Not passing 5 or more credits during the contracted time.
2. General Education Intervention- If the athlete is not passing 5 credits at the mid-term of each grading period, the athlete will be suspended 1 week at a time, until 5 passing credits are established.
3. Attendance Contract-Having un-excused tardies or absences during the contracted time.
4. Behavior Contract-Suspended during the duration of that sport season.
5. Violation of any school policy during the contracted time.
6. Violation of any athletic policy during the contracted time.

It is the responsibility of the coaching staff to check grades of the athletes during the season. Any athlete who is failing any classes should be reported to the Athletic Director for advisement.

TVHS ATHLETIC EMERGENCY MEDICAL FORM

This form is to help coaches be better prepared for emergencies and for the possibility that parents cannot be contacted. This form is to be kept in the medicine kit during practices and games.

Student's Full Name _____

Sport _____ School Year _____

Parent's Name _____

With the parent or guardian's permission, we will make emergency phone calls in the following order:

1 Parent's Phone Number _____

2 2nd Choice _____

3 3rd Choice _____

DOCTOR OR DOCTORS YOU PREFER CALLED:

1 First Choice _____ Phone# _____

2 Second Choice _____ Phone# _____

EMT TRANSPORTATION/HOSPITAL PREFERENCE

1 First Choice _____ Phone# _____

2 Second Choice _____ Phone# _____

OTHER INFORMATION THAT MAY ALSO BE USEFUL IF NEEDED:

Allergies _____ Current Medications _____

Medical Conditions _____

INSURANCE CARRIER _____ Policy # _____

Parent/Guardian Signature

Under state law, hospitals may not treat anyone under 18 years of age unless the parent or guardian gives permission by signature or the injury or illness is life threatening.

If you wish to give permission to treat your son or daughter in the event you cannot be contacted, please sign below.

Parent/Guardian Signature

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

HIPAA (Public Law-104-191) provides for the security of health care information. These regulations protect medical records and other "individually identifiable health information" communicated electronically, on paper, or orally.

I understand the regulations of the Health Insurance Portability and Accountability Act (PL-104-191) and my obligation to protect the privacy of each student athlete as it relates to health care information. I will not divulge any information that is in violation of this act.

Name (Printed)

Date

Student Signature

Parent Signature

INSURANCE FORM

(SHOULD BE TURNED IN BEFORE THE FIRST PRACTICE)

Please fill blanks, check the proper box and return to the coach or athletic office. This form **must be completed** even if you do not wish to purchase additional insurance.

_____ has my permission to participate in any
(Name of Student)

and all sports of their choosing during the _____ school year.

(*This form will be good for the entire school year. However, you may still purchase school insurance prior to the beginning of any season if you wish. We do ask that you file a new insurance form with the athletic office if you do purchase at a later time.)

NO _____ We feel our son/daughter is adequately covered by our own insurance. We therefore agree to full financial responsibility for any injury he/she may incur while participating in this activity.

YES _____ We wish to purchase additional supplemental Athletic Accident Insurance.

The one time cost for all sports (excluding 9th, JV and Varsity football) and in school supplemental accident insurance is \$22.00 (economy option), \$40.00 (standard option) or \$75.00 (deluxe option).

The cost of high school football only is \$159.00 (economy option), \$259.00 (standard option) or \$355.00 (deluxe option).

To enroll in any plan, please obtain and fill out an insurance application form and mail the application and form directly to the company in the provided envelope. Athletic office has the applications. It is the responsibility of the athlete and their family to obtain an insurance application from the athletic department.

Please sign and return this form to the Athletic Office also if purchasing additional insurance.

Date

Parent/Guardian Signature

STUDENT RANDOM DRUG AND ALCOHOL TESTING PROGRAM

I. DEFINITIONS

- A. Drug: Any substance considered illegal by Indiana Statute or which the Food and Drug Administration controls.
- B. Student: Any student participating in high school interscholastic athletic programs, extra-curricular activities, co-curricular activities, and/or any student who drives to and/or parks a motor vehicle on school property.
- C. Duration: This policy is in effect twenty-four (24) hours a day, seven (7) days a week.
- D. Calendar Year: A twelve (12) month period from the date of occurrence.

II. PURPOSE

The purpose of the Tippecanoe Valley School Corporation's Student Random Drug and Alcohol Testing Program is to build partnerships between students, faculty, administrators, coaches, and parents in order to reduce drug and alcohol related barriers to academic, athletic, and personal development.

In this context, the intent of the Tippecanoe Valley School Corporation is to anticipate, plan for, and respond to the needs of a diverse and changing student body by providing services that:

- A. Create supportive environments in which students are empowered to make responsible and healthy lifestyle choices.
- B. Promote nonuse behavior.
- C. Communicate realities, misperceptions, and secondary effects of drug and alcohol use.
- D. Employ strategies that will improve the school environment as well as individual attitudes toward responsible behavior.
- E. Provide policies that emphasize that the use of drugs or alcohol will not be tolerated.
- F. Provide educational programs.

III. SCOPE

All student athletes, all extra-curricular and co-curricular activities participants, and all student drivers who drive and/or park vehicles to/on school property must adhere to the Student Random Drug and Alcohol Testing Program as a condition of their participation in such activities. Coaches, sponsors, and teachers will be responsible to report to the administration concerning the implementation of this program.

At the beginning of each school year, the administration will share the expectations and procedures of the Student Random Drug and Alcohol Testing Program with students and parents. All participating students and parents will sign a consent form annually.

IV. PROGRAM IMPLEMENTATION

- A. In addition to student athletes, students who choose to participate in extra-curricular programs, co-curricular programs, and student drivers will be tested as part of the program. The school will also test any student who volunteers to participate in the program, as well as students under the age of eighteen (18) whose parents wish to have them included in the program.
- B. All prospective participants in athletics, extra-curricular activities, co-curricular activities, as well as student drivers and voluntary participants in this program shall receive program information annually. A consent form must be signed by the student and by a custodial parent or guardian before the student is allowed to practice, participate in any activity, or drive a motor vehicle to school. The consent shall be to provide at any time requested a urine sample to be tested for drugs and alcohol.
- C. The selection of students to be tested will be conducted by a designated agency that can provide a random draw. Selections may occur at any time. At the beginning of the school year, or upon first entry into the program, each student participant will be assigned a number. One cross-referenced list of names and numbers will be maintained by the administration and shall be secured by the school until the designated day of testing. The selection of students to be tested shall be done by number by an outside agency preceding the test so that selected students may be called to the office by confidential pass. Up to ten percent (10%) of the number of eligible participants may be selected each test period.
- D. If the participant is absent from school, whether the absence is excused or unexcused, the student may continue to participate but will be automatically tested on the next date.

- E. The collection of the sample will be done in a non-offensive manner, which ensures the integrity of the sample. The school official who supervises the sample collection will not physically observe the giving of the sample, which will take place in a secured enclosure. Recording of appropriate information to ensure proper chain of custody record will begin at the time the sample is collected, including verification signatures by both the student and the supervising official. The samples will then be turned over to the testing laboratory, and each sample will be tested for unlawful drugs (listed in the controlled substance provisions under Indiana state law), steroids and alcohol. Testing shall be done by a competent and accredited laboratory, which will be selected by the Tippecanoe Valley School Corporation.

The laboratory shall report the results to the principal or designee of Tippecanoe Valley High School. The principal or designee shall be responsible for contacting the student and his/her parent or guardian regarding the test results. If the test is positive, the principal or designee will make contact with the testing lab to determine if there are any medical explanations for the substance to be in the student's sample. If the participant is taking any over-the-counter or prescription medication, which may contribute to a positive test result, it would be in the student's best interest for that student and the student's parent or guardian to inform the school principal or designee of this fact at the time of taking a urine sample. If the principal or designee verifies that there is no medical reason for the positive result, he will contact the student and the student's parent or guardian.

If the test is positive for unlawful drugs (listed in the controlled substance provisions under Indiana State law) or alcohol, the principal or designee will so advise the student and the student's parent. The principal or designee will explain the type of substance(s) found, the health hazards involved, and the disciplinary consequences to be imposed. Others with whom the results of a positive test may be shared include administrators of the school, the athletic director, and the head coach or sponsor of the student's extra-curricular or co-curricular activity. The results of a positive test shall not be made known to any school official other than as stated.

The consequences of a positive test for unlawful drugs or alcohol are included in Tippecanoe Valley High School's Code of Student Conduct and/or the Viking Code.

If the student or the student's parent desires, they may have any remaining portion of the urine sample re-tested by a laboratory selected by the student's parent from an approved list of laboratories provided by the Tippecanoe Valley School Corporation. Once the selection has been made, the laboratory will follow established procedures and protocol in the

transfer of the specimen from one facility to the next. The student and/or the student's parents will be financially responsible for any retest under this provision. A form requesting this retest is included with the Student Random Drug and Alcohol Testing Program.

Once a student found to have a positive test through the Student Random Drug and Alcohol Testing Program has completed the terms of the disciplinary action imposed, and before the student will be allowed to participate in any activity or drive a motor vehicle to school, a follow-up test of that student will be conducted after such an interval of time that the substance previously found would normally have been eliminated from the body if no additional use has occurred (a period not to exceed six weeks from the date of the positive test). If a second positive result is obtained from the follow-up test or any later test of the student, the student will be subject to the disciplinary consequences resulting from a second offense. The school reserves the right to continue testing at any time throughout the remaining school year any student who tested positive for drugs or alcohol.

The principal or designee shall keep all test results. The parent or guardian of a student who tests negative will be notified within five (5) days of the receipt of the information. The administration shall maintain a record of occurrences for the duration of a student's high school career. These records shall not become a part of the student's permanent record, nor shall they be transferred if a student leaves the Tippecanoe Valley School Corporation to attend another school. However, a receiving school will be notified if a student has been declared ineligible for participation, or driving/parking a motor vehicle on school property – or if a student would have been declared ineligible for participation, or driving/parking a motor vehicle on school property in the Tippecanoe Valley School Corporation.

V. SELF-DISCLOSURE

Students may take advantage of a self-referral procedure to seek guidance or counseling in regard to the individual student's use of unlawful drugs (listed in the controlled substance provisions under Indiana State law) or alcohol. After self-disclosure to a teacher, coach, athletic director, administrator, or school counselor, the student will be allowed to continue to practice, participate in an activity, or drive a motor vehicle to school when the school has received written documentation of the student's participation in counseling sessions or similar self-help services approved by the school as a satisfactory intervention. Self-disclosure is allowed one time in a student's four year high school career, must be only by the student or a member of the immediate family, and must be previous to the first positive test. Self-disclosure cannot be used as a method of avoiding consequences after a positive test. Voluntary referrals do not carry punitive consequences.

Within six weeks of the self-disclosure of drug or alcohol use, the results of a negative test conducted by a laboratory selected by the student's parent from an approved list of laboratories provided by the Tippecanoe Valley School Corporation must be provided to the principal or designee in order for the student to continue to practice, participate in any activity, or drive a motor vehicle to school. The student and/or the student's parents will be financially responsible for the test.

VI. REASONABLE SUSPICION

This program does not affect the current policies, practices, or rights of the Tippecanoe Valley School Corporation with respect to drug or alcohol use where reasonable suspicion is obtained by means other than random testing through this program. The school may test items in a suspected student's possession to determine if those items contain drugs or alcohol. The school administration may require a drug or alcohol screen to be immediately administered at the school corporation's expense.

VII. COLLECTION PROCEDURES

Urine collection procedures must provide for the collection site to be secure. Authorized collection site personnel upon receipt of the specimens must properly execute chain of custody forms. The handling and transportation of urine specimens from one (1) authorized individual or place to another must always be accomplished through the use of chain of custody procedures. No unauthorized personnel shall be permitted in any part of the collection site where urine specimens are collected or stored.

Procedures for providing urine specimens must allow individual privacy unless the agency has reason to believe that a particular individual may alter or substitute the specimen to be provided. Agencies must take precautions to ensure that a urine specimen has not been adulterated or diluted during the collection procedure and that all information on the urine bottle and in the logbook can be identified as belonging to a given individual.

**TIPPECANOE VALLEY SCHOOL CORPORATION
STUDENT RANDOM DRUG AND ALCOHOL TESTING PROGRAM
2011-2012 SCHOOL YEAR CONSENT FORM**

In the interest of the safety of our students, the Tippecanoe Valley School Corporation has adopted the Student Random Drug and Alcohol Testing Program. The program requires that students participating in athletics, extra-curricular activities, co-curricular activities, and student drivers be subject to random drug and alcohol screening tests. A copy of this program is attached to this form. Please read it carefully and retain it for your records. A student will not be allowed to participate as a member of any athletic team/squad, extra-curricular activity, co-curricular activity, or driving a vehicle to or from school or a school related activity until this form is signed and on file at Tippecanoe Valley High School.

I, _____ (student name), have read and understand the Tippecanoe Valley School Corporation's STUDENT RANDOM DRUG AND ALCOHOL TESTING PROGRAM. I desire to participate in this program and hereby voluntarily agree to be subjected to its terms. I accept the method of obtaining urine samples, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate fully in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for in this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosure authorized in this program.

Student Signature

Date

Parent/Guardian Signature

Date

----- DO NOT SEPARATE -----

I, _____ (student name), have decided **NOT** to participate in the Tippecanoe Valley School Corporation's STUDENT RANDOM DRUG AND ALCOHOL TESTING PROGRAM. I understand that in order for me to drive to school or participate in any athletic, extra-curricular, or co-curricular activity during this school year that I must submit a negative screen for drugs and alcohol at my own expense. Also, I must enroll in the Tippecanoe Valley School Corporation's STUDENT RANDOM DRUG AND ALCOHOL TESTING PROGRAM.

Student Signature

Date

Parent/Guardian Signature

Date

**TIPPECANOE VALLEY SCHOOL CORPORATION
STUDENT RANDOM DRUG AND ALCOHOL TESTING PROGRAM
REQUEST FOR RE-TEST FORM**

To: Principal of Tippecanoe Valley High School

I understand my child, _____, has provided a urine sample through the Tippecanoe Valley School Corporation's STUDENT RANDOM DRUG AND ALCOHOL TESTING PROGRAM which was tested and the results positive for _____

We hereby request that you arrange to have the remaining untested portion of the urine sample re-tested by the following laboratory (the laboratory must be selected from the approved list of laboratories provided by the school corporation) _____

We understand we must pay all costs of this test, including transportation to and from the laboratory. We further understand the principal or designee is responsible for transportation of the sample to the laboratory.

We further request the laboratory provide us with a copy of the testing report at the address listed below.

Student Signature

Date

Parent/Guardian Signature

Date

Address

Date of Request

We agree to pay the Tippecanoe Valley School Corporation \$ _____ to cover the costs of this test.

For Office Use Only:	
RECEIVED BY: _____	DATE RECEIVED: _____