

Tipton Middle School



Athletic Handbook

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Statement of Philosophy

Tipton Middle School believes that the program of student athletics is a vital part of the educational development of the student and functions as an integral part of the total curriculum. Participation in the athletic program is a privilege that carries with it responsibilities to the school, to the athletic program, to the community and to the participants themselves. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are an integral part of each team. The athletic program offers opportunities to assist in the development of fellowship and goodwill, to promote self-realization and all-around growth, and to encourage learning the qualities of good citizenship. While Tipton Middle School takes great pride in winning, the measure of the program should not be in terms of the tangible evidence of the victory and defeat record, but rather in the intangible personality development factors that are an outgrowth of those lessons and opportunities.

Statement of Objectives

In order to provide a positive image of the school athletics at Tipton Middle School, the athletic program will endeavor to provide opportunities for:

1. Physical, mental and emotional growth and development.
2. Acquisition and development of special skills.
3. Team play with the development of such commitments as loyalty, cooperation, self-sacrifice, fair play, and other positive social traits.
4. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
5. The development of lasting friendships with both teammates and opponents.
6. The development of habits of health, sanitation, and safety.
7. A focus on interest on the athletic program for the student body, faculty, and community that will generate a feeling of unity.
8. Provisions for worthy use of leisure time both for the present and the future, either as a participant or spectator.

Gender Equity Mission Statement

The Board of School Trustees is committed to provide a fair and equitable opportunity for all student athletes. Athletic competition is an integral part of the educational experience. No student shall be denied participation on the basis of gender. Gender equity is more than being compliant with the law. It is spirit, a personal ethic, a commitment to do what is right and fair for all. Gender equity means creating and maintaining an environment where all opportunities and resources are fairly distributed.

Age

An athlete may not reach their 16th birthday on or before the last competition date of the sport in which they wish to participate.

Athletic Awards

To receive an award, an athlete must successfully complete the sport of participation in good standing. This includes turning in to the coach all school issued equipment in good condition and/or paying replacement costs of any lost, stolen or damaged school property.

Athletic Facilities Usage

At no time is it permissible for individuals or groups to use athletic facilities without authorized supervision or permission, or while teams are having an official practice session. Athletes must maintain good hygiene, clean athletic equipment, and a clean locker room. All athletes are to be properly attired before leaving the locker room. Using profane language will not be tolerated at any time. Since our athletes represent our school and community, they should be neatly groomed and properly dressed at all times. They should endeavor to set a positive example of behavior both during and outside of school. Horseplay will NOT be tolerated at any time.

Athletic Insurance and Medical Expenses

Tipton Middle School does not provide athletic insurance. All medical assistance and/or medical expenses will be assumed by the parent or guardian. Athletes may obtain applications for supplemental insurance from the main office. However, Tipton Middle School is not an agent for any insurance company.

Athletic Programs

Tipton Middle School presently offers 17 athletic teams. Teams include participants in grades 6th, 7th, and 8th unless otherwise specified. The list is as follows: co-ed cross country; 7th & 8th grade football; 7th grade girls volleyball; 8th grade girls volleyball; 6th grade girls basketball; 7th grade girls basketball; 8th grade girls basketball; 6th grade boys basketball; 7th grade boys basketball; 8th grade boys basketball; co-ed swimming; co-ed track; co-ed golf; wrestling; 6th grade girls cheerleading; 7th grade girls cheerleading; 8th grade girls cheerleading.

Attendance for Practice/School

An athlete must attend school for at least half of the day to be eligible for participation. If an athlete leaves school ill, they may not participate in a contest or practice that evening. This rule does not apply to those individuals who have a pre-arranged excuse from their parent or guardian to leave school. Any exception to this rule must have prior approval from the athletic director or principal. Athletes are responsible for being present at all set meetings unless excused by the coach prior to the meeting. Any athlete who has more than two unexcused absence from practice, may be dismissed from the team. A medical statement or excuse does not excuse an athlete from attending all meetings and/or practices if physically able. Athletes must have completed 10 separate days of organized practices before they are eligible to participate in an athletic contest.

Athletes **MUST** complete the first sports season before participating in any practices of the second sport. If there are at least 5 or more practices left of the second sport, the athlete must attend those 5 practices to be eligible to participate but may **NOT** participate in both sports in the same season. (ie. basketball season has ended, swimming has at least 5 or more practices left, the athlete must attend at least 5 swim practices before participating in a swimming contest) It is requested that parents refrain from attending all but the last 10 minutes of any practice.

Bus Procedures

All athletes are required to ride to and from an athletic contest on school approved transportation. Any exception must first be cleared with the coach in charge by a parent or guardian in person. School bus drivers and coaches must maintain the safety of all passengers at all times. The rules for student athletes to ride the bus are the same rules that apply during regular school hours. Those bus rules and procedures are listed on the school's website. The principal and athletic director have the right to expel an athlete from participating in an athletic event for any period of time if they do not comply to the bus rules and procedures. Please ensure that all trash, athletic equipment, and other belongings are collected before exiting the bus.

Change of Schools

An athlete must meet the eligibility requirements of Tipton Middle School. An athlete must have been a member of the same sport at the school from which they transfer if our team requires a limit to the number of participants and there is still room for additional participants. There must be at least 50% of the season remaining.

Changing Sports

No athlete may quit or be expelled from a sport for disciplinary reasons, and be eligible for another sport immediately following until the first sport is over.

Completion of Required Forms

Athletes **MUST** have an updated physical form and completed **ALL** forms of the athletic packet before their first practice of the sport to which they wish to participate in. The physical **MUST** be completed on or after April 1st and is valid through the next school year. (Ex. form is dated April 1, 2016 & is valid through 2017-18 school year). The physical and athletic packet **MUST** be on file with the athletic director of each school year before an athlete can participate. Those forms are located at www.tcsc.k12.in.us. Click on Tipton Middle School<Athletics tab. Athletes must have on file with head coach of each sport of participation each school year, by their first practice, a contact name and number in case of an emergency.

In addition, all football players **MUST** have on file with the athletic director each school year, by their first practice, a completed "Use of Helmet Warning" form and "Concussion/Sudden Cardiac Arrest Acknowledgement" form. When **all** forms are turned into the athletic department, a white card will be issued to that athlete. Athlete's are required to have a white card before they participate in a sport. The athletic department and coach will not allow an athlete to participate without a white card.

****Required forms are:**

- | | |
|---|-----------------------------------|
| * Physical Examination form | * Student Athlete Code of Conduct |
| * History Form | * Parent Code of Conduct |
| * Consent & Release Certificate | * TMS Statement of Insurance |
| * Concussion & Sudden Cardiac Arrest | * Use of Helmet Warning form |
| * Emergency Info & Medical Treatment | * Student Drug Testing Policy |
| * TMS Athletic Handbook/Parent & Student Consent form | |

Conduct

A code of conduct form is required to be signed by athletes and parents. This form states a commitment to good sportsmanship. The principal and athletic director have the right to expel an athlete from participating in that sport for any period of time because of misconduct in school. Any athlete expelled from a sport for disciplinary reasons, besides losing all awards for the season and being held responsible for any damages or restitution, will be subject to following:

- **1st offense - No further penalty
- **2nd offense - Ineligible for the next sport season (may carry over to the high school)
- **3rd offense - Ineligible for one calendar year (may carry over to high school)

Dropping a Sport

An athlete is to notify the coach immediately in person if he/she chooses to quit the sport in which he/she is participating in. An athlete should be responsible enough to face the coach and explain the reason(s) for quitting. The athlete is to turn in all school equipment that has been issued and pay replacement cost of any lost, stolen, or damaged equipment. All awards that would have been earned had they completed the season will be forfeited. An athlete who quits a squad during the season will not be allowed to join another sport until the above responsibilities are fulfilled.

Drug Testing Policy

Tipton Middle School students are subject to Tipton's Drug Testing Policy if they participate in extracurricular activities. Copies of the policy are available upon request. Athletes testing positive during their middle school career will be subject to the following:

- **1st offense - Ineligible for participation until the "follow up" test is negative. If the present season concludes before the athlete is determined eligible, the athlete will lose all awards for the present sports season.
- **2nd offense - Expelled for the present season
- **3rd offense - Ineligible for one calendar year (may carry over to high school)

Duties of Coaches and Cheer Coaches

- 1. Make sure all participants have a white card before first practice.**
2. Operate your program within the philosophy of the school.
3. Maintain good public relations within the school, community, and other schools involved.
4. Provide leadership in setting high standards for the athletes involved concerning training rules, school citizenship, academic achievement, and sportsmanship.
5. Establish written rules and guidelines with reasonable consequences for participation, dates and times for practice, a bus schedule, and a schedule of events. These are to be given to each athlete for their signature and their parent or guardian signature. Athletes will not be allowed to participate until the signature sheet is turned into the coach.
6. Be sure that athletes have all required forms properly completed and turned in as they will not be allowed to practice or compete until this is done. Coaches are to collect forms and turn them into the athletic office.
7. Treat opponents as guests at home contests, be courteous and respect the wishes of the host school when at away contests.
8. Be fully aware of legal responsibilities of your activities, taking precautions against negligence.
9. Be adequately prepared with knowledge of the sport.
10. Work cooperatively with the middle school athletic director, the other coaches, and the administration.
11. Work cooperatively with, assist, and be loyal to varsity head coach.
12. If responsible for assistant coaches, assign each their specific duties, convey all information and materials to them, and be loyal to them.
13. If you are an assistant, work cooperatively with, assist, and be loyal to the head coach.
14. Make maximum use of practice time and have a detailed plan for each practice.
15. Properly supervise all athletes and managers before, during, and after practice or athletic event. Your athletic team is NOT to be unsupervised at any time.
16. Properly supervise all athletes and managers during bus trips.
17. Report injuries that require a doctor's treatment to the athletic director.
18. Administer game details for home and away contests.
19. Properly supervise the facilities that are being used, including locker rooms.
20. Properly supervise the care of issuing and collecting the equipment and uniforms.
21. Be aware of problems with equipment and facilities and make them known to the athletic director.
22. Properly inventory and put away all equipment and uniforms at the end of the season.
23. Present a list of awards, award winners, inventory, equipment, and uniforms to the athletic director at the end of the season.
24. Attend the sports awards program, introduce participants, and present awards.
25. Any and all other duties assigned by the administration that are related to the sport of which the coach is responsible.

****Additional cheer coach responsibilities:**

- a. Establish and maintain a Cheerleader Handbook
- b. Organize and administer yearly Cheerleader Handbook.
- c. Organize and administer the cheerleaders attendance at an established summer camp. This includes organizing transportation and proper supervision.
- d. Possibly organize and administer student activity convocations (pep sessions).
Clear the coaches to work in a spirit of cooperation with each other and other school sponsored activities. If conflicts arise that involve an academic activity, the academic activity will take precedence.

Equipment Storage Rooms

All athletic equipment will be stored in and issued from the equipment rooms of each respective sport. Authorized personnel are defined as school employees, athletic staff, and certain specified student managers with athletic staff supervision. At no time are there to be any unauthorized personnel, individuals, or groups in these rooms. At no time is it permissible for anyone to be in the equipment storage rooms while teams are having an official practice session. Athletes and coaches are to refrain from using any equipment not specifically used for their sport.

Grades

All athletes entering Tipton Middle School from the 5th grade will begin the 1st nine weeks in good standing. All athletes from this point on must be passing all classes at end of each nine weeks grading period and maintain the following, non-accumulative grade point average to remain in good standing.

6th grade - 1.6 GPA

7th grade - 1.7 GPA

8th grade - 1.8 GPA

Athletes who fail two or more classes at the end of a nine weeks grading period are ineligible for any participation until the next nine weeks grading period. Athletes who fail one class or falls below the GPA without failing one class may request permission to participate under a contract on a probationary status. The contract and probationary requirements are available upon request. Grades from the 4th nine weeks for the previous year will be used to determine eligibility during the start of the new school year. Athletes should develop good study habits and are expected to work to their maximum academic level.

Individual Coaches may have a higher grade expectation of their team as long as it is communicated with the athletic director and parents.

Individual Athletic and Team Rules

Coaches are responsible for having specific written rules, guidelines, and procedures for their particular sport. These are to be cleared with the athletic director.

Injuries and Training Facilities

The coach is to know the health status of their athletes at all times. Athletes are to keep their coach immediately informed of any injuries that have occurred, treatment outside of school and any recurring injuries. Be sure that all injuries are given proper attention.

All school first aid materials are to remain in the proper storage area or in the first aid kits under the direction of the trainer, student trainer, and/or coach. At no time is there to be first aid materials in an athlete's locker. All treatments and rehabilitation procedures are to be designated by the athlete's doctor, sports medicine doctors, or sports medicine trainers.

Participation

It is the philosophy of the athletic department to avoid cutting participants whenever possible. However, there is a limit to the realistic number of participants that can be safely and effectively coached. It will be determined by the middle school coaching staff and the athletic director to determine the maximum number of participants per sport.

Athletes at Tipton Middle School may not participate in contests designated for grade nine through twelve.

Athletes must have completed 10 separate days of organized practice before they are eligible to participate in athletic contest.

Boys will not be allowed to participate in any girl sports. Where similar programs are available for both boys and girls, such as basketball, girls may not participate on the boys' teams.

However, since we do not offer a girls football team or girls wrestling, girls may participate in those sports after a meeting has been conducted with the participant, parent or guardian, and athletic director. **Athletes may not participate in more than one school sport per season**

(ie: co-ed cross country and football/cheerleading, co-ed cross country and volleyball, co-ed swimming and basketball/cheerleading, co-ed swimming and wrestling, co-ed track and golf).

Athletes must finish the first season **before** beginning the second season. While it is the intent of each athletic program to provide as much individual participation as possible, equal individual participation cannot be guaranteed. It will be left to the discretion of the coach or coaches to determine playing positions and playing time in order to uphold athletic policies and to maintain the competitiveness of the team.

Parents wishing to discuss issues with coaches should do so at the end of practices or on an individual bases.

Sportsmanship

Good sportsmanship will be encouraged both in victory and defeat. There must be respect for constituted authority both on and off the field of play. Foul and/or abusive language and fighting will not be tolerated at any time. Coaches will be expected to address violation of sportsmanship within their guidelines for their teams. If an athlete, parent or guardian are uncooperative in this matter, the situation will be reviewed by the coach, athletic director and parent or guardian to determine whether the athlete will continue to participate.

Supervision

Athletes must be supervised at all times while under the jurisdiction of a coach. This includes while in the locker room, on the field of play and on the bus as it travels to and from contest sites. When attending an athletic contest, in the absence of the principal or athletic director, the coach is the acting authority for the school system.

Unauthorized Possession of School Owned Equipment

No athlete shall have in their possession any school owned equipment from this school or any other school, athletic department or otherwise, other than what is to be worn or used for practice, games, or meets. The athlete will be on indefinite suspension until the equipment is returned in good condition or replaced if the equipment is lost, stolen, or damaged. This policy will carry over from Tipton Middle School to Tipton High School.

Violations Involving Tobacco, Alcohol, Drugs

Any athlete caught possessing, using, or transmitting any tobacco product while not under the jurisdiction of the school during their middle school career will be subject to the following:

- **1st offense - Ineligible for 30% of the contest of the present sport season. If less than 30% of contests remain, the athlete will lose all awards for the present season.

- **2nd offense - Expelled for the present sport season.

- **3rd offense - Ineligible for one calendar year (may carry over to high school)

Any athlete caught consuming, ingesting, possessing, using, transmitting, or being under the influence of any controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, caffeine-based stimulant, intoxicant of any kind, or improperly using medical prescriptions or over the counter drugs while not under the jurisdiction of the school during their middle school career will be subject to the following:

- **1st offense - Expelled for present sport season.

- **2nd offense - Ineligible for one calendar year (may carry over to high school)

Violations that occur under the jurisdiction of the school will cause the athlete to be subject to school and athletic policy.