



Eastern Greene High School Coaches' Handbook 2023 - 2024

School Administration and Staff

Principal:	Eric Kirkendall	(812) 825-5621 ext. 2151
Assistant Principal:	Michael Conley	(812) 825-5621 ext. 2146
Athletic Director:	Aaron Buskirk	(812) 825-5621 ext. 2138
Athletic Office Admin Asst:	Marianne Inman	(812) 825-5621 ext. 2152

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The Internet, www.egreene.k12.in.us & www.egthunderbirds.com

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Fall Coaches

Sport	Coach's Name	Email
Cheerleading - Fall	Angela Inman	inmanad14@gmail.com
Cross Country - Boys	Bill Valentine	bvalentine@egreene.k12.in.us
Cross Country - Girls	Bill Valentine	bvalentine@egreene.k12.in.us
Dance	Jamie Maxwell	jmaxwell@mccsc.edu
Football	Travis Wray	twray@egreene.k12.in.us
Golf - Girls	Kim Ellett	kdellet@comcast.net
Soccer - Co-ed	Kurtis Moffitt	kmoffitt@egreene.k12.in.us
Volleyball	Kelsey Frye	kelseydfrye@gmail.com

Winter Coaches

Sport	Coach's Name	Email
Cheerleading - Winter	Angela Inman	inmanad14@gmail.com
Basketball - Boys	Jamie Hudson	jhudson@egreene.k12.in.us
Basketball - Girls	Joe Pigg	piggjoe@ymail.com
Dance	Jamie Maxwell	jmaxwell@mccsc.edu

Spring Coaches

Sport	Coach's Name	Email
Baseball		
Golf - Boys		
Softball		
Track & Field - Boys		
Track & Field - Girls		

Athletic Staff

Position	Staff Member	Email
Athletic Director	Aaron Buskirk	abuskirk@egreene.k12.in.us - (812) 381-0933
Office Admin. Assistant	Marianne Inman	minman@egreene.k12.in.us - (812) 825-5621 ext. 2152
Athletic Trainer	Kayla Fiveash	kayla.fiveash@mygcgh.org - (315) 790-1924

PREFACE

The policies and procedures of the Eastern Greene Athletic Department are presented in this handbook. You are accepting a position that requires a great deal of responsibility to our school, student-athletes, and community. To help you with these responsibilities, familiarize yourself with the guidelines that are set forth in this handbook.

Eastern Greene's philosophy, mission statement, and academic administration, faculty, and staff all strongly believe that a comprehensive athletic program will strengthen the overall educational experience of our students. The academic administration is fully supportive of the Athletic Director and the policies and procedures described in this handbook.

We wish you the best of luck as you work with our student-athletes. If you have any questions, please feel free to contact a building administrator, or if an assistant coach, the head coach of the respective sport.

SCHOOL INFORMATION

Athletic Conferences: SWIAC & Southwest Conference (Football)

Enrollment: 325

School Song: Notre Dame's "Victory March"

Mascot: Thunderbirds

School Colors: Red, Black, and White

MISSION STATEMENT

Eastern Greene Schools provides challenging standards and a safe environment, where all students learn and grow to be caring, responsible, life-long learners.

PURPOSE STATEMENT → ATHLETIC DEPARTMENT

The Athletic Program at Eastern Greene High School, a part of the extra-curricular program, places emphasis on developing the individual by providing a broad program of athletic activities and wholesome competition, with appropriate equipment, facilities, and competent supervision and coaching. Any individual who is capable and willing to meet the standards of the program is provided the privilege to participate.

Proper administration of the athletic program is essential to insure the well-being of the participant and the maintenance of a wholesome program. The coaching staff, athletic director, and high school principal and dean of students, administer the program within the policies established by the coach, athletic director, high school principal and dean of students, IHSAA, and the local school board.

Games with neighboring and conference schools have a primary purpose of promoting friendly rivalry, new friendships, playing skills, sportsmanship, and improved community relations.

Other Contacts

Transportation: Carianne Helms - (812) 825-5722 ext. 2904 – chelms@egreene.k12.in.us
Dennis Carter - (812) 825-5621 ext. 2402 – (812) 826-3568 - cell

News Media Jim Gordillo – Hoosier Times – (812) 272-9567 – jgordillo@heraldt.com
Nathan Pace – GC Daily World – (317) 847-0184 – npace@gcdailyworld.com

Eastern Greene Code of Conduct for Coaches

The function of a coach is to properly educate students through participation in interscholastic competition. The Eastern Greene Athletic programs are designed to enhance academic achievement and should never interfere with opportunities for academic success. Athletes should be treated as young men and women whose physical, intellectual, and moral development is the primary concern at all times. In recognition of this, the following guidelines have been adopted:

1. Coaches will constantly uphold the honor and dignity of the profession. In all dealings with students, parents, officials, school administration, the IHSAA, the media, and the public, the coach shall serve as an example of the highest ethical and moral standards.
2. Coaches will take responsibility for athletes' well-being and development, at all times exhibiting sound injury and risk-management practices during practices and games.
3. Coaches will provide a physically and emotionally safe environment for athletes during practice, as well as during competition. Coaches will practice safe training and conditioning techniques that are considered current to the respective sport or activity he or she is coaching. Coaches will provide proper supervision at all times. This includes before, during, and after all practice sessions, on bus trips, during contests, and after returning from away contests. At no time should an athlete be left without supervision. Coaches should be the last person to leave the facility.
4. Coaches are expected to be knowledgeable about nutrition, hydration, safe and healthy weight loss or gain, and healthy eating behaviors.
5. Coaches are expected to remain mindful of their student-athletes' academic progress and standing, and to conform to the guidelines for academic eligibility established by the IHSAA/School.
6. Coaches shall take a proactive role in the prevention of drug, alcohol, and tobacco abuse, and discourage the use of performance-enhancing substances. Any known violation will be reported to the school administration.
7. Contest officials shall have the respect and support of the coaches and players, and coaches should promote conduct that positively supports this ideal. Coaches should never indulge in unsportsmanlike conduct or conduct which might result in unsportsmanlike conduct by players and spectators toward opponents or officials. Head Coaches are responsible for the actions of the entire coaching and support staff and any negligent action on their part that happens under your supervision will be put in your end of the year evaluation.
8. Coaches should be well-organized and provide detailed planning to the athletic director, athletes, and parents in the following areas: weekly practice schedules, departure and arrival times for games, and summer/off-season schedules. Also, coaches should maintain daily practice plans in a similar manner that a teacher maintains daily lesson plans.
9. Coaches will follow the chain of command. If you have a problem with something in the athletic department, come to the athletic director first and try to resolve the issue before going to the Principal, Superintendent, or School Board.
10. Coaches will **NOT** attempt to intimidate or coerce student athletes into playing one sport. Any accusations of this will be fully investigated and dealt with harshly. If there are athletes competing on two teams in one season, those coaches should have a written agreement of the conflicts and where the athlete will go on which days that is signed by the two coaches and the athlete. This agreement should be turned into the athletic director before the season starts.

Eastern Greene Schools

Code of Conduct

Harassment and Hazing

Harassment and hazing are inappropriate and potentially dangerous. Eastern Greene Schools do not condone or tolerate any form of harassment or hazing. Both are considered flagrant violations of the Code of Conduct and School Board Policy.

- Students should report any incidents of harassing or hazing behavior to their coaches, teachers, or school administrators.
- Coaches and school personnel should report any incidents of harassing behavior or hazing among their athletes/students to the athletic director or school administrators.
- Coach-to-student-athlete harassment or hazing should be reported to the athletic director or school. School personnel to student harassment or hazing should be reported to school administrators.

General Information

Academic Eligibility of Athletes: Athletes must be passing 70% of the full-credit classes. In our schedule, they must pass five classes. The athletic eligibility dates are effective on the Friday following schedule of the nine-week grade report. At the end of the semester, the semester grade is the grade used to determine eligibility. See the athletic department if you have questions. The Athletic Director will check academic eligibility based on the roster you turn in. It is the responsibility of the coach to sign the roster to verify its accuracy and to do the final check on eligibility.

Camps Run By Coaches: Coaches are to advise the Athletic Director of all camp dates, times, and locations, and to give adequate notification regarding facility needs to the Athletic Director, who is in charge of scheduling facilities: Aaron Buskirk at abuskirk@egreene.k12.in.us

Equipment and Uniforms: Coaches are to obtain uniforms and any other school issued gear immediately upon the conclusion of the season. Coaches need to communicate with the athletic director immediately upon learning of any equipment malfunctions/damage/loss/etc.

IHSAA Rule Interpretation Meetings: Most of our sports have meetings that are set by the IHSAA to review contest rules. The head coach is required to attend the rules meeting for their sport, or if available do the meeting online in the athletic office. The dates, sites, and times are on the IHSAA website: www.ihsaa.org.

Locking and Care of Facilities: Coaches are not to leave their athletes in the building alone after practices and/or contests. A coach should be the last person out of the building and be sure the outside doors are locked. Coaches should be sure their areas (rooms, gyms, stadium, etc.) are locked, and all lights are turned off. Coaches should keep locker rooms locked during the school day. Please make sure a coach stays at the school until all athletes are picked up after contests. Also, **UNDER NO CIRCUMSTANCES**, will doors be propped open to let student-athletes into the building.

Reporting Contest Results: Following contests, the coach should call or email the appropriate media and email the results to the athletic office. Aaron Buskirk at abuskirk@egreene.k12.in.us and Marianne Inman at minman@egreene.k12.in.us

Sports Emergency Information: Each coach is responsible for making sure an EGHS emergency information sheet is filled out for each athlete. Coaches should keep a copy of the emergency information sheets with them at all times. Coaches should be using FinalForms and have access to all medical and emergency contacts.

Transfer Students: Any student new to EGHS will need to complete an IHSAA transfer before they can participate in any contest. This transfer needs to be completed by the athletic director and one of the parents. This does not apply to incoming freshmen at the start of the school year but applies to any athlete who has attended any other high school other than EGHS. Once the school year has started it would apply to freshmen, as well.

Athletic Trip Information: Before your contest, you should receive a schedule of departure and return times for your contests. Coaches should check this schedule and report any discrepancies to Aaron Buskirk: abuskirk@egreene.k12.in.us

Overnight Trip Information: Overnight trips need to have school board approval. Paperwork can be obtained in the athletic office. Any trip that is a possibility should be submitted at the beginning of the season. The athletic department will not pay for coaches, players, and other team personnel for overnight accommodations when a trip requires a team to stay overnight. The exception to this policy is IHSAA Tournament contests.

Bus Trips: Coaches should instruct athletes as to departure times and approximate return times for away contests. All team members are to ride with the team bus to and from the contests. The only exception is if the parent of a player asks for their son/daughter to ride back with them for a legitimate reason (if you allow this to happen, be sure the parent comes to you and see the athlete leaving with their parent.) THIS IS YOUR DECISION-USE GOOD JUDGMENT. Coaches are responsible for the action of their athletes during the bus trip. Coaches should disperse themselves throughout the bus. When possible there should be coaches seated in the rear seats for the bus. After all players have left the bus, a coach should check the bus for equipment, clothing, and trash. The coach is responsible for seeing that the bus is neat after each trip.

Purchases and Reimbursement Policy

All purchases **require a Request to Purchase Order** (available in the athletic office) and must be signed by the Athletic Director. Filling out a purchase order is necessary for us to assign a voucher (PO) number for payment of the resulting invoice, and keeps our department in compliance with the State Board of Accounts. Upon delivery of orders, all invoices must be turned in to the Athletic Office so that they may be paid in a timely fashion and charged to the correct account. Many coaches purchase from the same vendor, therefore matching the purchase order with the accompanying invoice is critical in making sure that the athletics budget and individual sports budgets can be reconciled.

Reimbursement: Eastern Greene Schools is a tax-exempt entity, which means that we do not pay sales tax on purchases. If purchases are made by a coach for subsequent reimbursement (as may be the case for some team-related events or meal purchases), please note that tax will not be reimbursed. The Athletic Office keeps tax-exempt certificates on file and you may want to check ahead of time if you are planning a team meal or event regarding the vendor's acceptance of those certificates. In all cases, it is best to plan ahead and secure a purchase order for all purchases regardless of type so that a voucher may be assigned. The purchase order may then be presented to the vendor and the vendor may be more receptive to our tax-exempt status. In all cases, purchases for equipment and other significant expenses – even if they are coming out of your own budget – must be approved ahead of time and requested on a purchase order. Purchases made without a purchase order will result in a significant delay obtaining reimbursement, and will also require additional documentation if they are paid with cash, personal checks, or personal credit cards. The Athletic Office will maintain a clearly identifiable location for dropping off purchase order requests and subsequent invoices. Your cooperation in working with the athletic department in this capacity is much appreciated and is essential to the department's compliance with State Board of Accounts policies and accurate bookkeeping.

Intrasquad Games: The IHSAA prohibits your team from having intrasquad games during the season that involves your current team playing with or against alumni players.

School Attendance: Students/Athletes are required to be in attendance at school ½ of the school day to attend a practice or contest on that day. If a student misses school the day before a non-school day (Saturday, holidays, etc.) this rule does not apply.

Emergency Injury Procedures: Listed below are the procedures a teacher/coach should follow for an injury to a student/athlete under your supervision.

- Evaluate the injury to decide if medical assistance is needed.
- If the injury is life-threatening, call an ambulance immediately and contact the parents (check Emergency Medical Authorization form for restrictions - FINALFORMS).
- If the injury is severe, but not life-threatening, immobilize the athlete and the area of the injury.
- If the trainer is available, ask for assistance.
- Check to see if the athlete's parents are at the event. Give them your advice and let them decide on a course of action. If the parents are not present, contact them.
- Do not send an injured athlete with another parent unless you have the consent of that athlete's parent.
- If the injured athlete is assisted off the playing area, have an assistant coach, or yourself monitor the athlete. ++
- If a doctor is available, ask that the injury be checked.
- For minor injuries, such as sprains or pulled muscles, apply ice and use discretion regarding further participation.
- Check with the athlete and/or the athlete's parents either later that evening or the next day.
- Emergency medical forms are available through the athletic office. All students must complete this form and return it to their coach or the athletic office.

Contest Schedule and Schedule Changes

Our schedules are relatively firm, but there can be changes because of various reasons. No changes can be made without the consent of the Athletic Director. The key here is communication with your players and parents. When there are changes it's best to not only tell your players, but also email the parents (use SPORTSYOU).

Practice Schedules and Schedule Changes

A practice schedule should be given to athletes in advance. This is especially true for those coaches having athletes who do not drive. Send this schedule home with the athletes for their parents. It would be helpful for the athletic department to have a copy of your practice schedule. Posting your practice schedule on your team's website is advised.

Away Contest Schedules

Provide your athletes and their parents with a list of away trips with departure times and approximate return times. Be sure everyone is aware that the return times are only approximate. If there are any changes in this transportation schedule, everyone involved should be informed.

Scheduling Practices on Special Days

During holidays, final exam days, AP exams, and on nights of and prior to special activities show good judgment and have some flexibility with your athletes who are involved in other activities. A good job here prevents lots of conflicts between coaches, teachers, and parents.

Problems

If you have a problem with a parent, you should handle it yourself. Then be sure the Athletic Director is aware of what happened. If you are confronted with a problem you don't have an answer for, tell the parent you're not sure but you'll get them an answer. **DO NOT TELL THEM TO CONTACT THE ATHLETIC OFFICE OR PRINCIPAL.** Solvable problems should be handled by either yourself or the head coach.

24-Hour Civility Rule

Athletics can be an emotional experience for athletes, coaches, parents, and relatives. In order to remove emotion from this setting, there is to be no contact between parents/guardians/relatives and the coach or administrator immediately following a

contest. Calmer heads need to prevail on behalf of our student-athletes. Failure to follow this rule may limit the offending party's ability to attend athletic contests involving Eastern Greene athletic teams. YOU ARE EXPECTED TO BE A ROLE MODEL. LEAD BY EXAMPLE.

Senior Night

In an effort to be hospitable to our opponents, we will follow these guidelines concerning senior night:

- Please notify the athletic department of the date you are selecting for senior recognition early in your season to allow sufficient time for the distribution of information forms and so that family members may include the event in their calendars.
- Senior night may start before or after the scheduled event, but may not affect the start time of an event or extend the half-time of an event.
- Please be reasonable about the length of senior night and the amount of time taken for the ceremony. The script for each athlete will be provided by the athletic office. Before the event, the athletic office will provide a form for the senior athlete to complete. The athletic office reserves the right to revise each script.
- Please communicate to your parents that the athletic department will have a rose for each senior and that you as the coach are the contact person for senior night. You are in charge of this ceremony as the coach!

IHSAA Rules

Eligibility Rules to be reviewed by Coaches with Students/Athletes:

YOUR STUDENT-ATHLETES ARE INELIGIBLE IF:

1. **Age:** A student who is, or shall be 20 years old prior to, or on the scheduled date of the IHSAA State Finals in their sport shall be ineligible for any competition during the regular season prior to that tourney.
2. **Amateurism:** They play under an assumed name, they sign a professional contract, they accept money or merchandise for athletic participation.
3. **Awards:** They accept gifts or honors from colleges or their alumni, they receive in recognition of their athletic ability any award NOT approved by their high school principal or the IHSAA, they use or accept merchandise as an award, prize, gift, or loan or purchase such for a token sum.
4. **Conduct and Character:** Their conduct in or out of school reflects discredit upon their school or the IHSAA.
5. **Enrollment:** They did not enroll in school during the first 15 days of the semester, they have been enrolled in more than 4 fall semesters and 4 spring semesters beginning with grade 9.
6. **Illness-Injury:** They are absent 5 or more consecutive days due to illness or injury, or if physically unable to practice for 5 consecutive days due to illness or injury and they do not present written verification from a physician indicating the athlete may return to practice. If 8-14 consecutive days are missed, the athlete is required to have 2 practices before they can participate again. If they miss more than 14 consecutive days, they must practice 3 days before they can participate.
7. **Scholarship:** They did not pass 70% of the full credit subjects or the equivalent that a student can take in their previous grading period, they are not currently passing 70% of the full credit subjects that a student can take.
8. **Consent and Release Certificate:** They do not have the completed athletic physical on file in the athletic directors' office between April 1st and their first conditioning/practice.
9. **Participation:** This rule concerns what athletes can and cannot do during their regular sports season, during the school year outside their regular sports season, and during the summer:
10. **During Authorized Contest Season**
 - Playing games with students not in their school
 - Practicing with or against players not in their school
 - Participating as an individual on a team other than their schools
 - Attending a non-school camp
 - Attend and participate in a student clinic

IHSAA Limited Contact Program/Conditioning Program, Rule 15 - Participation

15-2.4 Conditioning Program

During the School Year Out-of-Season, a student who participates in Individual Sports and in Team Sports may participate in a Conditioning Program; a Conditioning Program is a program designed for and limited to activities that promote physical fitness and exclude game drills. Examples of permissible activities are weight lifting, running, and aerobic exercise. The limitations on participation by, and contact with, a student in Team Sports, During the School Year, Out-of-Season, do not apply to a student's participation in a Conditioning Program.

15-2.5 Limited Contact Program

During the School Year Out-of-Season, a student who participates in Team Sports may participate in a Limited Contact Program; a Limited Contact Program is a program in which the use of the School's gymnasium, playing field or other school facilities is open only to students who attends the School, or a Feeder School of the School sponsoring the program, is open to all such students and participation is on a voluntary basis.

- a. Limited Contact Program sessions for Team Sports may be conducted a maximum of Two (2) times per week for a maximum of Two (2) hours per session.

- b. At a Limited Contact Program session, a School Team Sports coach may supervise the programs, communicate with students, offer instruction and work directly with all out-of-season athletes, may use all equipment related to the sports, i.e. balls, goals, nets, etc., provided that:
- i. the program must be open to all students of the member School;
 - ii. attendance and participation must be voluntary and not required by the member School coach for membership on a particular sports team, and
 - iii. participation in a Limited Contact Program session by a student in Team Sports is limited to the following periods of time;

Limited Contact Program	Start Date	End Date
Fall Season (Winter and Spring Sports)	Monday of Week 9	Saturday of Week 15
Winter Season (Fall and Spring Sports)	Monday of Week 23	Saturday of Week 31
Spring Season (Fall and Winter Sports)	Monday of Week 40	Saturday of Week 45

- c. **Exception:** Students in Team Sports who participate in a Limited Contact Program which immediately precedes that Team Sports' season may continue to participate in the Limited Contact Program until that Team Sports' first official practice date, i.e. a girls basketball player participating in the Fall Season Limited Contact Program may continue participation in the Limited Contact Program until the first official practice day for Girls Basketball.

Any questions concerning the participation rules should be directed to the athletic director!

11. Required Number of Practices: Athletes must attend a minimum of 10 days of practice before they can participate in a contest. This rule may be waived if practice time is limited due to conflicts with another IHSAA tournament series or military service. Girls Golf is only required to participate in two (2) practices.

12. IHSAA Tourney Entry Lists:

- Be sure you know the deadline date for the entry list for the tournament in your sport.
- Complete the work copy that the athletic director emails you and email it back to them.
- After receiving the final entry form from the athletic department please check carefully.
- See the athletic department if you have questions concerning IHSAA tourney lists.

13. IHSAA Rule Interpretation Meetings:

- In the following sports, head coaches are mandated to attend the online rules meeting in their sport: Boys-Baseball, Basketball, Football, Golf, Soccer, Swimming, Tennis, Track and Field, and Wrestling and Girls-Basketball, Golf Soccer, Softball, Swimming, Tennis, Track and Field, and Volleyball
- It is the responsibility of the head coach to be in attendance at the rules interpretation meeting.
- Failure of a coach to attend these required meetings results in Eastern Greene High School being fined by the IHSAA (this money will come from your sports budget money.)

14. Conditioning and Open Gymnasium Programs

- Member school personnel may organize and supervise conditioning and open gym program in the school, out-of-season, and in summer so long as the rules and regulations found under the "Participation Rule (Rule #9 in this booklet, but Rule #15 in IHSAA ByLaws Book)" are followed. If there are any questions concerning this rule, check with an athletic director before beginning "open gyms".
- Beginning IHSAA week #4 open gyms cannot take place. Open gyms can begin again on the first day of the Limited Contact Period in the Fall. From week #5 until the start of school conditioning programs may take place.

15. Mandatory Coach Accreditation

- *Coaches must complete certain education courses mandated by the IHSAA

- *Certificates and proof of completion must be submitted to the athletic office
- *Each coach must be accredited including all assistants and volunteers before the start of practice for each sport.

IHSAA Scholastic Eligibility

Minimum Course Enrollment and Grades for Participation

To be eligible scholastically, students must have received passing grades and earned credit at the end of their last grading period in school in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take and must be currently enrolled in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take. Semester grades take precedence. Two semesters of the state-required physical education course may be counted as a full-credit subject for eligibility purposes. Physical education credit earned by participation on an athletic team, may not count toward academic eligibility. Class periods must meet Indiana Department of Education standards for awarding credit and minutes in class. NOTE: A full-credit subject requires a minimum total of 250 minutes of instruction per week for one semester.

Maximum Classes = 7

Must Pass = 5

Multi-Credit Subjects

Subjects for which two or more credits per semester are earned toward graduation shall be considered as an equivalent number of required subjects.

Vocational and Special Education School Credits

Students attending state-approved vocational or special education schools may transfer such grades and credits earned to their home school for the purpose of establishing eligibility.

Semester Ineligibility

Students who are ineligible scholastically at the end of a grading period or semester, are ineligible for the following grading period.

Course Completion/Grading Period

Any coursework taken for credit outside the traditional school setting must be started within the first 15 days of that semester and completed by the conclusion of that semester. For the purpose of this rule, all semester dates will be based on the EGHS school calendar. Coursework not completed will be considered Incomplete - Refer to the section on Incomplete.

Innovative Course Credits

Innovative course credits may count toward IHSAA scholastic eligibility requirements provided:

- a. A written request for approval is made to the IHSAA by the student's principal; including a detailed course description, and is approved by the Commissioner;
- b. Courses are approved by the Department of Education;
- c. Classes are taken concurrently with current classes, and
- d. The total class time of an innovative course is equivalent to the student's regular course.

Make-up for Scholastic Deficiency

Scholastic deficiencies caused by the inability of a student to pass seventy percent ([see Minimum Course Enrollment and Grades for Participation](#)) or the equivalent in the previous grading period (semester grades take precedence) may be made up in night school, summer school or correspondence school and counted toward eligibility provided:

- a. It can be done in an accredited school or according to procedures approved by the Department of Education.

- b. All work will be done and the necessary credits will be made a matter of final record in the principal's office prior to the opening date of the grading period in which eligibility is desired. This does not apply to incompletes;
- c. All work and credits are bona fide and certified as such by the high school principal.

Incompletes

An incomplete at the end of a grading period or semester counts as a failure until the deficiency has been removed.

Withdrawals

Students who withdraw within the first 15 school days of a semester shall not be considered ineligible as to scholarship at the beginning of their next semester of enrollment, provided they were eligible when they withdrew.

Alternative Courses

High school students who are enrolled in a member high school may, with prior written approval of their high school principal, obtain credits from alternative courses which may count toward IHSAA scholastic eligibility requirements.

- a. Colleges: A student may attend an accredited institution for credit that is acceptable both for high school graduation and/or for college credit. The student must be enrolled in credit courses at their home school at least 50% of the normal school day and be enrolled in and passing enough credit courses to meet the minimum academic standards for eligibility. In determining credits, three semester hours or the equivalent shall be counted as equivalent of one high school credit. NOTE: An accredited institution is one that grants credits which count toward a baccalaureate degree from that institution.
- b. Unavailable Courses: A student may attend class at another accredited school for credit in course offerings which cannot be obtained at the student's school so long as the student is enrolled in and attending credit courses at their home school during at least 50% of the normal school day, and the total time in the class is equivalent to a regular course at the student's home school.
- c. College During Vacation Periods: During a vacation period, high school students with remaining athletic eligibility may enroll in or attend a program in an accredited institution of higher learning that may give them college credit provided they have prior written approval of their high school principal.
- d. Virtual Courses: A student may earn course credits by attending a non-traditional virtual class provided:
 - i. A written request for approval is made to the IHSAA, including a detailed description and is approved by the Commissioner;
 - ii. The virtual courses are approved by the Department of Education;
 - iii. The local School Board of Trustees counts the credits earned in a virtual course toward graduation;
 - iv. Classes are taken concurrently with a student's regular classes; and
 - v. The total class time of a virtual course is equivalent to the student's regular course.

Special Education

A student who (a) is receiving special education and related services pursuant to an individual education program (b) is not earning credits toward a diploma, (c) is working toward a certificate of completion, certificate of attendance, or the equivalent, and (d) the student's individual education plan (EP) includes the satisfaction of the IHSAA academic standards contained in Paragraph 1 (Minimum Course Enrollment and Grades for Participation), may meet such academic requirements, provided the student is making satisfactory progress toward the goals, objectives, and benchmarks contained in the student's progress reports and the case conference committee, and certified by the building principal.

Home Schooled Students

The IHSAA Board of Directors has unanimously approved allowing home-schooled students to compete on athletic teams at the local public school serving their residence as long as certain criteria are met. The criteria includes: 1) the student, in conjunction with the school, provides proof to the IHSAA that the spirit of the eligibility rules will not be compromised including passing a

physical examination and participating in the required number of practices in a given sport; 2) the student must have been homeschooled for the previous three consecutive years; 3) the student completes all state-wide examinations as authorized by the Indiana Department of Education; 4) the student's family must submit grade information to the school to affirm the student is passing all courses and; 5) the student must be enrolled in the school for which the student is participating for a minimum of one class per day.

NCAA ELIGIBILITY CENTER QUICK REFERENCE GUIDE



NCAA Division I Initial-Eligibility Requirements

Core Courses: (16)

- Initial full-time collegiate enrollment before August 1, 2016:
 - Sixteen (16) core courses are required (see chart below for subject-area requirements).
- Initial full-time collegiate enrollment on or after August 1, 2016:
 - Sixteen (16) core courses are required (see chart below for subject-area requirements).
 - Ten (10) core courses completed before the seventh semester; seven (7) of the 10 must be in English, math or natural/physical science.
 - These courses/grades are "locked in" at start of the seventh semester (cannot be repeated for grade-point average [GPA] improvement to meet initial-eligibility requirements for competition).
 - Students who do not meet core-course progression requirements may still be eligible to receive athletics aid and practice in the initial year of enrollment by meeting academic redshirt requirements (see below).

Test Scores: (ACT/ SAT)

- Students must present a corresponding test score and core-course GPA on the sliding scale (see Page No. 2).
 - SAT: critical reading and math sections.
 - Best subscore from each section is used to determine the SAT combined score for initial eligibility.
 - ACT: English, math, reading and science sections.
 - Best subscore from each section is used to determine the ACT sum score for initial eligibility.
- All ACT and SAT attempts before initial full-time collegiate enrollment may be used for initial eligibility.
- Enter 9999 during ACT or SAT registration to ensure the testing agency reports your score directly to the NCAA Eligibility Center. Test scores on transcripts will not be used.

Core Grade-Point Average:

- Only core courses that appear on the high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligibilitycenter.org) will be used to calculate your core-course GPA. Use this list as a guide.
- Initial full-time collegiate enrollment before August 1, 2016:
 - Students must present a corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.000) on Sliding Scale A (see Page No. 2).
 - Core-course GPA is calculated using the best 16 core courses that meet subject-area requirements.
- Initial full-time collegiate enrollment on or after August 1, 2016:
 - Students must present a corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.300) on Sliding Scale B (see Page No. 2).
 - Core-course GPA is calculated using the best 16 core courses that meet both progression (10 before seventh semester; seven in English, math or science; "locked in") and subject-area requirements.

<p style="text-align: center;">DIVISION I Core-Course Requirement (16)</p> <ul style="list-style-type: none"> 4 years of English 3 years of math (Algebra I or higher) 2 years of natural/physical science (1 year of lab if offered) 1 year of additional English, math or natural/physical science 2 years of social science 4 years of additional courses (any area above, foreign language or comparative religion/philosophy) 	<p style="text-align: center;">DIVISION I – 2016 Qualifier Requirements <i>*Athletics aid, practice, and competition</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> 16 core courses <ul style="list-style-type: none"> <input type="checkbox"/> Ten (10) core courses completed before the start of seventh semester. Seven (7) of the 10 must be in English, math or natural/physical science. <ul style="list-style-type: none"> <input type="checkbox"/> "Locked in" for core-course GPA calculation. <input type="checkbox"/> Corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.300) on Sliding Scale B (see Page No. 2). <input type="checkbox"/> Graduate from high school. 	<p style="text-align: center;">DIVISION I – 2016 Academic Redshirt Requirements <i>*Athletics aid and practice (no competition)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> 16 core courses <ul style="list-style-type: none"> <input type="checkbox"/> No grades/credits "locked in" (repeated courses after the seventh semester begins may be used for initial eligibility). <input type="checkbox"/> Corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.000) on Sliding Scale B (see Page No. 2). <input type="checkbox"/> Graduate from high school.
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Sliding Scale A		
Use for Division I prior to August 1, 2016		
NCAA DIVISION I SLIDING SCALE		
Core GPA	SAT Verbal and Math ONLY	ACT Sum
3.550 & above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	59
2.700	730	60
2.675	740-750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840-850	70
2.425	860	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	80
2.125	960	81
2.100	970	82
2.075	980	83
2.050	990	84
2.025	1000	85
2.000	1010	86

Sliding Scale B		
Use for Division I beginning August 1, 2016		
NCAA DIVISION I SLIDING SCALE		
Core GPA	SAT Verbal and Math ONLY	ACT Sum
3.550	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	60
2.700	740	61
2.675	750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840	70
2.425	850	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.299	910	76
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	81
2.125	970	82
2.100	980	83
2.075	990	84
2.050	1000	85
2.025	1010	86
2.000	1020	86

For more information, visit www.eligibilitycenter.org or www.2point3.org.

NCAA ELIGIBILITY CENTER QUICK REFERENCE GUIDE



Division II Initial-Eligibility Requirements

Core Courses

- **Division II currently requires 16 core courses.** See the chart below.
- **Beginning August 1, 2018**, to become a full or partial qualifier for Division II, all college-bound student-athletes must complete the 16 core-course requirement.

Test Scores

- **Division II** currently requires a minimum SAT score of 820 or an ACT sum score of 68. **Beginning August 1, 2018**, Division II will use a sliding scale to match test scores and core-course grade-point averages (GPA). The sliding scale for those requirements is shown on Page No. 2 of this sheet.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. **The writing section of the SAT is not used.**
- The ACT score used for NCAA purposes is a **sum** of the following four sections: English, mathematics, reading and science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

Grade-Point Average

- Be sure to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligibilitycenter.org). Only courses that appear on your school's approved List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- The current **Division II** core GPA requirement is a minimum of 2.000. **Division II** core GPA required to be eligible for **competition on or after August 1, 2018**, is 2.200 (corresponding test-score requirements are listed on the Sliding Scale on Page No. 2 of this sheet).
- The minimum **Division II** core GPA required to receive **athletics aid and practice as a partial qualifier on or after August 1, 2018**, is 2.000 (corresponding test-score requirements are listed on the Sliding Scale on Page No. 2 of this sheet).
- Remember, the NCAA core GPA is calculated using NCAA core courses only.

DIVISION II 16 Core Courses

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 3 years of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

DIVISION II COMPETITION SLIDING SCALE		
Use for Division II beginning August 1, 2018		
Core GPA	SAT <small>Verbal and Math ONLY</small>	ACT Sum
3.300 & above	400	37
3.275	410	38
3.250	420	39
3.225	430	40
3.200	440	41
3.175	450	41
3.150	460	42
3.125	470	42
3.100	480	43
3.075	490	44
3.050	500	44
3.025	510	45
3.000	520	46
2.975	530	46
2.950	540	47
2.925	550	47
2.900	560	48
2.875	570	49
2.850	580	49
2.825	590	50
2.800	600	50
2.775	610	51
2.750	620	52
2.725	630	52
2.700	640	53
2.675	650	53
2.650	660	54
2.625	670	55
2.600	680	56
2.575	690	56
2.550	700	57
2.525	710	58
2.500	720	59
2.475	730	60
2.450	740	61
2.425	750	61
2.400	760	62
2.375	770	63
2.350	780	64
2.325	790	65
2.300	800	66
2.275	810	67
2.250	820	68
2.225	830	69
2.200	840 & above	70 & above

DIVISION II PARTIAL QUALIFIER SLIDING SCALE		
Use for Division II beginning August 1, 2018		
Core GPA	SAT <small>Verbal and Math ONLY</small>	ACT Sum
3.050 & above	400	37
3.025	410	38
3.000	420	39
2.975	430	40
2.950	440	41
2.925	450	41
2.900	460	42
2.875	470	42
2.850	480	43
2.825	490	44
2.800	500	44
2.775	510	45
2.750	520	46
2.725	530	46
2.700	540	47
2.675	550	47
2.650	560	48
2.625	570	49
2.600	580	49
2.575	590	50
2.550	600	50
2.525	610	51
2.500	620	52
2.475	630	52
2.450	640	53
2.425	650	53
2.400	660	54
2.375	670	55
2.350	680	56
2.325	690	56
2.300	700	57
2.275	710	58
2.250	720	59
2.225	730	60
2.200	740	61
2.175	750	61
2.150	760	62
2.125	770	63
2.100	780	64
2.075	790	65
2.050	800	66
2.025	810	67
2.000	820 & above	68 & above

For more information, visit the NCAA Eligibility Center website at www.eligibilitycenter.org.

Eastern Greene High School Athletics Coaches Checklist

Pre-Season

- Attend your mandatory IHSAA Rules Interpretation Meeting
- Physicals, Code of Conduct forms, Concussion forms and EMA's (FinalForms)
- Team rules/Guidelines/Expectations on file in the Athletic Office
- Criteria for earning a varsity letter (inform athletes/parents) on file in the Athletic Office
- Calendar of Practices/Athletic Contest Dates for athletes/parents
- Team roster to the Athletic Office (alphabetical)
- Join your Coaches Association – THE ATHLETIC DEPARTMENT WILL PAY FOR THIS!!!
- Conduct a Parent/Athlete Meeting
- Transfer Students must complete IHSAA Transfer Form before competition
- All Coaches (PAID OR VOLUNTEER) must have a full background check on file
- IHSAA Mandatory Accreditation by all coaches on staff

Eastern Greene High School Athletics Coaches Checklist

In-Season

- Obtain adequate contact information and establish a way to promptly and efficiently communicate weekly schedules and last minute changes (FINALFORMS, EVENTLINK, SPORTSYOU)
- Call or Email media outlets
- Email scores to Aaron Buskirk at abuskirk@egreene.k12.in.us and Marianne Inman at minman@egreene.k12.in.us
- Notify the Athletic Office immediately of ejections, behavior problems, or anything out of the ordinary
- Nominate Athletes for All-State, Academic Teams, etc.
- Send all necessary statistics to www.maxpreps.com
- Coach Dress
- Seating on bus
- Absolutely no headphone use by coaches while on the bus

Eastern Greene High School Athletics Coaches Checklist

Post-Season

- Athletic Award Lists turned into the Athletic Office at least one week prior to banquet
- Conference and IHSAA Tournament Patches have been ordered for championships
- Uniforms, Warm-ups, other gear turned in and stored
- List to the Athletic Office of equipment/uniforms lost or damaged by athletes
- Locker Room is clean and lockers are cleaned out
- All equipment is inventoried and secured
- Turn in summer camp proposals and information
- Schedule a time to complete Coaching Evaluation with the Athletic Director
- Assistant Coach Evaluations (complete before meeting with the Athletic Director)

Eastern Greene High School Athletic Incident Report

PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE INCIDENT.

Date of injury:

Coach Involved:

Player Involved:

Parent Involved:

Was the parent notified of the incident?

When were the parents notified?

Please describe the incident below in as much detail as possible:

What was done to resolve the incident?

Additional comments?

Please turn in a copy of this athletic incident report to the Athletic Office.

CONCUSSION AND HEAD INJURY

FACT SHEET FOR COACHES

Law

A law “Student Athletes: Concussions and Head Injuries” (IC 20-34-7) took effect on July 1, 2012. This law requires that schools distribute information sheets to inform and educate coaches, student-athletes, and parents of student-athletes concerning the nature and risk of concussion and head injury to student-athletes, including the risks of continuing to play after concussion or head injury. The law requires that each year, before beginning practice for an interscholastic or intramural sport, a high school student-athlete, and the student-athlete’s parents must be given an information sheet, and both must sign and return a form acknowledging receipt of the information to the student athlete’s coach. The law further states that a high school athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of injury and may not return to play until the student-athlete has received written clearance from a licensed health care provider trained in the evaluation and management of concussions and head injuries.

Definition and Statistics

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. As many as 3.8 million sports- and recreation-related concussions occur in the United States each year.

Common Causes

The potential for concussions is greatest in athletic environments where collisions are common but can occur in any sport. Even a “ding”, “getting your bell rung”, or what seems to be a mild bump or blow to the head can be serious. Concussions can also result from a fall, or from players colliding with each other or with obstacles, such as goalposts. Examples of situations where a concussion could occur include – a knock to the head from a fall, a jolt to the torso from a collision, or a hit to the head from a stick or ball.

Signs and Symptoms

It is important to note that concussions can occur without loss of consciousness. If a student exhibits even one of the following signs or symptoms after a blow or bump to the head, a concussion should be suspected and the student should be removed from play and allowed to return to play only after a written release has been obtained by the licensed health care provider who evaluated the student. The signs of a concussion include that the student: appears dazed or stunned, is confused about assignment or position, forgets sports plays, is unsure of the game, score, or opponent, moves clumsily, answers questions slowly, loses consciousness (even briefly), shows behavior or personality changes, can’t recall events prior to hit or fall, or can’t recall events after hit or fall. The symptoms of a concussion include the following complaints by the student: headache or “pressure” in the head, nausea or vomiting, balance problems or dizziness, double or blurry vision, sensitivity to light, feeling sluggish, hazy, foggy, or groggy, concentration or memory problems, confusion or does not “feel right”.

Danger Signs

If even one of the following signs or symptoms is observed in a student, it should be considered a medical emergency and 911 should be called: one pupil larger than the other, drowsiness or inability to wake up, a headache that gets worse and does not go away, weakness, numbness, or decreased coordination, repeated vomiting or nausea, slurred speech, convulsions or seizures, or inability.

CONCUSSION CHECKLIST FOR COACHES

1. Read through the material included in the “Concussion Packet for Coaches”.
2. Know the signs and symptoms of a concussion.
3. Send the following forms home to parents: “Heads Up” - Concussion in High School Sports – A Fact Sheet for Parents Concussion Acknowledgment and Signature Form for Parents and Student Athletes – **FINALFORMS**
4. Hand out and discuss the “Heads Up – Concussion in High School Sports – A Fact Sheet for Athletes with your student-athletes.
5. Ensure that parents and student-athletes sign and return the Concussion Acknowledgement and Signature Form for Parents and Student Athletes – **FINALFORMS**
6. Ensure that a student-athlete does not begin practice for an interscholastic or intramural sport until the Concussion Acknowledgement and Signature Form for Parents and Student Athletes is signed and on file with the coaching staff.
7. Have a plan in place to identify and properly handle students that are suspected of having a concussion or head injury.
8. Send all students for evaluation by a licensed healthcare provider trained in the evaluation and management of concussions and head injuries when a concussion or head injury is suspected.
9. Require that the Concussion Evaluation and Release to Play Form for Licensed Health Care Providers is signed and on file with the coaching staff before the athlete can return to play.
10. Ensure that the return to play schedule is followed per the guidelines outlined by the licensed healthcare provider trained in the evaluation and management of concussion and head injuries.

SUDDEN CARDIAC ARREST

A Fact Sheet for Coaches

FACTS

Sudden cardiac arrest is a rare, but tragic event that claims the lives of approximately 500 athletes each year in the United States. Sudden cardiac arrest can affect all levels of athletes, in all sports, and in all age levels. The majority of cardiac arrests are due to congenital (inherited) heart defects. However, sudden cardiac arrest can also occur after a person experiences an illness which has caused an inflammation to the heart or after a direct blow to the chest. Once a cardiac arrest occurs, there is very little time to save the athlete, so identifying those at risk before the arrest occurs is a key factor in prevention.

WARNING SIGNS

There may not be any noticeable symptoms before a person experiences loss of consciousness and a full cardiac arrest (no pulse and no breathing).

Warning signs can include a complaint of:

- Chest Discomfort
- Unusual Shortness of Breath
- Racing or Irregular Heartbeat
- Fainting or Passing Out

EMERGENCY SIGNS – Call EMS (911)

If a person experiences any of the following signs, call EMS (911) immediately:

- *If an athlete collapses or faints suddenly during competition*
- *If a blow to the chest from a ball, puck or another player precedes an athlete's complaints of any of the warning signs of sudden cardiac arrest*
- *If an athlete does not look or feel right and you are just not sure*

How can I help prevent a sudden cardiac arrest from occurring?

Daily physical activity, proper nutrition, and adequate sleep are all important aspects of life-long health. Additionally, coaches can:

- Ensure that all student athletes and parents have been given the fact sheet and returned the acknowledgement form
- Make a list of athletes who have informed you about a family history of sudden cardiac arrest (onset of heart disease in a family member before the age of 50 or a sudden, unexplained death at an early age)
- Ask if your school and the site of competition has an automatic defibrillator (AED) that is close by and properly maintained
- Learn CPR yourself
- Be aware that the inappropriate use of prescription medications or energy drinks can increase risk
- Encourage athletes to be honest and report symptoms of chest discomfort, unusual shortness of breath, racing or irregular heartbeat, or feeling faint
- Ensure your school has a policy in place regarding the management of student athletes who exhibit warning signs of a sudden cardiac arrest
- Ensure your school has a policy in place regarding the emergency management of students, for any reason, who exhibit life-threatening symptoms and require immediate medical attention, especially during extracurricular activities when the athletic trainer may not be available

SUDDEN CARDIAC ARREST

A Fact Sheet for Coaches

What should I do if I think a student athlete has warning signs that may lead to sudden cardiac arrest?

- 1. Keep the athlete out of play*
- 2. Inform the athlete's parent or guardian*
- 3. Document the athlete's symptoms, your response and your notification to parents or guardian*
- 4. Encourage the parent or guardian to seek medical attention right away*
- 5. Ensure the athlete does not return to play until the proper paperwork has been signed and returned by the parent or guardian*

What should I do if a student athlete exhibits the emergency signs of a sudden cardiac arrest?

- 1. Call 911*
- 2. If appropriate, begin CPR*
- 3. If available, utilize an AED*
- 4. Notify the athlete's parents or guardian*
- 5. Follow your school policy or your school Emergency Action Plan regarding the management of students with life-threatening symptoms*

What other factors should I be aware of?

Often, congenital heart defects are not obvious before an event occurs and sudden cardiac arrest can be the first symptom in some of these instances. Thus, reviewing the athlete's family history and ensuring a thorough pre-season evaluation by a health care provider is the key to preventing sudden cardiac arrest events.

Additionally,

- If an athlete suffers a sudden cardiac arrest, the athlete may not be able to protect themselves or "break their fall" and may sustain additional injuries
- During sudden cardiac arrest, the athlete may have jerking movements like a seizure
- Fainting during play or competition is a red flag and would require immediate medical attention

Lightning Safety and Severe Weather Conditions

In the presence of lightning, thunder, and other forms of severe weather, it is imperative that member schools have a plan to make decisions regarding the suspension and resumption of contests and practices. Those responsible for making these decisions must have clearly defined lines of communication with officials, coaches, competitors, and spectators. Proactive planning, with the repeated review of responsibilities, makes for a successful execution of procedures when they are needed. The IHSAA policy is as follows:

The IHSAA recommends the following proactive planning steps be followed by member schools:

1. Assign responsible staff members to monitor local weather conditions before and during all practices and all contests.
2. Develop an evacuation plan, including the identification of appropriate nearby safe areas.
3. Develop criteria for suspension and resumption of practices and contests during the presence of lightning, thunder, and other forms of severe weather, which might include the following:
 - a. Suspension of play criteria: when thunder is heard or lightning in any form (cloud-to-ground, cloud-to-cloud, etc.) is seen, which means that the thunderstorm is close enough to strike your location with lightning, the suspension of play at contests and at practices is warranted and the execution of your school's emergency/severe weather action plan, including the taking of shelter immediately, is recommended.
 - b. Return to play criteria (thirty-minute rule): once play in a contest or practice has been suspended, resumption of play, if warranted, should not occur until at least thirty (30) minutes has passed since the last thunder was heard or the last flash of lightning was witnessed. Note that any thunder heard or lightning seen after the beginning of the 30- minute count resets the clock and another thirty (30) minute count begins.
4. Review annually with all administrators, coaches, and game personnel these guidelines and all associated criteria, plans, and policies.
5. Inform student-athletes of these guidelines and all associated criteria, plans, and policies at the start of the season.

The IHSAA policy and guidelines along with some helpful information regarding Lightning Safety can be found on our website at the following link. Having a plan when dealing with weather-related events is very important and I encourage each of you to review those plans and execute accordingly to ensure a successful event.

<http://www.ihsaa.org/dnn/Resources/HealthWell-Being/tabid/1784/Default.aspx#34321799-lightning--thundersafety>

Guidelines for Athletic Awards

Red and Black Award (1)

This award is for mental attitude.

TBIRD Award (1)

This award is for the most valuable athlete on your team.

Varsity Letter (Varsity EG, chevron, and certificate)

This award is the decision of the coach. Each athlete earns one "EG" Letter for the first time they letter, and then a chevron for each time they letter including the first time. If an athlete letters in three sports for four years they would have twelve chevrons.

JV (pin for your sport) and certificate

This is a pin that recognizes your sport and is only given the first time the athlete earns a JV award in your sport. If an athlete's first award is a varsity letter, be sure and give them the JV pin as well.

Numerals

Numerals are for freshmen. If you have an athlete that is not a freshman, but a first-time athlete who does not have numerals you may give them numerals. Each athlete should only receive one set of numerals even if they do multiple sports.

Scholar Athlete Patch and Southwestern Indiana Athletic Conference Scholar-Athletes - Given to Seniors

A senior athlete must have maintained a 3.5 GPA or higher through the first six semesters of high school. An athlete earns only one of these patches in four years. We recognize their achievement, but we award only one patch per athlete. Southwestern Indiana Athletic Conference Scholar Athlete Certificates are awarded to seniors who have maintained a 3.5 GPA through six semesters of high school at the close of each season for each sport they have participated in during their senior year.

Additional Awards

Additional awards are permitted (e.g. "Most Improved, etc.") but are to be ordered by the coach and paid for out of their respective budget or booster club.

Please turn in your roster with a list of your athletes and what awards they will be receiving to the athletic office at least one week prior to your awards banquet. The location, date, and time of the banquet are up to each coach. If you are having your banquet at Eastern Greene, you will need to complete a facility request form for the cafeteria, gym, or gym balcony. If you have questions, please email them to the athletic office.

Coaching Compact

I, _____, have reviewed the Eastern Greene High School Coaching Handbook. It is my understanding that these policies are for the best interest of the coaches, student-athletes, parents, and administrators.

Signature: _____

Date: _____

Building Administrator Signature: _____

Athletic Director Signature: _____