

CENTER GROVE



2025-26

ATHLETIC DEPARTMENT HANDBOOK



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CENTER GROVE ATHLETIC DEPARTMENT

GOALS & EXPECTATIONS

All coaches of student-athletes at Center Grove High School accept a prime leadership role in their specific sport and the responsibilities that accompany that position. Coaches will continue the overall education of the individual and will accept the commitment to serve as a positive role model in the mental, physical, and social/emotional development of all team members.

In addition, all coaches will make every effort to accomplish the following:

- to reinforce on a continual basis, excellence in sportsmanship, attitude, and respect for teammates and opponents.
- to listen and communicate openly and honestly.
- to maintain consistency in expectations and actions.
- to motivate and challenge in a positive and respectful manner.
- to focus on the participants overall development with regard to:
 - academics.
 - other sports.
 - other programs or extracurricular events.
 - personal problems.
- to be enthusiastic and upbeat even when the situation dictates otherwise.
- to exhibit self-discipline and use appropriate language at all times.
- to present an image synonymous with a "class act."
- to structure practices and game plans in an effective and organized manner.
- to accept constructive advice and new ideas.
- to react and interact with integrity, honesty, and professionalism.
- to maintain a professional rapport with the student-athletes.
- to deal with all situations rationally and respectfully.
- to seek up-to-date techniques and methodologies.
- to understand and fully comprehend the National Federation rules and regulations of the sport.
- to continually emphasize safety and injury prevention.
- to ensure that every student-athlete has a physical on file prior to the first practice.
- to supervise team members before, during and after transportation to other schools.
- to keep accurate records of team and individual statistics.
- to promote and publicize efforts and achievements by promptly and consistently reporting results to the media, to MaxPreps and to the CG Athletic Office.

- to help maintain and care for all equipment and supplies.
- to keep an up-to-date and accurate inventory of all equipment and supplies.
- to communicate with students and parents, whether electronically or verbally, on a professional level, limiting exchanges with students to “as needed” information.

In addition to these goals, all coaches will also accept and comply with:

- all IHSAA rules and regulations.
- all guidelines and policies with respect to the Center Grove faculty and student body.
- all guidelines and policies with respect to the Center Grove Athletic Department.

Harassment and Hazing

Harassment and hazing are inappropriate and potentially dangerous. The Center Grove Community School Corporation does 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 a school administrator.
- Coaches and school personnel should report any incidents of harassing behavior or hazing among their athletes/students to the athletic director or to a school administrator.
- Coach to student-athlete harassment or hazing should be reported to the athletic director or to a school administrator.

Electronic Communication - Texting: All coaches should remind their student-athletes that inappropriate communication with teammates or student-athletes from other schools is unacceptable.

Texting or e-communication between coaches and student-athletes on their teams should only be necessary/pertinent information and then it should be kept to professional standards. Any text sent to an individual student-athlete should also include an assistant coach as a recipient of the text.

Cameras: All coaches should remind students that cell phones or cameras should never be turned on in any locker room. Pictures of any kind are not allowed in a locker room setting. If any are taken, they should be immediately deleted

IHSAA BY-LAWS

All coaches should be familiar with the specific IHSAA rules for their specific sport.

The IHSAA by-laws can be found on their website: www.ihsaa.org

General Information

Academic Eligibility of Athletes: In our block schedule they must pass five (5) classes every quarter. At the end of each semester, the semester grade is the grade used to determine eligibility. The Athletic Secretary, the Administrator for each sport and the Head Coach of each sport will all check academic eligibility based on the roster turned into the Athletic Office.

Camps Run by Coaches: Coaches are to complete the Central Office forms for any camp or clinic that is hosted at any of Center Grove School Corporation's facilities. Coaches may not accept any payments for these camps or clinics until approval has been given by the School Board. All monies collected must be deposited into the Summer Account at CGHS for that specific sport. Head coaches should coordinate dates and times with Katie Fisher and/or Joe Bronkella who schedule the facilities.

IHSAA Rule Interpretation Meetings: Most IHSAA 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. 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. At no time should a coach allow students or former students to use their keys or their entry pass to gain access into a locker room or into an exterior door of a building. Please make sure a coach stays at the school until all athletes are picked up after contests.

Reporting Contest Results: Following all contests – win or lose - the coach should call or email the results to the appropriate media and also email the results to Joanny in the athletic office.

Sports Medicine Emergency Information: Center Grove Athletics, in tandem with Community Health Network, provides emergency athlete information via Jacob Leachman/Aziza Chambers and Rank One Sports. Coaches are given access to all athlete emergency contact information wherein a parent or guardian would need to be contacted. Each coach is responsible for getting with Jacob Leachman and/or Aziza Chambers (CGHS Athletic Trainers) for their login information and brief training. All information is available via cell phone or iPad.

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

Athletic Trip Information: Before every Away contest/event, head coaches should receive a schedule of departure times. Coaches should check this schedule and report any discrepancies to Joanny Tolle. Coaches must schedule – in advance – any stops to or from the event for meals. All team members should be offered the opportunity to eat. At no time should any student be left on the bus without adult supervision.

Overnight Trip Information: Overnight trips need to have CG School Board approval prior to the trip. Paperwork can be obtained in the Athletic Office and must be submitted at least one week prior to the School Board meeting before the trip.

Bus Trips: Coaches should instruct athletes as to the departure times for away events. 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 a coach allows this to happen, the parent must make direct contact with the coach prior to departure. This is a coach's decision, and the coach should 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 of the bus. After all

players have exited 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 *Purchase Order* (available from Katie or Joe). Head coaches should request from the vendor that the number of the PO be clearly listed on the invoice. Once an invoice is received from a vendor, a ‘Purchases and Payment Form’ will be attached and given to the head coach who made the purchase. The head coach should indicate (by checkmark) that all items were received and indicate what account will be used to pay for the items. The invoice should then be returned to the Athletic Office.

The invoice should not be returned if any items are missing, defective or an incomplete order was delivered. Invoices should not be returned to the Athletic Office until all items ordered on the specific PO have been delivered.

Interaction with Alumni and Collegiate Athletes: The IHSAA prohibits your team from having any games or practices during the season that involves your current team playing with, or against alumni or collegiate players.

CGHS Athletic Department Meetings: The CGHS Athletic Department will conduct three (3) meetings per school year.

The tentative dates for the 2025-26 school year will be:

- Wednesday, July 23 11:00 AM – Fall Head Coaches
- Thursday, October 9th 7:00 AM – Winter Head Coaches
- Thursday, February 5th 7:00 AM – Spring Head Coaches

Attendance Policy: A student who is an in-season athlete must be accounted for in the Attendance Office by **9:30 am to be eligible to practice or play that day**. The exceptions would be for a doctor's appointment or for a family emergency. The student must have a **note for a doctor's appointment**, indicating the start time and end time of the appointment. If there is a question on what constitutes a “family emergency” the student should check with the Athletic Office personnel.

A student who is an in-season athlete may not leave the building at any time during school hours to be eligible to practice or play that day. The exceptions would be for an approved field trip or other academic class departure, a doctor's appointment or for a family emergency. If there is a question on what constitutes a “family emergency” the student should check with the Athletic Office Personnel. (ie: Taking an Indiana Department of Motor Vehicles Driver’s Test or having lunch with a parent, other relative or a friend is not considered an emergency.) Upon return from

a doctor's appointment, the student-athlete must have a note from the doctor's office indicating the start time and the end time of the appointment.

Any student who is an in-season athlete who is serving a full day of "in-school" or "out-of-school" suspension will not be eligible to practice or play on that day.

Saturday events are not affected by Friday's attendance.

Practice Schedules on Special Days: During holidays, final exam days, AP exams, and on nights of and prior to special events, show good judgment and have some flexibility with your athletes who are involved in other activities. Open communication and flexibility prevent conflicts between coaches, teachers, and parents.

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 parents (check RankOne forms).
- 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 a course of action. If the parents are not present, contact them.
- Do not send an injured athlete with another parent unless you have 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 need to be completed through RankOne.com

Multi-Sport Athletes: With the understanding that CGHS athletics has a wide array of excellent programs and quality student-athletes, all coaches should avoid trying to coerce any athlete into participating in any one singular sport. Coaches should encourage as much multi-sport participation as our athletes would like to pursue, without provocation, humiliation or mistreatment. If a student-athlete has a desire to participate in two sports/activities in one season, a meeting prior to the start of the official season with the student-athlete, the coaches/sponsors and at least one parent of the student-athlete should occur to determine the “primary” sport/activity. A document, indicating that decision, will be signed by all attending that meeting.

Activities Conflict: This agreement is for students participating in both co-curricular and extra-curricular programs at Center Grove High School. The administrators of these programs understand that scheduling conflicts will occur. In order to deal with each participant fairly, a consistent policy is necessary. The participant must understand that the ultimate responsibility is for the student to communicate any scheduling conflicts to his/her coach and director.

- Under this agreement, coaches, directors and sponsors must communicate between departments ASAP. The participant **MUST COMMUNICATE** the conflict at least one (1) week in advance to the coach, director or sponsor.
- This agreement upholds the common practice that competitions or performances take precedence over practice with no penalty to the participant.

Levels of Priority for Conflicts:

1. If two competitions occur simultaneously and one is for advancement to a higher level, the participant will attend the competition for advancement.
2. If simultaneous competitions are of equal priority and the student has informed director, coach or sponsor with at least one week’s notice, a meeting of the coach, director, and athletic director should be requested by the student and/or parent. At that time the importance of the student’s participation to the success of the group’s performance will be considered, and any possibility for the participant to get to both competitions will be investigated.
3. If simultaneous competitions are of equal priority and the student has informed the director, coach or sponsor with at least one week’s notice, a meeting of the coach, director, and athletic director should be requested by the student and/or parent. At that time the importance of the student’s participation to the success of the group’s performance will be considered, and any possibility for the participant to get to both competitions will be investigated.

- a. If simultaneous competitions are of equal priority and the student has not informed director, coach or sponsor with at least one week's notice, the participant will accept the consequences.
 - b. If the student has met requirements of notifications:
 - i. In the case of an activities conflict, students may receive an alternative assignment in a co-curricular event. Graded activities such as performances may be assessed as non-applicable or the student will be graded on their alternative assignment.
 - ii. If absent from performance, athletic event or non-athletic event due to simultaneous competitions, no penalty will be enforced (i.e.: no benching, no reduction of playing or performance time, or reduction of participation).
 - iii. If there is a simultaneous competition conflict and time allows the participant to do both, the participant may not sit and watch other levels of competition in which he/she is not personally participating. The participant is to go to his/her other competition. Parents are responsible for providing transportation from one event to another with a note from a parent explaining the mode of transportation. This note must be approved 24 hours prior to the competition.
4. If there is a practice and competition conflict:
- a. An effort to get to practice after or prior to competition is required.
 - b. If competition is a home event, the participant is to immediately report to practice as soon as his/her portion of the competition is over. The participant is to be excused from any portion of competition in which he/she is not personally participating as determined by IHSAA team and individual sports guidelines (Team Sports: football, volleyball, soccer, basketball, baseball, softball) (Individual Sports: cross country, golf, tennis, swimming and diving, wrestling, track).

Changing a Sport: If a student athlete is cut from a team, they may join another team in that sport season. A student athlete cannot quit one sport to join another sport until their original sport season has concluded. However, athletes will be allowed to transfer from one sport to another during a given season upon mutual agreement of both coaches and the athletic director.

Parental Issues: If a coach has a problem with a parent, the coach should make every effort to resolve the situation. The Athletic Office should be made aware of the circumstances and the outcome.

Event Issues: Any significant issues that occur at a Home or Away event should be reported as soon as possible. This would include, but not limited to, ejections, altercations, any unusual situations while transporting the team to or from the event, a spectator/parental issue or a significant injury. One of the Athletic Directors should be made aware of the details soon after the event.

Senior Night Recognition:

In an effort to be hospitable to our opponents we will follow these guidelines concerning Senior Night festivities:

- Please notify the Athletic Office of the date you are selecting for Senior recognition to allow sufficient time for distribution of information forms and so that family members may include the event in their calendars.
- Senior Night may start before the scheduled event or at halftime of the event, but should not reasonably affect the start time of an event or the start of the second half of an event. If Senior Night activities are performed before the event or at halftime of an event, the student-athlete's name, the parent's names, the college they plan to attend and the major they plan to study, will be the extent of the announcements.
- If the Senior Night activities are at the conclusion of an event, Head Coaches are asked to please be reasonable about the amount of time taken for the ceremony.
- Parents are very much involved in these ceremonies, but the Head Coach of each sport is ultimately responsible.

Hall of Fame Criteria:

The four criteria for a Center Grove student-athlete to be honored as a member of the Athletic Department Hall of Fame are:

1. an **Indiana High School Athletic Association** mental attitude award winner;
2. selected first team all-state by the Associated Press, United Press International, or the IHSAA recognized coaches association for that sport;
3. a state champion or a state runner-up;
4. selected as a member of the official North-South Indiana All-Star team.

Collegiate Signing Ceremonies: The Athletic Department will have two or three collegiate signing ceremonies every year based on the number of signees. Head Coaches are expected to be in attendance and to introduce their student(s). The dates for the 2023-24 school year are as follows:

- Wednesday, November 12, 2025 at 3:00 PM
- Wednesday, January 28, 2026 at 3:00 PM
- Wednesday, May 6, 2026 at 3:00 PM

Team–Parent Meetings: For the 2025-26 school year, mandatory Team-Parent meetings should be held sometime between the official IHSAA practice date and the first official event in the specific sport. In addition to the information disseminate by the head coach, a member of the Athletic Training staff, and the CG Athletic Office will be present to speak at the beginning of each meeting. The date and times of the meeting should be communicated to the Athletic Office as soon as possible before the meeting.

IHSAA Coach Accreditation: All coaches, volunteers or any individuals who have any contact in a practice, clinic, open gym, or contest setting must be IHSAA certified for a two-year period. Everyone must take the **NFHS Concussion in Sports** course, the **NFHS Heat Illness Prevention** course, the **NFHS Sudden Cardiac Arrest** course, the **NFHS Protecting Students from Abuse** course, and the **NFHS Student Mental Health and Suicide Prevention** course. These courses must be repeated every two years or when the edition of the course changes, whichever comes first. (Football coaches must also take the Football Education course every two years.) Courses can be located at nfhslearn.com.

Certificates must be completed and submitted to the Athletic Office prior to the 1st day of the official IHSAA first practice date.

Decorations: All Styrofoam cups and signs from the fences and the poles along Morgantown and along Stones Crossing should be removed at least two weeks after the completion of each season. Busses are not allowed to have any decorations. Anything taped or attached to walls or lockers in the team's locker room should be removed immediately at the end of the season.

Profanity-Abuse: All coaches are expected to demonstrate professionalism, patience and expertise when dealing directly or indirectly with student-athletes. Profanity should be avoided at all times when speaking to an individual or to a group of team members. Any form of abuse – whether physical, verbal, mental or psychological is unacceptable. Student-athletes – specifically those who are being judged for a mental or physical error – should be made aware of their miscue(s) without any inappropriate physical contact, any personal insults, or any demeaning form of verbal or non-verbal corrections.

Fall, Winter and Spring Breaks: The Center Grove School Corporation will have the following breaks during the school year. Allowable practices and events are indicated in each monthly calendar and should be adhered to by each head coach.

Fall Break: October 13-17

Thanksgiving Break: November 24-28

Winter Break: December 19-January 5

Spring Break: March 23-April 3

DAT (Drug/Alcohol/Tobacco) Policy: This policy becomes effective once the Center Grove High School DAT form has been signed and received in the Athletic Office. It is in effect from that point forward 24 hours a day, 7 days a week, 365 days a year, until graduation. By signing the RDT (Random Drug Test) form, parents authorize Center Grove High School to obtain information from police agencies, the probation department, or any other certified source, including CGHS personnel, regarding the events leading up to an arrest, the filing of charges, or any police contact for an act which would be in violation of the stated rules of the Drug-Alcohol-Tobacco Policy.

Rule #1: Do not use or possess any controlled substances, drug paraphernalia, alcohol, or any tobacco products.

Rule #2: Do not be in attendance at any gathering where there is unlawful use of alcohol, controlled substances or drug paraphernalia

In-Season Violations are defined as the first official practice or tryout until the day of the Award Program for that sport. (Cheerleaders who have been selected for the Winter squad, but who also participate on a Fall Sport, will be considered to be Out-of-Season for Winter Cheerleading until the first day of practice, or November 1st, whichever occurs first.)

1st In-Season Violation of Rule #1: The student-athlete will be removed from that sport immediately. All honors and awards will be forfeited. The student-athlete to be eligible for future participation, the student-athlete will be required to submit to a drug screen at the school, at the student's expense, and attend two (2) school sponsored educational awareness counseling sessions at the school, at the student's expense.

1st In-Season Violation of Rule #2: The student-athlete will forfeit 10% of their next interscholastic events. For the student-athlete to be eligible for participation, the student-athlete will be required to submit to a drug screen at the school, at the student's expense, and attend one (1) school sponsored educational awareness counseling session, at the student's expense

Out-of-Season Violations are defined as any season in which the student is not a rostered student on any extracurricular activity.

1st Out of Season Violation of Rule #1: The student-athlete will forfeit the first 25% of the interscholastic events of the next athletic season in which they participate. For the student-athlete to be eligible for future participation, the student-athlete will be required to submit to a drug screen at the school, at the student's expense, and attend two (2) school sponsored educational awareness counseling sessions at the school, at the student's expense.

1st Out of Season Violation of Rule #2: The student-athlete will forfeit 10% of the interscholastic events of the next athletic season in which they participate. For the student-athlete to be eligible for future participation, the student-athlete will be required to submit to a drug screen at the school, at the student's expense, and attend one (1) school sponsored educational awareness counseling session, at the student's expense.

Additional Violations of Rule #1 - (In-Season or Out-of-Season)

During this time, the student will not be allowed to practice or compete in any Athletic Department activities for one calendar year. For the student-athlete to be eligible for future participation, the student-athlete will be required to submit to another drug screen at the school, at the student's expense, and attend four (4) educational awareness counseling sessions at the school, at the student's expense

Additional Violations of Rule #2 - (In-Season or Out-of-Season)

The student-athlete will forfeit 25% of their next interscholastic events. For the student-athlete to be eligible for future participation, the student-athlete will be required to submit to another drug screen at the school, at the student's expense, and attend two (2) educational awareness counseling sessions at the school, at the student's expense.

Third Violation of Rule #1 or #2 - (In-Season or Out-of-Season)

The student will be removed from extracurricular participation for the remainder of their time at CGHS.

CGHS Varsity Letter Requirements

To earn a varsity letter at Center Grove High School, a student-athlete must:

- be academically and athletically eligible from the first official IHSAA practice date until the conclusion of the season;
- complete the entire season;
- return - in reasonable condition – all issued equipment, apparel and uniforms; and
- not have any Drug-Alcohol-Tobacco violations during the official IHSAA season.

Sport specific guidelines would include the following requirements. Special circumstances outside of these guidelines may allow justifiable decisions to be made by the sport specific coaching staff.

Baseball

A player on the varsity roster must make multiple, meaningful contributions to the varsity team throughout the season.

Basketball, Boys

A player must dress for a minimum of 50% of the varsity games.

Basketball, Girls

A player must make the varsity roster for the entire season and the state tournament.

Cheerleading

A cheerleader must make the varsity roster and attend all practices & games, unless excused. If pulled up to the varsity during the season, the cheerleader must attend 75% of the varsity games.

Cross Country, Boys

A runner must place in the top 7 in a minimum of 50% of the varsity competitions.

Cross Country, Girls

A runner must place in the top 7 in a minimum of 50% of the varsity competitions or a runner must compete in some level of the IHSAA tournament.

Football

An athlete must play in a minimum of nine (9) varsity quarters throughout the entire season and be listed on the Sectional entry form.

Golf, Boys & Girls

A golfer must participate in 50% of the varsity events or participate in 50% of the tournaments with 7 or more teams. Exception: If a golfer does not participate in 50% of the matches or tournaments, but the score is used for the team total in a minimum of three varsity competitions, the golfer is eligible to receive a varsity letter.

Soccer, Boys

All players must be on the varsity roster from the end of tryouts to the completion of season.

Soccer, Girls

A player must participate in 75% of all varsity games played in a season.

Softball

Players (other than pitchers) must appear in $\frac{1}{2}$ the regular season games.

Swimming, Boys & Girls

Swimmers have to score 100 varsity points during the Season. Divers have to score 50 points during the Season. Or swimmers and divers must place in the top 16 at the Sectional meet.

Tennis, Boys

A player must participate in 25% of the total - regular season and post-season - varsity matches.

Tennis, Girls

A player must participate in $\frac{1}{4}$ of the varsity matches or be a senior who has played for 4 years.

Track & Field, Boys

An athlete must earn 8 varsity points and be listed on the Sectional entry form.

Track & Field, Girls

An athlete must compete as a varsity athlete in a minimum of 50% of the varsity competitions or compete in the sectional competition. A Senior who competes for four years will also be eligible for a varsity letter.

Volleyball

An athlete must make the varsity roster for the entire season and for the state tournament, or if the athlete floats between the JV and the varsity, the athlete must play a minimum of 50% of the varsity matches.

Wrestling

A wrestler must compete in 50% of the of the regular season varsity matches.