

Center Grove Middle Schools



2025-2026

Athletic Department Handbook

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Goals and Expectations of Coaches: All coaches of student-athletes at Center Grove Middle Schools 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, 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 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 verbally or in writing, 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 IIAAA middle level sports rules and regulations
- all guidelines and policies with respect to the MSC/MSN faculty and student body
- all guidelines and policies with respect to the MSC/MSN Athletic Department

Coaches Responsibility: Ensure all athletes complete the [study table expectations form](#) during the first ER. Update season information with contact info, roster, and study table dates [within this document](#). Coaches shall not leave the facility until all athletes have been picked up. Take inventory of all school equipment/jerseys handed out and collect all equipment at the end of the season. Notify player/parent what is still missing then notify Athletic Director the remaining names of what is still missing.

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.

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 or school personnel.
- Coaches and school personnel are to 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.
- Reports of harassment or hazing will be investigated using the Center Grove bullying and harassment protocols.
- Students who misbehave may face school, as well as athletic consequences at the discretion of coaches, athletic directors and middle school administration up to and including removal from the team.
- Students who enter Level III Discipline will be prohibited from participating in interscholastic athletics for the remainder of the school year.

Drug-Alcohol-Tobacco Policy: The Athletic Office and/or admin. may obtain information from police agencies, the probation department, or any other certified source, including MSC/MSN 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.

Electronic Device Usage: 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 is forbidden. Any Parent Square messages sent to an individual student-athlete should also include an assistant coach and/or parent. Parent Square is the mode of communication with families and athletes. All coaches will remind students that cell phones and/or cameras should never be turned on in locker rooms. Pictures or video of any kind are not allowed in a locker room setting.

Locking and Care of Facilities: Coaches are not to leave their athletes in the building alone after practices and 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. At no time should a coach transport a student in a personal vehicle. Notify the athletic trainer and the Athletic Director if you change or cancel practice.

Reporting Contest Results: Following all contests – win or lose - the coach will email the results to the Athletic Director.

Emergency Injury Procedures: Listed below are the procedures a 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 not on-site, contact the Athletic Director and/or school admin to keep informed.
- 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. Report the injury by email and/or text if the trainer is not at the event.
- 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, the head coach or an assistant coach must monitor the athlete.
- 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.

IIAAA By-Laws: All coaches are to be familiar with the specific IIAAA rules for their specific sport. The IIAAA by-laws can be found on their website: www.iiaaa.org

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 Director prior to the 1st day of the first practice date.

Student-Athlete Eligibility Requirements:

- Grade 6:** Those whose 14th birthday occurs before August 15th shall be ineligible for interscholastic athletic competition during 6th grade. Those whose 14th birthday occurs on or after August 15th are considered eligible until the end of the school year.
- Grade 7:** Those whose 15th birthday occurs before August 15th shall be ineligible for interscholastic athletic competition during 7th grade. Those whose 15th birthday occurs on or after April 15th are considered eligible until the end of the school year.
- Grade 8:** Those whose 16th birthday occurs before August 15th shall be ineligible for interscholastic athletic competition during the 8th grade. Those whose 16th birthday occurs on or after August 15th are considered eligible until the end of the school year.

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**. 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, 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 (ie: having lunch with a parent, other relative or a friend is not considered an emergency). Saturday athletic events are not affected by Friday's school attendance.

A student who is unable to participate in physical education class may not participate in athletics.

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.

Academic Expectations: The following Academic Eligibility Requirements are for students participating in interscholastic activities: All students shall be academically eligible at the start of each school year. Any student who has a failing grade at midterm will be placed on "Academic Probation" for a 2-week period. If the student has any failing grades at the end of the probationary period, the student can be declared "ineligible". Head coaches may choose to impose additional restrictions on athletic participation if a students' academic progress is not satisfactory.

Academic Probation: (limited participation) The student should discuss academic progress needed with the teacher(s). The parents will be notified that the student has two weeks to remove him/herself from probation. The student's participation in the activity will be limited to practice only. Attendance of home events is at the discretion of the head coach. No students on academic probation will travel to an away contest. The student must complete the entire two-week period before potentially becoming eligible.

Ineligibility: The student is ineligible if grades are not passing at the end of the probation period. Once a student is ineligible the student will be removed from the current season in progress. Ineligible students will, however, be allowed to try-out for the next season's sport when try-outs are conducted.

Dual Participation: An athletic contest or any other similar team during the same season in which they represent their school in that sport is strongly discouraged. (Adopted from IHSA Rule 15-1: IGMLS)

The CGMSN and CGMSC Athletic Departments are in complete agreement with the IHSA's recommendation that dual participation should be strongly discouraged; however, participation on a school athletic team and a non-school athletic activity at the same time is generally allowed, with exceptions. Parents and student-athletes should recognize that it is an honor and a privilege to represent your school and community in athletic competition. Student-athletes who participate in a non-school athletic activity while participating on a school athletic team MUST make their school participation the priority. A student-athlete may not miss any activity related to their school athletic team to participate in a non-school athletic activity unless it has been agreed to by coach and parent. In addition, attention should be given by parents to monitor the workload on the student-athlete for the non-school athletic activity, when dual participation is taking place. Student-athletes will not be allowed to leave a practice or contest early to participate in a non-school sponsored activity unless it has been agreed to by coach and parent.

The following consequences may be enforced should a student-athlete violate this policy:

1st Violation: Two Consecutive Games Suspension

2nd Violation: Dismissal from the school team.

Athletic Code of Conduct: Center Grove Community School Corporation recognizes that our student-athletes are “students” first and expects that student-athletes conduct themselves with appropriate behavior at all times. Students who misbehave may face school, as well as athletic consequences at the discretion of coaches, athletic directors, and middle school administration. Students who enter Level III Discipline will be prohibited from participating in interscholastic athletics for the remainder of the school year.

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 or school personnel.
- Coaches and school personnel are to 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.
- Reports of harassment or hazing will be investigated using the Center Grove bullying and harassment protocols.
- Students who misbehave may face school, as well as athletic consequences at the discretion of coaches, athletic directors and middle school administration up to and including removal from the team.
- Students who enter Level III Discipline will be prohibited from participating in interscholastic athletics for the remainder of the school year.

Drug-Tobacco-Alcohol Policy: Do not use or possess any controlled substances, drug paraphernalia, alcohol, or any tobacco products.

The Athletic Office and/or administrator may obtain information from police agencies, the probation department, or any other certified source, including MSC/MSN 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.

In-Season Violations are defined as: the first official practice or tryout until the day last day of

competition 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.)

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

- **In-Season Violation:** The student-athlete will be removed from that sport immediately. All honors and awards will be forfeited.
- **Out-of-Season Violation:** The student-athlete will forfeit the first 25% of the interscholastic events of the next athletic season in which they participate.
- **Additional Violations:** (In-Season or Out-of-Season) The student will be removed from extracurricular participation for the remainder of their time at MSC/MSN.

Admissions: General admission prices are \$6.00 and Kindergarten-5th grade are free. Competitions normally begin around 5:30 P.M. Students should be picked-up within fifteen minutes of the conclusion of the event.

Student Guidelines for a School Event: Any student who attends a middle school social event agrees to observe these standards of behavior:

1. All school rules, policies, and dress code guidelines will be followed.
2. Any student who leaves the building after being admitted to a school activity will not be allowed to return. At outdoor events, students should stay within the area of the game or event. At indoor games, students will be seated in the bleachers during game time.
3. There should be no loitering outside the building before, during, or after a school event.
4. Students should be picked up within fifteen minutes after a school event.
5. Any student that is habitually not picked up in a timely manner will lose their privilege of attending extra-curricular events. This is at the discretion of a school staff member.
6. If students fail to observe any of these rules, they may be asked to leave and may not be allowed to attend future school events.
7. A student cannot stay after school unsupervised until a dance or activity begins. Students must be under the direct supervision of a teacher or sponsor.
8. Unsportsmanlike conduct by players or spectators will not be tolerated. Examples of unsportsmanlike conduct include; yelling at officials, heckling and booing opponents.
9. All rules and regulations of the home school will be followed including showing respect for the property and decorations in that building.

An extensive interscholastic sports program exists for middle school student-athletes. The school competes with neighboring schools in cheerleading, cross-country, football, golf, volleyball, tennis, basketball, swimming and diving, wrestling, and track and field. A student planning to tryout and participate on a team must have an updated middle school athletic physical form each year (after April 1st), which is on file in the Athletic Trainer's office, and Rank One forms completed before the first try-out. Homeschool students are not eligible to participate in Center Grove athletics.

Athletic Trip Information: Before every away contest/event, head coaches will receive a schedule of departure times. Coaches will check this schedule and report any discrepancies to the Athletic Director.

Bus Trips: Coaches will 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. Parents may take their athlete from away events after signing out with the coach. Parents will not transport athletes other than their own. Coaches are responsible for the action of their athletes during the bus trip. Coaches are to disperse themselves throughout the bus. There should be a coach seated in the rear 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. At no time should any student be left on the bus without adult supervision.

Team Parent Meetings: The Athletic Director will be present at all team parent meetings at the beginning of their season. If team parent meetings are held at the same time, a handout will be given to the head coach.

Practice Schedules on Special Days: During holidays, final exam days, 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.

Multi-Sport Athletes: With the understanding that CGMSC/CGMSN athletics has a wide array of excellent programs and quality student-athletes, all coaches will avoid coercing an athlete into participating in 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 school sponsored sports or activities (music, clubs, etc) 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 and plan, 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 CGMSC/CGMSN. 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 school competitions occur simultaneously and one is for advancement to a higher level, the participant will attend the competition for advancement.
2. If simultaneous school competitions are of equal priority and the student has informed the AD, coach, or sponsor with at least one week's notice, a meeting with the coach, sponsor, or 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 school competitions are of equal priority and the student has not informed the Athletic 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 a school event 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 school 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.
- 3. If there is a school practice and school 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.

Changing a Sport: If a student-athlete is cut from a team from tryouts, he/she may join another team in that sport season. A student-athlete cannot quit one sport to join another sport. However, student-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. Tryouts and practices are closed to parents. The Athletic Director 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 to the Athletic Director as soon as possible. This would include, but is 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.

Sports Medicine Emergency Information: Center Grove Athletics, in tandem with Community Health Network, provides emergency athlete information via the athletic trainer 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 the athletic trainer for their login information and brief training. All information is available via cell phone or iPad.

Transfer Students: Any student new to CG who currently plays the sport at their other school will need to complete Rank One forms before they can participate in any contest and complete five (5) practices minimum. Pre-game warm-ups will count as practice just as it does for concussion protocols.

Heat Guidelines: Community Health Network (CHNw) has adopted the following guidelines to help reduce the risk of exertional heat illnesses, such as heat stroke and heat exhaustion, which may result in death in student athletes. Community Health Network recognizes that there are variable resources and regional climate differences and there is “no one size fits all” guideline that best suits all. Community Health Network has reviewed various resources and literature to develop best practice guidelines that can be applicable to the regional climate for central Indiana schools. CHNw will require each ATC/school site to have a policy in place for calculating and recording the WBGT during warmer seasonal periods. It is recommended that the ATC keeps a heat log with recommendations made for that day for any wet bulb globe temperature (WBGT) reading above **84.7 °F**

Using Wet Bulb Globe Temperature (WBGT) (See Chart Below)

Community Health Network recommendations include restricting time or practice and equipment used once the WBGT has reached **84.7°F**. These recommendations include: Maximum practice time is 2 hours.

For Football: players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts.

For All Sports: Provide at least four separate rest breaks each hour with a minimum duration of 4 min each.

Once the WBGT reaches **87.8**, Recommendations include: Maximum practice time is 1 hour.

For Football: no protective equipment may be worn during practice, and there may be no conditioning activities.

For All Sports: There must be 20 min of rest breaks distributed throughout the hour of practice.

If the WBGT reaches **89.8°F** or above. There should be no outdoor workouts and delay practice until a cooler WBGT level is reached.

Additional Recommendations: WBGT is considered the “gold standard”. In this instance, measuring the WBGT temperatures where athletes are more at risk would be preferable. For example, temperature readings at the grassy soccer fields may yield different temperature readings compared to turf football field readings at the same time and relative location. As such, it is advisable to record the temperature on the turf for football.

Other factors, such as clothing, shade, and equipment, should also be taken into consideration when making the final practice recommendations.

Treating Heat Illness: It is required that all certified athletic trainers have a policy in place at their school sites to appropriately manage and care for any student athlete suffering from heat illness. This policy should be reviewed with the athletic department and coaches annually. Community Health Network recommends following best practice care when treating heat illness. The athlete’s best chance of survival involves lowering core body temperature to below 102° F within 30 minutes of collapse. Best practice gold standard treatment for a heat stroke includes taking a rectal temperature, and immersion into a cold tub. The athlete should be cooled first, and transported second. The cold tub should be between 35 and 59°F. Once the body temperature has been cooled to 102°F the athlete should be removed from immersion for immediate transport

Korey Stringer Institute: ([Wet Bulb Globe Temperature Monitoring | Korey Stringer Institute \(uconn.edu\)](#)) – Adopted From: [Grundstein et al. Regional heat safety thresholds for athletes in the contiguous United States. Appl. Geography. 2015](#)

WBGT	Activity Guidelines
<79.7.0	Normal Activities - Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
79.9 - 84.6	Use discretion for intense and prolonged exercise; watch at risk players carefully. Provide at least three separate rest breaks each hour with a minimum duration of 4 min each
84.7 – 87.6	Maximum practice time is 2 hours. <u>For Football:</u> players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <u>For All Sports:</u> Provide at least four separate rest breaks each hour with a minimum duration of 4 min each.
87.8 – 89.6	Maximum practice time is 1 hour. <u>For Football:</u> no protective equipment may be worn during practice, and there may be no conditioning activities. <u>For All Sports:</u> There must be 20 min of rest breaks distributed throughout the hour of practice.
≥ 89.8	No outdoor workouts. Delay practice until a cooler WBGT level is reached.

References:

1. Casa DJ, et. al. National Athletic Trainers' Association position statement: Exertional heat illnesses. *J Athl Train.* 2015;50(9):986-1000. doi: 10.4085/1062-6050-50.9.07 [untitled \(silverchair.com\)](#)
2. Korey Stringer Institute. Wet Bulb Globe Temperature Monitoring. [Wet Bulb Globe Temperature Monitoring | Korey Stringer Institute \(uconn.edu\)](#)
3. Grundstein A, et. al. Regional safety thresholds for athletics in the contiguous United States. *App Geo.* 2015;56:55-60. Doi: 10.1016/j.apgeog.2014.10.014 [Regional heat safety thresholds for athletics in the contiguous United States \(uconn.edu\)](#)