

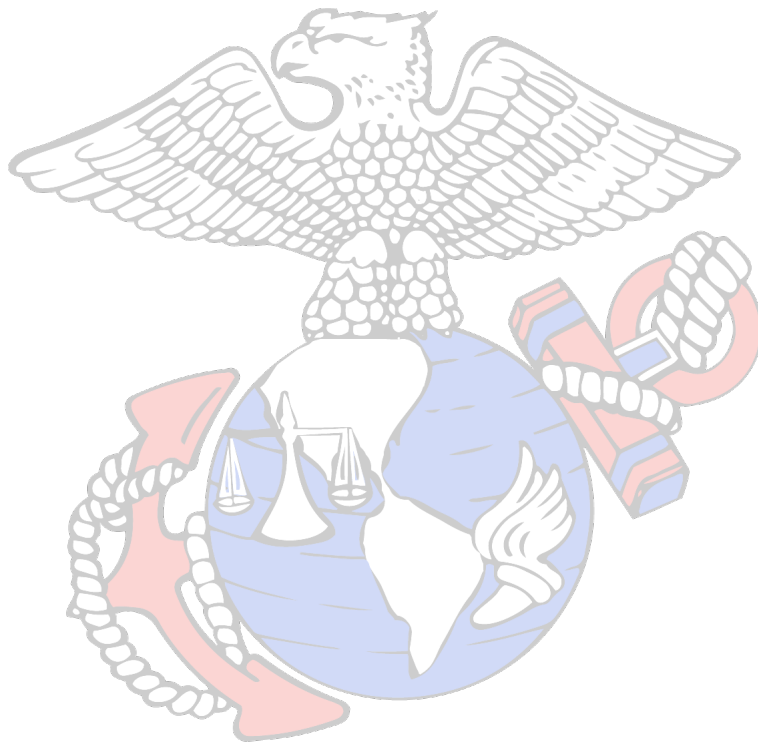
Hamilton Jr. / Sr. High School
Athletic Department Policies and Procedures



Vision Statement for Hamilton Athletics:

The Hamilton Jr. / Sr. High School Athletic Department strives to inspire, nurture, and prepare our student-athletes in an all-inclusive manner to reach their fullest potential academically and athletically. Athletics will provide an exceptional opportunity for student-athletes in a safe environment, engage the community with pride, and serve as an asset to the academic mission to enhance all aspects of school morale. The Hamilton Jr. / Sr. High School Athletic Department is committed to integrity through rules compliance, fiscal responsibility, data-driven decisions, and student-athlete growth and development.

IT IS A PRIVILEGE, NOT A RIGHT TO REPRESENT HAMILTON JR. / SR. HIGH SCHOOL ATHLETIC DEPARTMENT.



HAMILTON ATHLETICS ON THE WEB:

Up-to-date information for the Hamilton Athletic Department can be found on the school's website:
<https://websites.eventlink.com/s/hamilton-community-schools/>

Twitter: @Garry_May_AD

Facebook: Hamilton Schools

Section I. General Information and Policies

INTRODUCTION:

This Athletic Handbook is designed to be a source of information for all student-athletes of Hamilton Jr. / Sr. High School. The Athletic Department at Hamilton Jr. / Sr. High School strives to inspire, nurture, and prepare our student-athletes in an all-inclusive manner to reach their fullest potential academically and athletically.

The responsibilities of the student-athlete are also the responsibilities of the parent(s)/guardian(s). Student-athletes are to be a positive influence upon sportsmanship, good manners, as well as obeying and supporting the rules and regulations contained in this handbook. All forms are to be returned to the Head Coach of the sport before practice or tryouts. Cheerleading will be considered part of the Athletic Department and will also abide by this handbook.

PHILOSOPHY:

The Athletic Department at Hamilton Jr. / Sr. High School shall promote valuable life lessons through the teaching of sport and fitness while keeping the overall welfare of all student-athletes at the highest of priorities. The athletic program is an integral part of the total educational program and will serve as an extension of the classroom. Furthermore, Hamilton Jr. / Sr. High School strives to inspire, nurture, and prepare our student-athletes in an all-inclusive manner to reach their fullest potential academically and athletically through the M.A.R.I.N.E.S. Core Values:

- **Motivated**
- **Accountable**
- **Resilient**
- **Integrity**
- **Nurturing**
- **Enthusiastic**
- **Students First**

ATHLETIC ELIGIBILITY

Indiana High School Athletic Association (IHSAA) and National Federation of High Schools (NFHS)

You are ineligible:

- 1) If a parent's and physician's certificate is not on file with your principal and your name is not certified to the IHSAA office prior to inter-school competition.
- 2) If you are 20 years of age prior to or on the scheduled date of the IHSAA finals tournament in a sport.
- 3) If you change high schools without corresponding change of parents' residence.
- 4) If you did not enroll in high school within the first fifteen (15) days of the semester.
- 5) If you have transferred from another high school and do not have an IHSAA Athletic Transfer Form on file with your high school principal.
- 6) If you have violated your amateur status in any way.
 - A) Playing under an assumed name.
 - B) Accepting remuneration for your participation in any athletic activity.
 - C) Participating in athletic activities sponsored by professional athletic organizations or their representatives other than schools and clinics sponsored by an organization during the summer vacation period of your high school career.

ATHLETIC ELIGIBILITY (continued)

- 7) If you have been absent five or more days from school due to illness or injury and have not presented to your principal a written statement by a licensed Indiana physician saying that you are physically fit to perform.
- 8) If you have participated in practices, games, contest, and scrimmages not under the direct supervision, management and auspices of your high school during the school year.
- 9) If any person in school or out of uses undue influence school to retain you or secure your parents as residents.
- 10) If, because of bad habits or improper conduct, you cannot represent your school in a suitable manner.
- 11) If you have enrolled previously for four (4) seasons of sports. (Enrollment, not participation, determines eligibility).

NOTE: Consult with your own high school principal before accepting prizes and awards for engaging in athletic contests, practices, scrimmages, or schools or athletic instruction outside of your own school.

These rules are subject to updates by the IHSAA and NFHS.

HAMILTON JR. / SR. HIGH SCHOOL ATHLETIC POLICIES

The policies and procedures apply to all students involved with athletics such as athletic teams and cheerleaders.

- 1) All student-athletes attending Hamilton Jr. / Sr. High School are subject to the Athletic Department Policies.
- 2) Unless there is a change in the policies, student-athletes will sign the code once and it remains in force as long as they participate in athletics at Hamilton Jr. / Sr. High School.
- 3) All student-athletes are subject to the policies and procedures the entire calendar year (365 days).
- 4) Reports of student-athletes who violate Hamilton Jr. / Sr. High School policies and procedures will be investigated.
- 5) The athletic director and/or principal will notify student-athletes of the violation and consequences. In the event a student-athlete feels he/she has not been dealt with fairly, they may appeal such decision to the Athletic Council for a special hearing. The athletic director must receive a written letter of appeal within two weeks of notification of consequences for the violation.
- 6) The Athletic Council shall be made up of the athletic director, principal, and head coaches.
 - A) The principal shall preside over the proceedings.
 - B) The principal shall set a date as soon as possible after the appeal and select a hearing board.
 - C) The student-athlete, accompanied by a parent/guardian, shall be present.
 - D) The penalty shall be decided by the hearing board in closed session, and then relayed to the student-athlete and parent/guardian immediately.
 - E) The decision of the council is final.

REQUIREMENTS FOR PARTICIPATION

Athletic Forms

The following forms must be completed prior to a student-athlete participating in any practice or tryout session for any interscholastic sport. These forms must be completed and signed by the student-athletes and parent(s)/guardian(s).

- A) Student Enrollment Forms
- B) Student-Athlete Registration Form through Final Forms
 - i) Sport Registration
 - ii) Parent/Guardian Information
 - iii) Physical Examination and Consent Forms
 - iv) Emergency Contact Information
 - v) Medical Information

Physical Examination

A yearly physical examination is required. The physical form must be completed by the physician and submitted to the coach prior to participation. The physical covers all sports for the entire school year provided the examination occurred after April 1st. (IHSAA RULE) The form will be kept on file in the Athletic Office.

Insurance

Each student-athlete is responsible for their own insurance coverage. The school does not have an insurance plan for the student-athletes (except the IHSAA catastrophe plan).

Responsibilities of the Student-Athlete:

- A) All student-athletes should be aware of the policies of the IHSAA in regard to participation in interscholastic activities. The physical forms should be read carefully.
- B) To be eligible scholastically to participate in extracurricular activities at Hamilton Jr./Sr. High School, students must have received passing grades in at least eighty percent (80%) of the courses they are enrolled in. Therefore, in an eight (8) period day, a student with one (1) failing grade would be eligible to participate. A student with two (2) or more failing grades becomes ineligible. Grading periods are nine-week quarters. Per the IHSAA, Fall Season eligibility will be determined by the second semester grading period of the previous school year.
- C) Student-athletes are expected to display positive characteristics both on and off the competition arena.
- D) Student-athletes are **STUDENTS FIRST** and subject to the rules and regulations of the Hamilton Jr./Sr. High School Student Handbook.
- E) Any student-athlete serving an "in-school" or "out-of-school" suspension will not be allowed to participate or attend any after school event.
- F) The student-athlete may not participate in any activity (game or practice) unless they are in attendance before 11:00am. Special permission to participate may be granted by an administrator under extenuating circumstances.
- G) A student-athlete has a definite responsibility to their coach, teammates, school, and community and should treat them with respect and loyalty.

H) The student-athlete is responsible for all issued equipment. No awards will be issued until all equipment is turned in and/or paid for.

I) All athletic groups must travel to and from games and practices through provided school transportation. Special permission forms for travel **MUST** be signed and approved by administration.

J) Student-athlete participation in two sports during the same season is strongly discouraged. However, a student-athlete may participate in two sports during the same season if he/she meets the following criteria:

- a) Both coaches involved must approve the Dual Sport Participation.
- b) A schedule must be developed prior to the beginning of the contest season that specifically identifies practice and contest attendance to resolve conflicts.
- c) The schedule must be approved by both coaches, the athletic director, and student-athlete.
- d) If the student-athlete commits a code violation, the consequences will be served in both sports.
- e) If a student-athlete chooses to “drop” one of the sports, the student-athlete will not be eligible to compete in the other. See rule K.

K) A student-athlete who is dropped or “quits” from one team for disciplinary reasons **OR** “quits” will become ineligible to compete in another sport during that particular season. On occasion, a student-athlete may find it necessary to drop a sport for a valid or extenuating circumstance and will be reviewed on a case-by-case basis. If this is the case, the following procedures must be followed:

- 1) Consult with your immediate coach.
- 2) Report your situation to the Athletic Director.
- 3) Approval to “quit” will be decided by the Athletic Director.
- 4) Check in all equipment issued to you.
- 5) After all equipment has been returned to the appropriate personnel, the Athletic Director will approve removal from roster and eligibility of single sport.

L) Student-athletes participating on school teams must live according to the following rules:

- 1) Alcohol/Tobacco/Illegal Substance Abuse:

Student-athletes shall not use or possess any form of alcohol, drugs (unless prescribed by a physician), tobacco, or tobacco look-a-likes.

1st Offense – Suspension for 25% of the season and forfeiture of coaches’ awards. The student-athlete must practice with the team to maintain eligibility during this suspension. If the student-athlete has maintained the standards expected during their suspension, that individual may be reinstated.

2nd Offense – Suspension for one calendar year (365 days) and forfeiture of coaches’ awards.

3rd Offense – Suspension permanently from Hamilton Jr. / Sr. High School athletics. Sport season percentages will carry over to the next sports season, if necessary.

2) Criminal Offenses:

Any student-athlete convicted of a felony or a delinquent act which would be a felony if an adult will be suspended (excluded) permanently from athletics and/or extra-curricular activities at the time of conviction.

Any student-athlete convicted of a misdemeanor or a delinquent act which would be a misdemeanor if an adult could be subject to a one-year suspension (365 days) from the time of conviction. A determination will be made following a thorough investigation by school administration.

Any student-athlete and/or extracurricular participant who commits an act of delinquency will face the following consequences.

1st Offense – The penalty is to be determined by the administration with input from the athletic council/faculty council, with a maximum being a one-year (365 days) suspension from athletics and/or extracurricular activities from the time of the offense. Any student arrested, detained, or participating in a charge deferral program as a juvenile on such a charge may be suspended from any participation pending investigation and incurring of this penalty.

2nd Offense – The student will be excluded permanently from Hamilton Jr. / Sr. High School athletics and/or extracurricular activities.

M) Student-athletes shall exhibit good citizenship and sportsmanship in and out of school. If inappropriate conduct occurs in or out of school, it may jeopardize the student-athletes participation.

i) reflects discredit upon Hamilton Jr. / Sr. High School or the IHSAA.

ii) creates a disruptive influence on the discipline, good order, morale, or educational environment in the school.

N) School Suspensions:

In-School Suspension (ISS) – Student-athletes assigned to in-school suspension will not practice or play on a day(s) of ISS. Further consequences may be given at the discretion of the athletic council.

Out-of-School Suspension (OSS) – Student-athletes suspended out-of-school will not practice or play on day(s) of OSS and be suspended one (1) game upon return.

O) Chain of Command for Student-Athlete:

The Hamilton Jr. / Sr. High School Department of Athletics follows the chain of command listed below. We ask that you observe the order of this line of communication if you elect to pursue any concerns you may have regarding the athletic program. ***The Athletic Department preference is that the student-athlete talk with their coach first.***

1) Head and/or Assistant Coach

2) Athletic Director and/or Head Coach

3) Principal

P) Miscellaneous

Each coach may establish additional rules regarding training, practice, curfew, or any other matter not covered by the previous guidelines, prior to the start of the season for each sport. Those rules shall be in writing and signed by the student-athlete and parent(s)/guardian(s) so that there will be

no misunderstanding on the part of the participants and their parents. A copy of the rules will be on file in the athletic office.

Q) Possession of Hamilton Jr. / Sr. High School Equipment/Uniforms

- 1) When a student-athlete is issued school equipment for use during a sports season, that individual becomes responsible for the equipment issued and must return the equipment to their coach when asked for by the specific coach.

Penalty will be in effect until equipment is returned or the replacement value of the equipment is paid-in-full. No recognition or awards will be allowed until all equipment/uniforms are returned.

R) Social Network Agreement

- 1) Student-athletes represent not only themselves, but also Hamilton Community School and Hamilton Jr. / Sr. High School Athletic Department at all times including on social networking websites (Facebook, Twitter, Instagram, Tik Tok, Vine, or any other social media platforms).

- 2) Any illegal acts, sexual or promiscuous behavior, racial slurs, foul language, or other inappropriate behavior is not permitted and may result in progressive discipline up to and including complete removal from athletic participation.

Responsibilities of the Parent(s)/Guardian(s) of the Student-Athlete:

A) Parent/Guardian – Coach Relationship:

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your child becomes involved with our athletic program, you have a right to understand what expectations are being placed on your child. This begins with clear communication from the coach of the athletic program.

Communication you SHOULD expect from the coaching staff:

- 1) Philosophy of the coach.
- 2) Expectations the coach has for individuals and the team.
- 3) Locations and times of all practices and contests.
- 4) Team requirements (fees, special equipment, off-season conditioning, etc.).
- 5) Procedure should an injury occur during participation.
- 6) Discipline policies (missed practice, missed games, absences/tardies) – This includes team rules in addition to the Athletic Code of Conduct.

Communication coaches expect from parents/guardians and student-athletes:

- 1) Concerns expressed directly to the coach first.
- 2) Notification of any schedule conflicts given well in advance.
- 3) Specific concern in regard to a coach's philosophy and/or expectations.

As your child becomes involved with the athletic program at Hamilton Jr. / Sr. High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you and your child wish. At these times, discussions with the coach are encouraged.

Appropriate concerns to discuss with coaches for parent/guardian:

- 1) The treatment of your child (mental and physical well-being).
- 2) Ways to help your child improve.
- 3) Concerns about your child's behavior.

It is very difficult to accept the amount of playing time your child gets if it isn't as much as you may hope. Coaches are professionals. They make decisions based on what they believe to be best for all student-athletes involved.

Issues NOT appropriate to discuss with coaches for parent/guardian:

- 1) Playing time
- 2) Team strategy
- 3) Play calling
- 4) Other student-athletes
- 5) Officiating

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be used to promote a resolution to the issue of concern.

If parent/guardian have a concern to discuss with a coach, the procedure should be as follows:

- 1) Call the Athletic Director to set up an appointment with the coach
- 2) Please DO NOT attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.
- 3) If discussion is required; this is between you, the coach, and your student-athlete.

The Next Step:

What can a parent/guardian do if the meeting with the coach did not provide satisfactory resolution?

- 1) Call and set an appointment with the Athletic Director to discuss the situation.
- 2) At this meeting, the appropriate next step can be determined.

Research indicates a student involved with co-curricular activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school.

Athletic Awards

In order to receive coach's awards, the student-athlete must be in good standing at the end of the season. Good standing will be considered as not being in violation of the policies and procedures outlined above. The sport season is the time from the first practice to the completion of the season and athletic banquet (if applicable).

Guidelines for Earning Varsity Letters:

Baseball – Participate in an average of two (2) innings per game *

Basketball – Participate in one-half (1/2) of total quarters *

Cheer – abide by the athletic department policies and procedures and be on the varsity squad *

Cross Country – Top Seven (7) scorers in one-third (1/3) of scheduled meets *

Golf – Must participate as a member of the top five (5) in at least one-half (1/2) of the varsity golf matches in a season. *

Soccer – Must play in at least one-half (1/2) of the total number of halves played by the varsity soccer team during the season. Any part of a half shall count as a full half. *

Softball – Participate in an average of two (2) innings per game *

Track & Field – Must have accumulated a total of at least sixteen (16) individual points during the track season. A person participating with a relay team that scores shall receive one-fourth (1/4) of the points scored by the relay team. *

Volleyball – Participate in one-half (1/2) of all games *

** Coaches discretion on all varsity letters.*

Team Awards:

Total MARINE (Based on the Athletic Department Core Values – Motivated, Accountable, Resilient, Integrity, Nurturing, Enthusiastic, Student-First)

Most Improved

Rookie of the Year

Mental Attitude Award (Senior (upperclassmen) who excels in mental attitude, scholarship, leadership, and athletic ability.)

Seasonal Sports Offered

FALL

Co-Ed Cross Country: Varsity, Junior Varsity, Junior High

Women's Golf: Varsity

Volleyball: Varsity, Junior High, Elementary

WINTER

Men's Basketball: Varsity, Junior Varsity, Junior High, Elementary

Women's Basketball: Varsity, Junior High, Elementary

Cheer: Varsity, Junior Varsity, Junior High, Elementary

SPRING

Baseball: Varsity

Men's Golf: Varsity

Coed Golf: Junior High

Coed Track & Field: Varsity, Junior Varsity, Junior High

Softball: Varsity

Fight Song

*Hamilton High School hats off to thee.
To our colors true we will ever be.
Firm and strong united are we.
Hamilton High School, fight, fight, fight.
Hamilton High School, fight, fight, fight.
We're all from Hamilton High.*

School Song

*Our colors blue and white we love,
And loyal we will be.
To the bright blue of the sky above,
Which stands for loyalty.
To the white of honor's glory,
And to our fighting team.
We will battle on to victory,
The Hamilton Marines.*

*From the halls of good old Hamilton,
Our boys are here tonight.
We will go right in and fight to win,
For our colors blue and white.
We will fight for right and sportsmanship,
We will strive for victory.
We are proud to claim the title,
Of the Hamilton Marines.*

