



**Jimtown High School
Athletic Department
59021 C.R. 3 South
Elkhart, IN 46517
(574)295-2343**



Athletic Handbook

Transformational Purpose Statement: The athletic department leads to serve coaches and student athletes to make their athletic experience as rewarding as possible while helping to develop a strong work ethic, discipline, selflessness, empathy, and servant leadership.

Philosophy:

Jimtown High School considers participation in athletics to be an integral part of the overall educational experience. Athletics provides opportunities for physical, mental, emotional and social development. The competition of athletics is viewed as a valuable experience because it challenges each student athlete to strive for excellence, helps each student athlete discover their physical limits, and requires each student athlete to work cooperatively as a member of a team. While winning is a natural goal in the pursuit of excellence, the principles of good sportsmanship and enjoyment of competition always take precedence and enhance the educational value of all contests.

Vision:

Jimtown Jimmie athletics will be recognized as a model program and as a source of campus and community pride and respect by inspiring every athlete to pursue excellence.

Mission:

The mission of Jimtown Athletics is to instill in student athletes self-discipline, self-control, dedication, determination, selflessness and an avenue through which students learn to interact with other people in a positive manner.

Goals:

- *To support the education of student-athletes*
- *To compete at an extremely high level*
- *To bring community pride to Jimtown*
- *To represent the ourselves, teams, coaches, school, and community in the highest fashion*

Section 1: Core Values

In order to support athletes in accomplishing the mission and goals of the athletic program, we have set forth guidelines and expectations for each athlete. This is not a “gotcha” or a way to punish, but is really a useful tool to help adolescent athletes grow and develop to become the best person and athlete possible.

THE Jimmie WAY - Core Values

I. We don't whine or complain because we are tough.

This person handles any situation and never complains about anything on or off the competing arena.

- We do not worry about the competition
- We embrace tough situations because tough situations will improve our situation
- Challenges are an exciting opportunity
- When we are pushed or challenged by a player, coach, or opposition; it may not be fun, but we understand it is a chance to get tougher and better



**Jimtown High School
Athletic Department
59021 C.R. 3 South
Elkhart, IN 46517
(574)295-2343**



II. We work hard.

This person embodies the "indefatigable human spirit" and never stops pushing ourselves. We will be absolutely relentless in practice and games.

- Everyday is a try-out
- We don't worry what was said or done to us, we work harder to get better to prove outside influences have nothing to do with the way we work

III. We choose to be positive and embrace adversity with a stoic intensity

Nothing can depress or upset this powerful and positive person - no mood swing, not even negative circumstances can affect this "rock."

- Tough times, tough opposition will make us stronger so we love it
- We are always looking for ways to be challenged
- We don't freak out, get too down, or pout for mistakes or when bad situations happen
- We don't get over excited when good things happen
- We control the controllables!

IV. When we don't play as much as we would like or have the role we would like, we are noble and still support the team.

This remarkably noble, self-sacrificing, generous human being always places the team before him or herself.

- Team above self
- We continue to support our teammates because we want to see them succeed
- We cheer from the sidelines during games
- We pay attention and help each other during practices and games to achieve success together

V. We play and care for each other as teammates and as human beings.

This is a non-judgmental, inclusive teammate that never says a negative thing about anyone and embraces everyone. His/her effort and care (verbal encouragement) make him/her a pleasure to play with and his/her selflessness helps everyone around him/her be a better player.

- We encourage and cheer for teammates during practice even when they are our direct competition
- We help our teammates through drills by telling them how and what to do no matter if they are our position or younger; we help any Jimmie player through situations
- We help those struggling through drills, when negative things happen to them, or when the coach is getting on them. We do this through verbal encouragement, fist bump, clap, or pat on back
- We listen and understand that our teammates care and encourage by listening with direct eye contact and giving verbal reinforcement of understanding

How does this look....

- On the bus
 - We keep it clean. It looks BETTER than when we arrived
 - We thank the bus driver
 - It is quiet - focused on the game on the way to the competition
- In Locker rooms (home/away)
 - Leave it cleaner than we found it



**Jimtown High School
Athletic Department
59021 C.R. 3 South
Elkhart, IN 46517
(574)295-2343**



- Help with packing/cleaning up
- Keep things in good order; take care of what we have been given including the space
- In the Classroom
 - We sit up front
 - We listen and work to the best of our ability
 - We encourage other students to be involved
 - We help whenever there is need
- On Social Media
 - We represent ourselves, our family, our sport, and the Jimtown community well
 - We do not post anything that puts the above statement in question
 - We are positive and do not post anything that would demean or put down another person, team, or community.
- In the Community
 - We represent ourselves, our family, our sport, and the Jimtown community well
 - We excuse ourselves from any situation that could misrepresent the above statement incorrectly.
 - We are sure to be in the right places at the right times

An inability to consistently perform to these core values, can result in team/athletic sanctions that can include but not be limited to suspensions from practices and/or games or even dismissal from the team. Anything that can be perceived by the coach or athletic director to put Jimtown athletics, Jimtown High School, and/or the Jimtown community in a bad light can result in these consequences. As an athletic program, we represent our community and should behave accordingly in all situations.

Basically...**DO WHAT IS RIGHT!**

Represent Jimtown, The Baugo School Corporation, JHS, their team, coaches, teammates, and parents in a positive manner at all times.

Section 2: Code of Conduct

Jimtown High School is fully committed to abiding by all rules and regulations of the Indiana High School Athletic Association (IHSAA), with particular emphasis on Rule B. Section 1: Contestants conduct, in and out of school, shall be such as not (1) to reflect discredit upon their school or the IHSAA, or to not (2) to create a disruptive influence on the discipline or good order, moral, or educational environment of Jimtown High School. It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school.

Tobacco:

- Athletes shall not be in possession of, consume or use any tobacco products including vapes.



**Jimtown High School
Athletic Department
59021 C.R. 3 South
Elkhart, IN 46517
(574)295-2343**



Alcohol:

- Athletes shall not be in the possession of, consume, or be under the influence of any alcoholic beverage.

Controlled Substances:

- Athletes shall not be in the possession of, use, or be under the influence of any controlled substances, which include but is not limited to, a narcotic drug, hallucinogenic drugs, amphetamines, barbiturates, marijuana/THC, or anabolic steroids. Items that closely resemble or are represented to be any of the above mentioned items will also be deemed to be a violation of this policy.

Acts of Delinquency:

- An athlete shall not commit a delinquent act. A delinquent act includes but is not limited to harassment or any other conduct that is not in accord with acceptable behavior, or in violation of state or federal law.

Grounds for Suspension or Exclusion

- A. **First Offense:** An athlete may be suspended and/or excluded from athletic participation for up to 365 days for any of the following violations:
1. Fails to comply with the directions of his/her coach or school personnel.
 2. Fails to adhere to the IHSAA constitution or by-laws.
 3. Conduct that interferes with the purposes of the team and/or school.
 4. Fails to pass and/or comply with the Jimtown High School substance abuse policy.

Suspensions and/or exclusions from athletic participation may be from 1 to 365 days. A meeting with the coach, athletic director, or principal may be requested.

Recommendations from the meeting while being consistent with past practices may vary because of the degree or severity of the offense. These recommendations should include, but are not limited to, drug and/or alcohol assessment and appropriate programs for help.

- B. **Second Offense:** A student who commits another subsequent offense shall be ineligible for athletic participation for a term of 365 days from the time of the second offense.

After a term of no less than 2 complete sports seasons, the athlete may request reinstatement. Reinstatement of the suspended student will only be considered in special circumstances upon the mutual consent and agreement of the principal, athletic director, superintendent of schools, and the Baugo Community Schools Board of Trustees. Before eligibility is reestablished, the student and parents or guardians shall provide documentation of good behavior, or treatment for his/her problem.

The coach in those sports missed may have the athlete practice but he/she will not be allowed to participate in contests.

- C. **Third Offense:** On the third offense, the student/athlete will be excluded from athletic participation for the duration of their high school career. Under special circumstances, a student/athlete, and/or parent may request a review by the principal, athletic director, superintendent of schools, and the Baugo Community Schools Board of Trustees. The final



**Jimtown High School
Athletic Department
59021 C.R. 3 South
Elkhart, IN 46517
(574)295-2343**



decision concerning the continued athletic eligibility of the student will rest solely with the Baugo Community Schools Board of Trustees.

Section 3: Jimtown and IHSAA Eligibility & Common Rules

This list is not meant to be all-inclusive, but does contain some of the more common rules and answers to frequently asked questions regarding IHSAA By-Laws and JHS policy. Different sports may have different sport-specific rules as well. Please see your coach or the athletic department if you have any concerns or questions.

Attendance:

- An athlete must be in attendance $\frac{1}{2}$ the day in order to participate in practice or contests, unless excused by the principal or his/her designee.

Academic Eligibility:

- Must have passed 5 credit earning courses last grading period (1st quarter, 1st semester, 3rd quarter, 2nd semester including summer school)
- Incoming 9th graders are eligible – their first eligibility check is at the end of the 1st quarter
- Must be currently enrolled in 5 credit earning courses current grading period – 4 of those courses must be JHS courses

School Suspension:

- An athlete suspended from school will be ineligible to attend any practice or contest during the term of the suspension. If the suspension is over winter or spring vacation, the athlete may be able to participate in any/all practices during the vacation period, but would be ineligible to participate in any interscholastic contests scheduled during said vacation period. Following the vacation period, the normal school suspension policy would continue to be in effect from the remainder of the suspension period.

Practice Regulations:

- Athletes are expected to punctually attend all practices. Illness or other extreme emergencies are the only valid reason for missing practices. The athlete or parent should always inform the coach when he/she will be missing from a scheduled practice or contest. Each coach will set the practice/contest attendance policy for his/her sport.

Establishing Team Rosters:

- Each coach is hired for his/her knowledge and expertise in their particular sport. It is within the coach's discretion to decide who will be members of a particular team or squad. It may be necessary to cut athletes after conducting try-outs for a particular team. It is noted that there is no final cut and that team members may be dropped from a team at any time during the season.

Dropping a Sport:

- Any athlete quitting a team will forfeit all athletic awards earned in the sport for that season. In addition, that athlete will not be permitted to participate in another sport until the season of the sport that the athlete dropped in is completed. The only exception to this rule is by mutual consent and agreement of both coaches involved.



**Jimtown High School
Athletic Department
59021 C.R. 3 South
Elkhart, IN 46517
(574)295-2343**



Equipment:

- All athletic equipment must be turned in promptly when called for and missing items financially compensated for to the athletic department of Jimtown High School. Athletic awards may be withheld if equipment is not made for missing equipment.

Physicals:

- An IHSAA physical form must be filled out, signed by the attending physician, and on file with the athletic department prior to any athletic participation.

Insurance:

- Jimtown High School does not provide any insurance coverage for athletes. Jimtown High School administrators, coaches, athletic trainers are safety conscious and trained to instruct athletes in the safe and proper techniques of their respective sports. However, due to the nature of athletic activity, injuries DO occur. All IHSAA athletic participants are automatically covered by an accident policy at no cost to you that kicks in if costs of an accident reach \$25,000 up to 1 million dollars. The IHSAA policy covers athletes participating in IHSAA sports.

All athletes participating in interscholastic sports at Jimtown High School are encouraged to be covered by an accident insurance policy.

Jimtown High School will provide the opportunity for families to purchase a supplemental insurance plan with varying levels of coverage. The purchase of this plan is voluntary and up to each individual family. If you already have a family health and accident plan, you may already be adequately covered.

The parents/guardians of each athlete will be required to fill out and sign page 4 of the IHSAA Physical Examination form, (Consent and Release Form). On this form, you will declare your status with regards to insurance coverage.

Transfer Students:

- If a student athlete has ever attended another high school and come to Jimtown, an IHSAA transfer report must be filled out through the athletic office and completed BEFORE participation of any kind

Age Requirements:

- According to IHSAA rules C-4.1, a student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA state finals in a sport shall be ineligible in that sport. A student that is nineteen (19) years of age or less on the scheduled date of the IHSAA state finals in a sport shall be eligible as to age for interscholastic athletic competition in that sport.

General Rules:

- Do not accept remuneration or a benefit other than of symbolic nature for athletic participation in the sport you participate in at JHS
- Vaping is a violation of the Jimtown HS code of conduct



**Jimtown High School
Athletic Department
59021 C.R. 3 South
Elkhart, IN 46517
(574)295-2343**



During Season:

- Must have physical, concussion/sudden cardiac arrest, and informed consent turned into athletic office before practice participation
- A student must attend school the whole school day to be eligible to practice or participate in a contest (exceptions may be granted for Dr. appointments, funerals – please contact athletics)
- Must complete 5 practices before participating in a scrimmage
- Must complete 8 practices before competing in contest; unless the student is transitioning from another IHSAA sport (one week or less) and then 5 practices are necessary before competing in an IHSAA contest
- TEAM SPORT MEMBER - May not participate in a non-school sports competition during the authorized contest season in same sport
- INDIVIDUAL SPORT MEMBER – May participate in a non-school’s sports competition during the authorized contest season if a waiver is filled out through the athletic dept
- MAY NOT participate in a try-out or demonstration of athletic ability as a prospective college student-athlete during the contest season
- Student athletes are limited to how many quarters, games, or matches in a single day. Each sport varies.
- If practice is missed for 8 or more consecutive days, practices are required to be eligible to compete in contests – see chart – this includes individual COVID quarantines, vacations, etc

DAYS MISSED	# OF PRACTICES REQUIRED
8 to 14	2
More than 14 consecutive	3

During School Year – Out of Season – INDIVIDUAL SPORTS

- Limited contact – 2 hrs, 2 days per week (certain weeks)
 - Conditioning does not count in limited contact time
- Coaches, from a member school coaching staff, may coach students in that sport if NOT under the organization, supervision, and operation of the member school

During School Year – Out of Season – TEAM SPORTS

- Limited contact – 2 hrs, 2 days per week (certain weeks)
 - Conditioning does not count in limited contact time
- Coaches, from a member school coaching staff, may NOT coach students in that sport unless it is the limited contact time
- Students may participate in a team sport practice & contest as members of a non-school team with a maximum number of students outlined in chart below (does not include incoming freshmen or outgoing seniors)

Baseball – 5	Football – 6	Softball – 5
Basketball – 3	Soccer – 7	Volleyball – 3



**Jimtown High School
Athletic Department
59021 C.R. 3 South
Elkhart, IN 46517
(574)295-2343**



During Summer

- Students may participate in athletic activities sponsored by the school (no limit on time and days – except football and baseball)
- There will be no contact between coaches and athletes and no athletic activities, including conditioning, conducted (moratorium week) starting the Monday of the week which includes July 1st

•

Section 4: Awards

Student athletes will have the opportunity to order a letter jacket after receipt of athletic awards at each season's awards banquet.

Awards and letters will given out in the following way:

- Class Year: awarded to all JV athletes who finish their season in good standing.
- "J": awarded to all athletes who finish their first Varsity season in good standing.
- Chevron: awarded to all athletes who finish a Varsity season in good standing.
- Plaque: awarded to all athletes who finish 6 Varsity seasons in good standing.
- Blanket: awarded to all athletes who finish 8 Varsity seasons in good standing.

*Good Standing is defined as finishing the year on the team and has been approved by the coaching staff as a participant who has well represented themselves in and away from Jimtown Schools by abiding by the Code of Conduct and expectations outlined in the Athletic Handbook.

*Students are eligible to purchase a letter jacket upon receiving their first Varsity letter. Students will need to see the Athletic Secretary for an approval letter. To place an order, students must make an appointment and bring their approval letter and any patches with them to their appointment.

*Varsity lettering requirements vary by sport and are awarded at the discretion of the head coach. Basic requirements are listed below.

- Basketball, Baseball, Volleyball - Players on the Sectional Roster
- Softball - Play in 5 or more varsity games and/or dress Sectional
- Tennis, Wrestling, Swimming - Participate in at least 1/4 of the varsity matches
- Football - Play in the Sectional Game
- Cross Country - Be a running team member at the sectional and/or conference meet.
- Track - Scores a point at a Track and Field Meet
- Managers - Letter when attending 75% of practices/games

*Honorary letters may be given to Seniors who have been in the sport for all four years.

*The Varsity head coach for each school-sponsored sport will provide a listing to the athletic office of all letter winners.



**Jimtown High School
Athletic Department
59021 C.R. 3 South
Elkhart, IN 46517
(574)295-2343**



Section 5: Parent and Community Member Guidelines

Parents and other community members are also a big part of the athletic program and are expected to help enhance the program and help bring pride to our athletic program. Below are ways they can help participate in improving all students' athletic experiences.

- Work athletic events
- Help fund raise
- Positively promote Jimtown athletics
- Attend events and cheer on the Jimmies!
- Get your license and officiate
- Get your CDL and drive a bus

Below are Parent Expectations: Parents are a big part of the success of athletic programs and teams. Following these guidelines helps everyone have a positive experience and lets those who have been given the great responsibility to coach, play, or officiate do their jobs.

- Support your child and the team
- Support the coaching staff
 - Avoid complaining about coaches - don't start or continue criticism - even at home. This can affect your child's attitude and effort at practice
- Trust the coaching staff
 - Trust that they will do what is best for the team and your child
- Avoid Comparisons
 - Will create a negative attitude in your child and create problems on the team
- Accept the role your child has earned
 - Every role is important
- Make sure your child get to and from practice
- Support the school, team, and athletic department expectations
- Help ensure your child is getting proper nutrition and sleep
- Help your child avoid negative situations
- Use Renweb to monitor grades and attendance
- Love your child unconditionally
 - Wins vs losses, avoid focusing on the athlete only
- Conduct yourself in a manner that is always appropriate - promote and display sportsmanship
 - Treatment of officials, fellow fans, other student athletes
- Communicate



**Jimtown High School
Athletic Department
59021 C.R. 3 South
Elkhart, IN 46517
(574)295-2343**



Communication Guidelines

As Parents You Should expect these types of Communication from Coaches

1. ***Philosophy of the Coach*** – how/why a coach coaches – not why a coach runs a certain scheme
2. ***Expectations of the Athletes and the Team*** – reasonable goals for the athletes and the team (sportsmanship and effort of the team and athletes) – not performance-based expectations (not how many minutes each athlete will play or how many games will be won)
3. ***Location of all Practices and Games*** – schedules for both, communicating changes in practice times/locations
4. ***Copy of the Team Rules*** – coaches will provide any sport specific rules that are to be followed by the athlete.
5. ***Lettering Policy*** - criteria used to earn a varsity letter in that sport

As Parents You Should Communicate the Following Information to Coaches

1. ***Concerns related to your son/daughter's mental, physical, or emotional wellbeing*** – coaches will want to know if something is going on in their personal life that might affect attention or performance
2. ***Specific questions about a Coach's expectations of Parents*** – Parents can discuss with coaches what role they can provide in supporting the team
3. ***Notification of any Injuries or Illnesses*** – if parents notice something at home that a coach would not notice regarding injuries or illnesses, the parent should communicate that to the coach – such as, battling a stomach bug all weekend
4. ***Prior Notification of any Student absences from practice or games*** – these are pre-arranged absences that the athlete has known about along with illnesses that might prevent them from activities

As a Parent of a Jimtown Athlete, these are APPROPRIATE Concerns to Discuss with Coaches

1. ***Mental or Physical Treatment of your Son or Daughter*** – the first and foremost concern of both parents and coaches should be the well-being of the student-athlete
2. ***Ways in which Parents can help their Sons or Daughters*** – discussion of the student-athlete's role on the team needs to be between him or her and the coach, parents can discuss with the coach how they can help their child improve – expect complete honesty from the coach that may hurt some feelings
3. ***Concerns about the Son's or Daughter's Behavior*** – if parents are seeing abrupt or gradual changes in mood or behavior, they may want to discuss with coaches to see if they are seeing the same signs
4. ***Concerns about the Athlete's Academic Performance*** – if parents notice an athlete struggling to maintain an appropriate academic performance, they should bring this to the coaches' attention

As a Parent of a Jimtown Athlete, these are INAPPROPRIATE Topics for Parents to Discuss with Coaches

1. ***Playing Time*** – discussion only between the athlete and coaches – coaches will decide playing time
2. ***Team Strategy*** – coaches will determine the scheme that they feel they need to run to be



**Jimtown High School
Athletic Department
59021 C.R. 3 South
Elkhart, IN 46517
(574)295-2343**



- successful – changes/questions with schemes will not be discussed with parents
3. **Play Calling** – coaches will make the play call that they deem best for the situation – execution of the play by the athletes is just as important as the call itself
 4. **Team Selection** – coaches will determine which athletes are on their team
 5. **Another Athlete** – coaches will not discuss any other athlete on the team or past teams

Expectations/Guidelines for Communications

1. **Engagement Process** – parents will not contact coaches 24 hours before and 24 hours after a contest – extenuating circumstances may require this to be adjusted
2. **Conduct** – All conversations will be in a civil and professional manner. If a parent uses profanity, acts in a rude or disrespectful manner, or threatens a coach, the coaches are instructed to end the conversation immediately. The meeting can be rescheduled for a later date.
3. **Discussion of Inappropriate Topics** – If any of the five inappropriate topics come up during the conversation, the coaches are instructed to end the conversation immediately. The meeting can be rescheduled for a later date.
4. **Chain of Communication**
 - a. Step 1 – All communications regarding any conflict must begin between the coach and the athlete. This is one of the great aspects of education-based athletics is allowing students a platform to advocate for themselves. This allows them to respectively address concerns.
 - b. Step 2 – After the student-athlete has talked to the coach, the parent then can contact the coach to set up a meeting to discuss the situation. This meeting will be with the coach, athlete, and parent.
 - c. Step 3 – After the parent/coach/athlete meeting, the parent can request a meeting with the student, Athletic Director, and Coach.
 - d. Step 4 – A meeting can then be scheduled with the coach, athletic director, and principal.
 - e. Chain of Command
 - i. Student/athlete and parent
 - ii. Asst. Coach
 - iii. Head Coach
 - iv. Athletic Director
 - v. High School Principal
 - vi. Superintendent
 - vii. Board of Trustees
5. **Information will be shared** – All discussions with the Athletic Director will be forwarded to the student and to the coach.

It is important to note that the Jimtown High School athletic department does not guarantee a resolution to all extra-curricular concerns. Further, not all concerns will be granted a Step 3 meeting. This will be at the discretion of the athletic director.

***An inability to abide by these community/parental guidelines can result in a player being cut or suspended from an athletic team and/or a parent being unable to attend athletic events.**



**Jimtown High School
Athletic Department
59021 C.R. 3 South
Elkhart, IN 46517
(574)295-2343**



Jimtown High School
School Song

“Washington and Lee Swing”

Now let us all join in and play this game,
We're going to do it for old Jimtown's name,
We're gonna' win another victory,
Our team will never lose for we are going to do our best
By giving them a great big cheer,
We're going to show them that we're real sincere,
We're going to show them that we're not to fear,
But to cheer, Rah, Rah, Raaa-aaaah,

Go Jimmies GO!
Go Jimmies GO!
Pass 'em high!
Pass 'em low!
GO Jimmies GO!!