

# 2014-15

## Non-Teaching Coaches Handbook



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**Incorporated:** April 26, 1976  
National Federation Member Since 1924

## Table of Contents

I.	Guidelines for Non-Teaching Coaches.....	6
II.	Association Eligibility Rules.....	6-8
III.	Rules By Sports .....	8-17
	A. General Season Rules – Rule 50 & 101 .....	8
	B. Baseball – Rule 51 .....	9
	C. Basketball – Rule 52 (Boys); Rule 102 (Girls) .....	9-10
	D. Cross Country – Rule 53 (Boys); Rule 103 (Girls) .....	10
	E. Football – Rule 54 .....	10
	F. Golf – Rule 55 (Boys); Rule 104 (Girls) .....	10
	G. Gymnastics – Rule 105.....	10-11
	H. Soccer – Rule 56 (Boys); Rule 106 (Girls) .....	11
	I. Softball – Rule 107 .....	11
	J. Swimming – Rule 57 (Boys); Rule 108 (Girls) .....	11
	K. Tennis – Rule 58 (Boys); Rule 109 (Girls) .....	11-12
	L. Track & Field – Rule 59 (Boys); Rule 110 (Girls).....	12
	M. Volleyball – Rule 111.....	12
	N. Wrestling – Rule 60.....	12
IV.	Conditioning & Open Facility Programs.....	12
V.	Medical Supervision of Contests .....	13
VI.	Tournament Entry Procedures .....	13
VII.	IHSAA Rules Interpretation Meetings.....	13-15
	Dates and Sites of Rules Interpretation Meetings.....	19
	Boys and Girls Sports Seasons .....	15-18
Appendix A	Recommended Responsibilities of Head Coaches.....	18-19
Appendix B	Profile of the Head Coach.....	19-22
	IHSAA Coaching Education Position/Policy.....	22
	Communicable Disease Procedures.....	22-23

## A Letter from the Commissioner

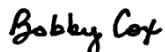
The Indiana High School Athletic Association celebrates the opportunity to participate in the lives of young Hoosiers through the provision of education based athletics through our member schools. It is our belief that through involvement in these activities, the future leaders of our society will be shaped.

Currently in Indiana, over 160,000 students from 412 different IHSAA member schools participate in high school athletics. While the thrill of donning the colors of the local school is both honorable and exciting, the educational experience gained from this participation is paramount. There are many concepts to be learned through education based athletics such as, self-discipline, the value of teamwork, the importance of dedication and commitment. Whether it's the ability to deal with success or persevere through great adversity, the critical lessons learned here will last a lifetime.

For an organization such as ours, integrity is of primary importance. An uncompromising adherence to the principles of fair play and impartiality form the core of our value system. Pure, wholesome, amateur, educational, inexpensive, local high school athletics has always been the objective. It is what we mean when we say...Pure Spirit. Pure Sport!

On behalf of the entire IHSAA family, we spread our best wishes and trust you are looking forward to the 2014-15 school year with the same expectancy and enthusiasm as the IHSAA staff and Board of Directors.

Sincerely,



Bobby Cox  
IHSAA Commissioner

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Girls Basketball.....	Sandra Walter / Jocelyn Dawson
Boys Cross Country .....	Phil Gardner / Ashley Ernstberger
Girls Cross Country.....	Phil Gardner / Ashley Ernstberger
Football .....	Robert E. Faulkens / Ashley Ernstberger
Boys Golf.....	Chris Kaufman / Kayley Howell
Girls Golf .....	Chris Kaufman / Kayley Howell
Gymnastics.....	Sandra Walter / Jocelyn Dawson
Boys Soccer .....	Sandra Walter / Jocelyn Dawson
Girls Soccer .....	Sandra Walter / Jocelyn Dawson
Softball .....	Sandy Searcy / Kayley Howell
Boys Swimming & Diving .....	Sandy Searcy / Kayley Howell
Girls Swimming & Diving.....	Sandy Searcy / Kayley Howell
Boys Tennis .....	Chris Kaufman / Craig Garvin
Girls Tennis.....	Chris Kaufman / Craig Garvin
Boys Track & Field.....	Robert E. Faulkens / Jocelyn Dawson
Girls Track & Field .....	Robert E. Faulkens / Jocelyn Dawson
Volleyball .....	Sandy Searcy / Kayley Howell
Wrestling.....	Robert E. Faulkens / Ashley Ernstberger

### Subject

### Staff Member/s

Awards .....	Sandy Searcy
Board of Directors.....	Bobby Cox / Cathy Smith
Bookkeeping .....	Dean Rubeck
By-Law Interpretations .....	Bobby Cox
Contracts.....	Bobby Cox
Corporate Sponsorship .....	Bobby Cox / Chris Kaufman
Eligibility Rulings .....	Bobby Cox
Coaches Education .....	Robert E. Faulkens / Ashley Ernstberger
Entry Lists:	
Baseball .....	Ashley Ernstberger
Boys Basketball.....	Ashley Ernstberger
Girls Basketball.....	Jocelyn Dawson
Boys Cross Country.....	Ashley Ernstberger
Girls Cross Country .....	Ashley Ernstberger
Football.....	Ashley Ernstberger
Boys Golf .....	Kayley Howell
Girls Golf.....	Kayley Howell
Gymnastics .....	Jocelyn Dawson
Boys Soccer.....	Jocelyn Dawson
Girls Soccer.....	Jocelyn Dawson
Softball .....	Kayley Howell
Boys Swimming & Diving .....	Kayley Howell
Girls Swimming & Diving .....	Kayley Howell
Boys Tennis.....	Craig Garvin
Girls Tennis.....	Craig Garvin
Boys Track & Field .....	Jocelyn Dawson
Girls Track & Field.....	Jocelyn Dawson
Volleyball .....	Kayley Howell
Wrestling .....	Ashley Ernstberger

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Schools F through K.....	Sandra Walter
Schools L through O .....	Sandy Searcy
Schools P through Z.....	Robert E. Faulkens
Forms & Supplies (Requests) .....	Cathy Smith
Insurance .....	Bobby Cox
Marketing .....	Chris Kaufman
Media Credentials, Records.....	Jason Wille
Medical Aspects of Sports .....	Bobby Cox
Membership (School) .....	Bobby Cox / Cathy Smith

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Associations .....	Sandra Walter
College Classes, Clinics.....	Sandra Walter
Licensing.....	Sandra Walter
Rules Meetings, Clinics.....	Sandra Walter
Testing Sites, Monitors.....	Sandra Walter
Printing .....	Chris Kaufman / Jason Wille
Publications .....	Chris Kaufman / Jason Wille
Ring & Medal Purchases .....	Cathy Smith
Student Leadership.....	Sandy Searcy
Technology/Computers .....	Ed Sullivan

### Transfers:

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Schools F through K.....	Sandra Walter
Schools L through O .....	Sandy Searcy
Schools P through Z.....	Robert E. Faulkens
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## 2014-15 IHSAA Board of Directors

District, Seat	Board Member	Term Ends
District I, Class A	Debb Stevens, Caston	June 2017
District I, Class AA	Don Gandy, Wheeler	June 2015
District I, Class AAA	Nathan Dean, Jimtown	June 2017
District I, Class AAAA	Geoff Penrod, Columbia City	June 2015
District II, Class AA	Jimmie Howell, Lapel	June 2017
District II, Class AAA	Steve Cox, Beech Grove	June 2015
District II, Class AAAA	Jim Brown, Fishers	June 2017
District III, Class A	Richard Lance, Castle	June 2017
District III, Class AA	Tim Grove, South Knox School Corporation	June 2015
District III, Class AAA	Mike Whitten, Boonville	June 2017
District III, Class AAAA	Mike Broughton, Jennings County	June 2015
North District, Female	Patti McCormack, Lowell	June 2016
North District, Minority	Deborah Watson, Fort Wayne Snider**	June 2016
North District, Urban	Janis Qualizza, Merrillville	June 2016
South District, Female	Rae Woolpy, Richmond	June 2016
South District, Minority	Victor Bush, Indianapolis Arsenal Technical	June 2016
South District, Urban	Paul Neidig, Evansville Vanderburgh Schools	June 2016
Private School	Dave Worland, Indianapolis Cathedral*	June 2016

\* President

\*\* Vice-President

## 2014-15 IHSAA Executive Committee

**Tim Grove**, South Knox School Corporation (Chairman)

**Mike Broughton**, Jennings County (Vice-Chairman)

**Jim Brown**, Fishers

**Victor Bush**, Indianapolis Arsenal Technical

**Steve Cox**, Beech Grove

**Nathan Dean**, Jimtown

**Don Gandy**, Wheeler

**Jimmie Howell**, Lapel

**Richard Lance**, Castle

**Patti McCormack**, Lowell

**Paul Neidig**, Evansville Vanderburgh Schools

**Geoff Penrod**, Columbia City

**Janis Qualizza**, Merrillville

**Debb Stevens**, Caston

**Deborah Watson**, Fort Wayne Snider

**Mike Whitten**, Boonville

**Rae Woolpy**, Richmond

**Dave Worland**, Indianapolis Cathedral

### **Rule 7-1.5**

**Beginning July 1, 2015 all coaches** must participate in the Coach Education/Certification process. Coach Certification will have three levels commensurate upon experience and licensure. Prior to contact with any student athlete in a practice setting, **all** coaches will be required to have successfully completed the requirements to possess a level of certification.

The entry level will be the **Registered** Coach. A **Registered** Coach will have an initial certification for three (3) years. Upon renewal, the certification will be in effect for five years. To attain the **Registered** certification, a candidate will have to complete two approved courses from the NFHS Learning Center. The course options include: Concussion in Sports, A Guide to Heat Acclimatization and Heat Illness Prevention, Creating a Safe and Respectful Environment, Sportsmanship, and A Guide to Sport Nutrition. All of these courses are free of charge currently.

Subsequent renewals of the **Registered** level of certification will require the candidate to complete two additional courses from the initial option catalog in addition to Fundamentals of Coaching **or** a Sport Specific Course. The renewal certification will be valid for five (5) years.

The middle level will be the **Certified** Coach. The **Certified** Coach will have an initial certification of three (3) years. The **Certified** Coach will have a valid teaching license and will have completed three approved courses from the NFHS Learning Center. The course options include: Concussion in Sports, A Guide to Heat Acclimatization and Heat Illness Prevention, Creating a Safe and Respectful Environment, Sportsmanship, and A Guide to Sport Nutrition. All of these courses are free of charge currently.

Subsequent renewals of the **Certified** level of certification will require the candidate to complete two additional courses from the initial option catalog. The renewal certification for a **Certified** Coach will be valid for five (5) years.

The highest level of the IHSAA Coach Certification program will be the **Professional** Coach. The **Professional** Coach will have an initial certification of five (5) years. The **Professional** Coach will possess a valid teaching license and will have five (5) documented years of head coaching experience at the high school varsity level. The **Professional** Coach will have completed three approved courses from the initial option catalog of the NFHS Learning Center. The course options include: Concussion in Sports, A Guide to Heat Acclimatization and Heat Illness Prevention, Creating a Safe and Respectful Environment, Sportsmanship, and A Guide to Sport Nutrition. All of these courses are free of charge currently.

Subsequent renewals of the **Professional** level of certification will require the candidate to: Attend/Present at State Coaches Association Conference, Attend 4 meetings of an Officials' Association, and pass one Rules Exam with a score of **80** or better, and complete the Indiana 101 course on the NFHSLearn site. The renewal certification for a **Professional** Coach will be valid for five (5) years.

## I. Guidelines for Non-Teaching Coaches

The high school coach occupies a most strategic position in the interschool program. He/she is in direct contact with student-athletes and probably has more influence upon them than any other single individual. The coach is most influential in developing proper attitudes in student and adult fans. If athletics are to be educational, teaching youth through athletic activities must be as much a concern as winning contests. The following may assist coaches in fulfilling their responsibilities.

The coach should:

- Set a proper example and maintain a professional attitude toward other coaches and game officials. Complaints should be filed through proper channels; any show of disrespect on the athletic field or playing floor either during or following contests, should be avoided.
- Instruct players regarding the school's philosophy, objectives, policies and standards of conduct.
- Explain the potential values that interschool athletics offer toward the personality and character development of student-athletes.
- Distinguish between emphasis on competition and overemphasis on winning. Learning to do one's best is a worthwhile educational goal but an obsession on winning, which causes loss of sight of the educational values of competition, is detrimental to interschool programs.
- View contests in their proper perspective and also cause others to do the same. The coach must stimulate a desire to win as well as teach student-athletes the enjoyment and values of competing regardless of whether the contest is won or lost.
- Develop standards of sportsmanship and training with the approval of the school administration. Sportsmanship standards contained in game rules and provisions of the IHSAA should be carefully explained to student-athletes.
- Enforce the standards of sportsmanship and conduct. Any student-athlete who shows any signs of temper, disgust, etc. should be substituted. Any athlete who is assessed a penalty by a game official for unsportsmanlike conduct should be removed from that contest and should not be permitted to participate in the next succeeding contest if the violation is flagrant. Athletes should understand that intentionally striking an opponent, etc., will result in their not being permitted to play in the following contest/s. They must also understand that their actions cast a reflection on the coach, entire team and the school community.
- Review thoroughly the standards of eligibility that a student-athlete must meet for the privilege of representing one's school in interschool athletics at the beginning of each sports season. A proper understanding of the non-school competition and award standards is of particular importance.

## II. Association Eligibility Rules

### A. General

1. Association Rules:
  - a. Apply to all athletic teams and all sports contestants in grades 9, 10, 11, 12 participating in any Association recognized contest (Rule 1-1).
2. Administrative Responsibilities:
  - a. Each member school principal is accountable for the conduct of the athletic program (Rule 3-1).
  - b. When eligibility is in question, students shall not be permitted to participate (Rule 3-8).
  - c. Student must have a Consent and Release Certificate on file with the principal prior to first practice (Rule 3-10).
3. Coaches:
  - a. IHSAA By-Law 7-1.4 Non-Teaching Coaches

Schools must maintain an accurate record of all non-teaching coaches. Approval from the IHSAA is not needed except in the case of basketball or football head coaches who do not hold a valid Indiana teaching license.

    - (1) In compelling, emergency cases, the Commissioner may approve a request from a school for a waiver for a basketball head coach or a football head coach for a period not to exceed one year.
    - (2) The Commissioner may approve a request by a school for a five (5) year extension of the waiver for a basketball head coach or a football head coach, provided the Commissioner has been provided proof that the coach, during the original waiver period, has successfully completed two (2) IHSAA approved coaching courses.
    - (3) The Commissioner may approve requests for additional five (5) year extensions of a waiver for a basketball head coach or a football head coach, provided the Commissioner has been provided proof that the coach, during the prior waiver period, has successfully completed two additional IHSAA approved education courses.  
(Head girls basketball coaches who were hired prior to July 1, 2000 shall not be affected by this rule.)
  - b. Remuneration must be approved by the Board of Education (Rule 7-1.1).
  - c. May not receive extra pay, salary, gifts or trips from outside sources (Rule 7-1.2).
  - d. When there is a coach of a mixed (boys and girls) team or a male coach of a girls team, there should also be an adult advisor from the opposite gender (Rule 7-1.3, Note 3).

### 7-1.5 Mandatory Coach Accreditation (Effective July 1, 2015)

Beginning the 2015-16 school year, all coaches must complete certain education courses and be accredited. There are Three (3) levels of coach accreditation: Registered, Certified and Professional.

a. **Registered.** The basic accreditation level is a Registered Coach who will have an initial accreditation period of Three (3) years.

- (1.) A Registered Coach must have completed Two (2) approved courses from the NFHS Learning Center (Initial Courses).
- (2.) A Registered Coach can renew the accreditation for Five (5) year renewal terms, provided the Coach has completed, during the previous accreditation period, Two (2) additional approved courses from the NFHS Learning Center (Renewal Courses).

A list of the approved Courses shall annually be published by the IHSAA. The list of approved Courses may include courses submitted by member Schools and approved by the IHSAA.

b. **Certified.** The mid-accreditation level will be a Certified Coach who will have an initial accreditation period of Three (3) years.

- (1.) A Certified Coach must have a valid teaching license and must have completed Two (2) Initial Courses.
- (2.) A Certified Coach can renew the certification for Five (5) year renewal terms, provided the Coach completes, during the previous accreditation period, Two (2) additional Renewal Courses.

A list of the approved Courses shall annually be published by the IHSAA. The list of approved Courses may include courses submitted by member Schools and approved by the IHSAA.

c. **Professional.** The top accreditation level is a Professional Coach who will have an initial accreditation period of Five (5) years.

- (1.) A Professional Coach must have a valid teaching license, must have Five (5) documented years of head coaching experience at the high school Varsity level and must have completed Three (3) Initial Courses.
- (2.) A Professional Coach can renew the accreditation for Five (5) year renewal terms, provided, during the previous accreditation period, the Coach attended and presented at a State coaches association conference, attended Four (4) meetings of an Officials' Association annually, passed One (1) rules exam with a score of Eighty (80) or better, and completed an approved advanced level course (Advanced Course)

A list of the approved Courses shall annually be published by the IHSAA. The list of approved Courses may include courses submitted by member Schools and approved by the IHSAA.

#### 4. Officials:

a. Decisions of the game officials shall be considered final and binding (Rule 9-5).

#### B. Eligibility Rules to be Reviewed by Coaches

You are in violation of IHSAA Rules if you:

1. Schedule or play games, meets or tournaments without the sanction of your principal (Rule 9-1).
2. Allow all-boys teams and all-girls teams to participate against each other in an interschool athletic contest (Rule 9-8).
3. Allow boys to participate as individuals or on a team in a sport designed for girls (Rule 9-9).
4. Allow girls to participate on a boys team when there is a comparable program for girls in that sport (Rule 9-10).
5. Allow girls to participate in an IHSAA tournament program for boys when there is an IHSAA tournament for girls in which they can qualify as a girls tournament entrant (Rule 9-10).
6. Administer oxygen in any athletic contest unless qualified to administer such (Rule 9-12).
7. Hold an athletic contest, school practice, school-sponsored clinic, study scouting reports or view films with one or more team members on Sunday (Rule 9-13).
8. Instruct students during the school year, out-of-season in team sports, except during open facility (Rule 15-2.2, 15-2.5).
9. Instruct more than three students in basketball and volleyball, five students in baseball and softball or six students in football and soccer who have participated in a contest the previous year as a member of one of their school teams in that sport during school year out-of-season in team sports in non-school sponsored camps and/or clinics (Rule 15-2.3).
10. Withdraw an athletic team from an athletic contest other than in emergency situations which are beyond the control of school personnel and unless by mutual consent of both schools (Rule 9-16).
11. Coach organized non-school sports competition during the authorized contest season in that sport. (Rule 15-1(g).)
12. Use an unlicensed official in an interschool contest (Rule 14-1).

#### C. Eligibility Rules to be Reviewed by Coaches with Student-Athletes

Your student-athletes are eligible if:

##### 1. Age

They do not turn 20 years old prior to or on the scheduled date of the IHSAA State Finals tournament in a sport.



**2. Amateurism**

They have not played under an assumed name.

They have not accepted money or merchandise directly or indirectly from athletic participation.

They have not signed a professional contract in that sport.

**3. Awards and Gifts**

They have not received in recognition for athletic ability any award that is not approved by their high school principal or the IHSAA.

They have not used or accepted merchandise as an award, prize, gift or loan or purchase such for a token sum.

They have not accepted awards, medals, recognitions, gifts and honors from colleges/universities or their alumni.

**4. Conduct and Character**

They have not conducted themselves in or out of school in a way which reflects discredit on your school or the IHSAA.

They have not created a disruptive influence on the discipline, good order, moral and educational environment in your school.

**5. Enrollment**

They enrolled in a school during the first 15 days of a semester.

They have not been enrolled more than 4 consecutive years, or the equivalent (e.g. 8 semesters or 12 trimesters, etc.), beginning with grade 9.

They have not represented a high school in a sport for more than four years.

**6. Illness and Injury**

They are absent 5 to 10 or more consecutive school days due to illness or injury, and have participated in at least 4 separate days of practice prior to competing.

They are absent more than 10 or more consecutive school days due to illness or injury, and have participated in at least 6 separate days of practice prior to competing.

**7. Participation**

a. During Contest Season

They do not participate in try-outs or demonstrations of athletic ability in that sport as a prospective post-secondary school student-athlete.

They do not participate in a non-school contest that required participation during school time, without gaining approval by the school principal or his/her designee.

They do not participate in a practice with or against players not belonging to your school.

They do not participate in a non-school-sponsored contest without an approved waiver.

They do not attend a non-school camp.

They do not attend and participate in a student-clinic.

b. During School Year Out-of-Season

They do not participate in a team sport contest as a member of a non-school team where there are more than the following number of students listed below in each sport, including incoming freshmen, who have participated the previous year in a contest as a member of their school team in that sport.

Basketball - 3 Baseball - 5 Football - 6

Volleyball - 3 Softball - 5 Soccer - 6

They do not receive instruction in a team sport from individuals who are members of your high school coaching staff (Exception: open facility).

c. During Summer

They do not attend a non-school fall sports camp and/or clinic on or after Monday of Week 7 (See your athletic director for specific dates).

They do not attend any other non-school camp and/or clinic on or after Monday of Week 7 (See your athletic director for specific dates).

**8. Practice**

They have completed the required number of separate days of organized practice in your sport under the direct supervision of the high school coaching staff in your sport preceding participation in a contest.

**9. Scholarship**

They passed 70% of the full credit subjects or the equivalent that a student can take in your previous grading period. Semester grades take precedence.

They are currently passing 70% of the full credit subjects or the equivalent that a student can take.

**10. Consent and Release Certificate**

They have the completed certificate (physical form) on file with your principal each school year, between April 1 and your first practice.

### 11. Transfer

They were eligible in the school from which they transferred.

Their transfer status at the new school has been determined by the IHSAA Commissioner.

### 12. Undue Influence

The student, their parents or guardians have not been influenced by any person to secure you as a student at a member school.

## III. Rules By Sports

National Federation rules shall govern except as modified or otherwise indicated by the IHSAA.

### A. Rule 50 – Boys Sports Seasons; Rule 101 – Girls Sports Seasons

1. There shall be 10 separate days of organized practice in that sport under the direct supervision of the high school coaching staff in that sport by each player prior to participation in a contest. Only one practice may be counted for any one day.
2. Athletes who are moving directly from one sport season to the next may be eligible to participate in a contest after five separate days of organized school practice under the direct supervision of the high school coaching staff in that sport.
3. Individual student athletes who, having completed ten separate days of organized practice under the direct supervision of the high school coaching staff in a sport, are permitted to tryout for a second sport during the same sport season may be eligible to participate in an interschool contest after five separate days of organized practice under the direct supervision of the high school coaching staff in the second sport. If the original sport was golf, this rule does not apply and the student athlete must complete ten separate days of practice.
4. Athletes who have successfully completed basic military training during the practice or contest season may be eligible to participate in a contest after five separate days of organized school practice.
5. In order for a student to qualify for participation in the IHSAA tournament series in an individual sport (cross country, golf, tennis, swimming & diving, track & field and wrestling) the student must have participated, during the regular season, in a minimum of (i) 75% of the season contests in which the student's school participated, and (ii) 25% of the maximum number of authorized season contests in that sport. This requirement can be waived provided the student can demonstrate that he did not participate in the minimum number of season contests because of illness, injury, ineligibility or because of circumstances beyond the control of the student, such as the cancellation of a contest(s) or the failure to qualify for a spot on the roster.

### B. Baseball – Rule 51

1. Maximum games for any team or student:
  - a. 28 games and no tourney, or;
  - b. 26 games plus one tourney.
    - (1) If a player or team participates in more than the one (1) tourney permitted during the season, the number of games played in excess shall be included in the 26 games permitted during the season.
    - (2) Limit of 22 school-day games.
    - (3) If a player participates in a game as a pinch hitter, pinch runner or courtesy runner, at the varsity level, it does not count toward the maximum number of game limitations for that player.
    - (4) Players may not change levels of play if games are being played simultaneously. Players may only change levels of play at the completion of both games.
2. Students participating on their high school baseball team during the summer while their team is still competing for conference awards make themselves ineligible by participating on any other baseball team during that time.
3. Pitcher limitations:

May not pitch in more than 10 innings in any three consecutive calendar days.

  - a. To determine innings pitched, total the number of innings pitched during two previous calendar days and subtract from 10.
  - b. A partial inning pitched must be counted as one inning.
4. A school may schedule one baseball controlled scrimmage with another IHSAA member school. A controlled scrimmage may not be held earlier than the day following the fifth day of practice or later than the second calendar day prior to the first scheduled game. A controlled scrimmage does not count as a practice or as an interschool contest. Only students who have full athletic eligibility may participate in a controlled scrimmage. A controlled scrimmage may not be scouted by anyone not affiliated with a team participating in the controlled scrimmage.

### C. Basketball – Rule 52 (Boys); Rule 102 (Girls)

1. Maximum games for teams:
  - a. 22 games and no tourney, or;

- b. 20 games plus one tourney, or;
  - c. Maximum of three tourneys provided games played in two of three tourneys are included in 20 game limitation.
2. Player participation limitations, excluding jamboree:
- a. 88 quarters and no tournaments plus one (1) additional quarter for every instance where a player participates in five (5) quarters in the same session
  - b. 80 quarters plus one (1) tournament plus one (1) additional quarter for every instance where a player participates in five (5) quarters in the same session.
  - c. No player may participate in more than five quarters in one session. When multiple games are played on one admission ticket without clearing the gymnasium i.e. junior varsity game followed by a varsity game, it is considered one session
  - d. If a school schedules a junior varsity game and a varsity game on successive days, a player may participate in a maximum of five quarters in the two games combined as if the games were scheduled in the same session.
  - e. No team or player may participate in more than two tournament games in one calendar day.
3. A team or player may participate in (a) a controlled scrimmage between two member schools or (b) two quarters or one half of one varsity jamboree.
- a. A school may schedule one basketball controlled scrimmage with another IHSAA member school. A controlled scrimmage may not be held earlier than the day following the fifth day of practice or later than the second calendar day prior to the first scheduled game. A controlled scrimmage does not count as a practice or as an interschool contest. Only students who have full athletic eligibility may participate in a controlled scrimmage. A controlled scrimmage may not be scouted by anyone not affiliated with a team participating in the controlled scrimmage.
  - b. A school may schedule one basketball jamboree between three or more IHSAA member schools. A jamboree may not be held earlier than the day following the tenth day of practice or later than the second calendar day prior to the first scheduled game. A jamboree does not count as a practice or as an interschool contest. Only students who have full athletic eligibility may participate in a jamboree. A jamboree may not be scouted by anyone not affiliated with a team participating in the jamboree.
4. JV games shall be played with seven minute quarters. Ninth grade and/or 'C' games shall be played with six minute quarters or may be less than four quarters in length if mutually agreed by participating schools.
5. All interschool basketball tourneys, other than the IHSAA tournament series, shall be held prior to sectionals each year.
- a. No interschool basketball tournament which involves more than four schools shall be held without the sanction of the Association except where all the schools are members of the same conference or located in the same county.
  - b. Teams or players participating in a tourney which extends into two consecutive weekends shall not be permitted a second tournament.
  - c. No tourney shall be scheduled to extend over more than two consecutive weekends.
- D. Cross Country – Rule 53 (Boys); Rule 103 (Girls)
- 1. Student may not run in more than one meet per day.
  - 2. Maximum number of contests – 14.
- E. Football – Rule 54
- 1. Maximum games for teams:
    - a. nine games
    - b. Schools shall be limited to the playing of one interschool varsity football game in a five day period, excluding Sunday. A junior varsity contest may be played on a Monday and the following Saturday, provided there is no junior varsity contest played on Monday through Friday following the Saturday junior varsity contest. Exceptions may be made for inclement weather when approval is obtained from the Commissioner. (Rule 54-3.3)
  - 2. Player participation limitations (exclusive of IHSAA playoff games):
    - a. 36 varsity season quarters, four quarters per week, or;
    - b. 45 season quarters; five quarters per week; no more than two varsity quarters
      - (1) record of quarters starts on day of varsity game and ends day before next varsity game or seven days, whichever is first.
    - c. four quarters per day
  - 3. Team-player practice limitations:
    - a. First day – non-contact (physical conditioning, sprints, agility drills, etc.)
      - (1) One session, not to exceed 150 minutes
      - (2) Protective equipment permitted –
        - Day One - football shoes, helmets, girdles, mouthpieces
        - Days Two and Three - football shoes, helmets, girdles, mouthpieces, shoulder pads (full equipment)

**One session of 150 minutes, or two 90-minute sessions per day with a three-hour break between sessions**

    - b. Day 4 and beyond full contact, full equipment

(1) Total Practice time may not exceed 5 hours. No session may exceed 180 minutes. Mandatory three hour break between sessions. No back to back calendar days of multiple sessions. Only one session may have full contact, full equipment on days of multiple sessions. No day may have more than two sessions. 45-minute walk-through or classroom session may be held during the three hour break. Walk-through must be held in climate-controlled facility.

4. A controlled scrimmage between two IHSAA member schools shall be permitted on Friday or Saturday, Week 6. A player must have participated in five (5) days of full contact practice in order to be eligible for the scrimmage.
  5. A team or player may participate in (a) a controlled scrimmage between two member schools or (b) two quarters or one half of one varsity jamboree.
    - a. A school may schedule one football controlled scrimmage with another IHSAA member school. A controlled scrimmage may not be held earlier than the day following the fifth day of practice or later than the second calendar day prior to the first scheduled game. A controlled scrimmage does not count as a practice or as an interschool contest. Only students who have full athletic eligibility may participate in a controlled scrimmage. A controlled scrimmage may not be scouted by anyone not affiliated with a team participating in the controlled scrimmage.
    - b. A school may schedule one football jamboree between three or more IHSAA member schools. A jamboree may not be held earlier than the day following the tenth day of practice or later than the second calendar day prior to the first scheduled game. A jamboree does not count as a practice but does count as an interschool contest. Only students who have full athletic eligibility may participate in a jamboree. A jamboree may not be scouted by anyone not affiliated with a team participating in the jamboree.
- F. Golf – Rule 55 (Boys); Rule 104 (Girls)
1. United States Golf Association rules shall govern except when they conflict with any Association rules. Association rules shall take precedence.
  2. Maximum number of contests – 18.
- G. Gymnastics – Rule 105
1. National Federation Girls Gymnastics Rules and Manual shall govern unless so modified by the committee.
  2. Participation Limitations:  
Gymnasts may participate at both varsity and reserve levels in different events within the same meet during the regular season.
  3. Events for season meets:
    - a. floor exercise
    - b. balance beam
    - c. vault
    - d. uneven parallel bars
    - e. all-around
  4. Scoring:
    - a. event scores totaled to determine final team scores.
    - b. team scores are determined by totaling best three individual scores in all events.
  5. No exhibition performances.
  6. Maximum number of contests – 16.
- H. Soccer – Rule 56 (Boys); Rule 106 (Girls)
1. The National Federation Soccer Rules shall govern unless so modified by the Committee.
  2. The maximum number of season matches for any team or student, excluding the IHSAA tournament series, shall be:
    - a. 16 contests + no tournament; OR 14 contests + 1 tournament; OR
    - b. 36 halves and no tournament; OR
    - c. 32 halves and one (1) tournament.
      - (1) If a player or team participates in more than the one tournament permitted during the season, the number of matches played in excess shall be included in the 14 matches permitted during the season.
  3. A team or player may participate in (a) a controlled scrimmage between two member schools or (b) two quarters or one half of one varsity jamboree.
    - a. A school may schedule one soccer controlled scrimmage with another IHSAA member school. A controlled scrimmage may not be held earlier than the day following the fifth day of practice or later than the second calendar day prior to the first scheduled game. A controlled scrimmage does not count as a practice or as an interschool contest. Only students who have full athletic eligibility may participate in a controlled scrimmage. A controlled scrimmage may not be scouted by anyone not affiliated with a team participating in the controlled scrimmage.
    - b. A school may schedule one soccer jamboree between three or more IHSAA member schools. A jamboree may not be held earlier than the day following the tenth day of practice or later than the second calendar day prior to the first scheduled game. A jamboree does not count as a practice or as an interschool contest. Only students who have full

athletic eligibility may participate in a jamboree. A jamboree may not be scouted by anyone not affiliated with a team participating in the jamboree.

I. Softball – Rule 107

1. The National Federation Fast Pitch Rules shall govern unless so modified by the Committee.
2. Maximum games for teams or students:
  - a. 28 games and no tourney, or;
  - b. 26 games plus one tourney
    - (1) if a player or team participates in more than the one (1) tourney permitted during the season, the number of games played in excess shall be included in the 26 games permitted during the season.
    - (2) if a player participates in a game as a pinch hitter, pinch runner, or courtesy runner at the varsity level, it does not count toward the maximum number of game limitations for that player.
    - (3) players may not change levels of play if games are being played simultaneously. Players may only change levels of play at the completion of both contests.
    - (4) School day games shall be limited to 22 school days.
3. Students participating on their high school softball team during the summer while their team is still competing for conference awards make themselves ineligible by participating on any other softball team during that time.
4. A school may schedule one softball controlled scrimmage with another IHSAA member school. A controlled scrimmage may not be held earlier than the day following the fifth day of practice or later than the second calendar day prior to the first scheduled game. A controlled scrimmage does not count as a practice or as an interschool contest. Only students who have full athletic eligibility may participate in a controlled scrimmage. A controlled scrimmage may not be scouted by anyone not affiliated with a team participating in the controlled scrimmage.

J. Swimming – Rule 57 (Boys); Rule 108 (Girls)

1. The National Federation Swimming Rules shall govern except as so modified by the Committee.
2. Maximum number of contests – 18.

K. Tennis – Rule 58 (Boys); Rule 109 (Girls)

1. The United States Tennis Association rules shall govern unless so modified by the Committee.
2. Each school may determine the combination of dual matches and season tournaments to be scheduled so long as the following guidelines are met:
  - a. 5 regular season tournaments maximum, every round in a tournament must be counted as a match
  - b. The maximum number of contests, total duals matches and tournament rounds, **for the season for the team and each player shall not exceed 22.**
3. A school may schedule one tennis controlled scrimmage with another IHSAA member school. A controlled scrimmage may not be held earlier than the day following the fifth day of practice or later than the second calendar day prior to the first scheduled contest. A controlled scrimmage does not count as a practice or as an interschool contest. Only students who have full athletic eligibility may participate in a controlled scrimmage. A controlled scrimmage may not be scouted by anyone not affiliated with a team participating in the controlled scrimmage.
4. During an interschool match, a player may compete at only one level (i.e. varsity, junior varsity or freshmen).

L. Track and Field – Rule 59 (Boys); Rule 110 (Girls)

1. Boys events:
  - a. javelin and hammer throw prohibited in all meets.
  - b. Track: 3200 meter relay, 110 meter high hurdles, 100 meter dash, 1600 meter run, 400 meter relay, 400 meter dash, 300 meter intermediate hurdles, 800 meter run, 200 meter dash, 3200 meter run, 1600 meter relay.
  - c. Field: pole vault, running high jump, running long jump, discus, shot put.
2. Girls events:
  - a. javelin and hammer throw prohibited in all meets.
  - b. Track: 3200 meter relay, 100 meter high hurdles, 100 meter dash, 1600 meter run, 400 meter relay, 400 meter dash, 300 meter hurdles, 800 meter run, 200 meter dash, 3200 meter run, 1600 meter relay.
  - c. Field: pole vault, running long jump, running high jump, discus, shot put.
3. Contestant limitations:
  - a. season and tournament meet – 4 events.
4. Maximum number of contests – 16.

M. Volleyball – Rule 11

1. Maximum matches for teams and players:
  - a. 25 matches and two tournaments, excluding IHSAA tourney series
  - b. nine matches per calendar week and/or four matches in any one day

- c. if more than two tourneys are played, each match in the additional tournament shall be counted in the regular season limit.
- 2. Player participation limitations:
  - a. regular season – may not participate in more than five games (Varsity, Junior Varsity, etc.) against the same school in any one day.
  - b. tourneys, excluding IHSAA tourney series – may not participate at more than one (1) level of team play (Varsity, Junior Varsity, etc.) in a given tournament.
- 3. A school may schedule one volleyball controlled scrimmage with another IHSAA member school. A controlled scrimmage may not be held earlier than the day following the fifth day of practice or later than the second calendar day prior to the first scheduled match. A controlled scrimmage does not count as a practice or as an interschool contest. Only students who have full athletic eligibility may participate in a controlled scrimmage. A controlled scrimmage may not be scouted by anyone not affiliated with a team participating in the controlled scrimmage.

**N. Wrestling – Rule 60**

- 1. Maximum dual meets for student or team:
  - a. 18 dual meets in addition to the state tournament series; or
  - b. additional tourneys may be scheduled up to a maximum of seven provided each tournament counts as two of the eighteen dual meets.
  - c. wrestling meet which involves three or more schools is a tournament.
  - d. a school shall have no more than seven tournaments
- 2. Weigh-in:
  - a. Additional team members in each weight class may be weighed in at meets where the student’s school is participating for meeting minimum weight classification for the state tournament series.
  - b. each time a student weighs in, his full name and weight shall be recorded, in ink, in all score books and signed by the referee.
  - c. a wrestler must meet the requirements of the Association’s weight management program to be eligible to compete in the tournament series.
- 3. Prior to competing in a meet, all wrestlers and schools must comply with all of the following standards:
  - a. Administering skin-fold measurements or body composition analysis prior to the start of competitive season.
  - b. minimum body fat standards of 7% for males, 12% for females, must be met unless both a licensed physician and the parents make a successful appeal as outlined in the Association’s weight control program.
  - c. When losing weight to reach a projected minimum allowable weight, a student-athlete’s average weight loss shall not average more than one and one-half percent of their body weight weekly.

**IV. Conditioning & Open Facility Programs**

- A. Member school personnel may organize and supervise conditioning and open facility programs during the school year, out-of-season, and summer so long as the rules and regulations outlined in 15-2.4, 15--2.5 and 15-3.3 of the IHSAA By-Laws are followed. Coaches should confer with their principals and athletic directors before organizing such programs.

**V. Medical Supervision of Contests**

- A. To avoid potential charges of negligence, the coach should be well-trained in first aid, but must be cognizant that he/she is not a physician.
- B. The coach should have the necessary training and knowledge to administer protective bandaging and taping to prevent injuries or further injury.
- C. The coach should never make a decision to move an athlete who might be seriously injured.
- D. The IHSAA strongly recommends that a licensed physician be present or on call during all contests for such emergencies.
- E. Concussive Events:
  - 1. If an official observes a player that is exhibiting concussive signs, including appearing dazed, stunned, confused, disoriented, to have memory loss, or the athlete is either unconscious or apparently unconscious, he/she shall notify a coach that a player is apparently injured and advise that the player should be examined by a health care provider.
  - 2. If it is confirmed during the contest by the school’s designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may reenter competition pursuant to the contest rules.
  - 3. In the event the contest continues and the designated health care professional does NOT clear the athlete for return during said contest the athlete is removed from competition for at least 24 hours and is subject to the return to play protocol as listed below:
    - a. Only a health care provider may clear the individual to return to competition.

- b. The clearance must be in writing.
- c. The clearance may not be on the same date on which the athlete was removed from play.
- 4. Regardless of whether the athlete returns to play or not, following the contest, an official's report shall be filed with a removed player's school by the contest official that removed the athlete from play due to an apparent concussive event. This report shall be filed with the athletic director of the school and may be found on the IHSAA website at [www.ihsaa.org](http://www.ihsaa.org).
- 5. In cases where an assigned IHSAA tournament physician (MD/DO) is present, his or her decision to forbid an athlete to return to competition may not be overruled. The IHSAA member school's designated health care professional may be one of the following individuals:
  - a. A medical doctor (MD) or doctor of osteopathic medicine (DO) that holds an unlimited license to practice medicine in the state of Indiana, or;
  - b. A certified athletic trainer (ATC/L) licensed in the state of Indiana.
- 6. IHSAA member school coaches are encouraged to view the NFHS Presentation regarding concussions, signs and symptoms: [www.NFHSLearn.com](http://www.NFHSLearn.com).

**VI. Tournament Entry Procedures**

- A. Be sure to know the deadline date for the entry list for the IHSAA tournament in your sport.
- B. Complete your tournament entry with your athletic administrator on the IHSAA's members' website at [www.ihsaa.net](http://www.ihsaa.net). It is strongly suggested that coaches post their sectional entry list in a conspicuous place where student-athletes may review the entry.
- C. See Sports Seasons at a Glance Chart for specific dates.

**VII. IHSAA Rules Interpretation Meetings**

**Policy on Mandatory Attendance by Coaches**

In the following sports, at least one member of the boys coaching staff and one member of the girls coaching staff for that sport shall attend a rules interpretation meeting in their sport/s:

- Boys Sports – Baseball, Basketball, Football, Golf, Soccer, Swimming, Tennis, Track and Field, Wrestling.
- Girls Sports – Basketball, Golf, Gymnastics, Soccer, Softball, Swimming, Tennis, Track and Field, Volleyball.

In case the head coach is not able to attend one of these meetings, it will be the responsibility of the principal to see that a representative from the athletic staff is in attendance.

In the event that no representative from your school is in attendance at the above stated meetings, the following procedure will be used for those sports applicable.

- 1. First Absence –The member school shall be fined \$50.00. The fine shall be payable prior to the entry list deadline for the sport in which the meeting was missed. If the fine is not paid by the deadline, the school shall not be eligible for the IHSAA tournament series in that sport.

**2014-15 Rules Interpretation Meetings**

Online rules interpretation meetings for coaches and officials in all sports. The online meetings will be available during the period of time indicated for that sport. A face-to-face rules interpretation session, in conjunction with coaches association meeting, is an alternative to the online rules interpretation meeting.

**Fall Sports**

<b>Site</b>	<b>Date</b>
<b>Girls Golf</b>	
Online Meeting	July 14 – August 4, 2014
<b>Boys Tennis</b>	
Online Meeting	July 28-August 18, 2014
<b>Soccer</b>	
Online Meeting	July 28-August 18, 2014
Soccer Coaches Clinic	August 2, 2014, 12:30 pm ET Hamilton Southeastern HS

**Volleyball**

Online Meeting July 29--August 18, 2014  
Coaches Clinic August 9, 2014  
(TBD) ICGSA Volleyball Coaches Clinic

**Football**

Online Meeting July 30-August 18, 2014

**Winter Sports  
Site****Date****Basketball**

Online Meeting Oct. 20-Nov. 24, 2014

**Gymnastics**

Online Meeting Oct. 20-Dec. 8, 2014  
Coaches Clinic TBD

**Swimming & Diving**

Online Meeting Oct. 20-Nov. 24, 2014

**Wrestling**

Online Meeting Oct. 20-Nov. 17, 2014  
IHSWCA Conference Oct. 10, 2013, Warren Central HS

**Spring Sports  
Site****Date****Baseball**

Online Meeting March 2-30, 2015  
Coaches Clinic Jan. 24, 2015  
Sheraton Indianapolis at Keystone Crossing

**Boys Golf**

Online Meeting March 2-30, 2015

**Softball**

Online Meeting Feb. 23-March 23, 2015  
ICGSA Conference Feb. 22, 2015 Plainfield HS

**Girls Tennis**

Online Meeting March 2-30, 2015

**Track & Field**

Online Meeting February 9- March 2, 2015  
Coaches Conference Jan. 30, 2015  
Sheraton Indianapolis at Keystone Crossing



**Rule 50 – Boys Sports Seasons**

Sport	Authorized Practices			Authorized Season Contests		
	First	Last	Min. Req.	First	Last	Max. No. Scheduled and Played
Tennis	M-Wk 5	DTE	*10	M-Wk 7	SDST	**22 matches
Cross Country	M-Wk 5	DTE	10	M-Wk 7	SDST	14
Football						
Non-Contact	M-Wk 5					
Contact	W-Wk 5	Wk 16 or DTE	10	F-Wk 7	Wk 15 or SDST	9
Soccer	M-Wk 5	DTE	10	M-Wk 7	SDST	16+No T or 14+1 T
Wrestling	M-Wk 18	DTE	10	M-Wk 20	SDST	18
Swimming	M-Wk 19	DTE	10	M-Wk 21	SDST	18
Basketball	M-Wk 19	DTE	10	M-Wk 21	SDST	22+No T or 20+1 T
Track	M-Wk 33	DTE	10	M-Wk 35	SDST	16
Golf	M-Wk 37	DTE	10	M-Wk 39	SDST	18
Baseball	M-Wk 37	DTE	10	M-Wk 39	SDST	28+No T or 26+1 T

\*The 10-practice rule may be waived by the Commissioner if certain preconditions exist.

\*\*Composed of a maximum of Five (5) tournaments and total matches not to exceed 22.

Key: F-Wk 5 – Friday of IHSAA Calendar Week #5

SDST – Starting Date Sectional Tournament

DTE – Date Team Eliminated

**50-1**

There shall be 10 separate days of organized practice in that sport under the direct supervision of the high school coach staff in that sport by each player preceding the date of participation in interschool contests. Only one practice may be counted for any one day.

**50-1.1**

Individual student athletes moving directly (within one week) from one sport season to the next sport season may be eligible to participate in a following season contest after five separate days of organized practice under the direct supervision of the high school coaching staff in that sport.

**50-1.2**

Individual student athletes who, having completed ten separate days of organized practice under the direct supervision of the high school coaching staff in a sport, are permitted to try out for a second sport during the same sport season may be eligible to participate in an interschool contest after five separate days of organized practice under the direct supervision of the high school coaching staff in the second sport.

a. If the original sport was golf, this rule does not apply and the student athlete must complete ten (10) separate days of practice.

**50-1.3**

Student athletes, having successfully completed basic training with a branch of the United States military during a sports practice or contest season, may be eligible to participate in a contest after five separate days of organized practice under the direct supervision of the high school coaching staff.

**50-2**

All authorized season contests shall be played prior to the beginning of the IHSAA Tournament Series.

**50-2.1**

Commissioner may act on request/s for extension of time due to inclement weather, limited facilities, rescheduling of unplayed conference contests, etc.

**50-3**

The maximum number of contests and tournament limitations listed are exclusive of any IHSAA tournament series.

**50-4**

In order for a student to qualify for participation in the IHSAA tournament series in an individual sport (cross country, golf, tennis, swimming & diving, track & field and wrestling) the student must have participated, during the regular season in a minimum of (i) 75% of the season contests in which the student's school participated, and (ii) 25% of the maximum number of authorized season contests in that sport. This requirement can be waived provided the student can demonstrate that he did not participate in the minimum number of season contests because of illness, injury, ineligibility or because of circumstances beyond the control of the student, such as the cancellation of a contest(s) or the failure to qualify for a spot on the roster.

**50-5**

*Schools may not over-schedule or overfill a school's schedule of season contests in any sport. Over-scheduling occurs when a team schedules more than the maximum number of season contests permitted by the rules.*

**Rule 101 – Girls Sports Seasons**

Sport	Authorized Practices			Authorized Season Contests		
	First	Last	Min. Req.	First	Last	Max. No. Scheduled and Played
Golf	F-Wk 4	DTE	*2	M-Wk 5	SDST	18
Cross Country	M-Wk 5	DTE	10	M-Wk 7	SDST	14
Volleyball	M-Wk 5	DTE	10	M-Wk 7	SDST	25+2 T
Soccer	M-Wk 5	DTE	10	M-Wk 7	SDST	16+No T or 14+1 T
Basketball	M-Wk 17	DTE	10	M-Wk 19	SDST	22 No T or 20+1 T
Swimming	M-Wk 17	DTE	10	M-Wk 19	SDST	18
Gymnastics	M-Wk 21	DTE	10	M-Wk 23	SDST	16
Tennis	M-Wk 37	DTE	10	M-Wk 39	SDST	**22 matches
Track	M-Wk 33	DTE	10	M-Wk 35	SDST	16
Softball	M-Wk 36	DTE	10	M-Wk 38	SDST	28+No T or 26+1 T

\*The two-practice rule may be waived by the Commissioner if certain pre-conditions exist.

\*\*Composed of a maximum of Five (5) tournaments and total matches not to exceed 22.

Key: F-Wk 5 – Friday of IHSAA Calendar Week #5

SDST – Starting Date Sectional Tournament

DTE – Date Team Eliminated

**101-1**

There shall be 10 separate days of organized practice in that sport under the direct supervision of the high school coaching staff in that sport by each player preceding the date of participation in interschool contests. Only one practice may be counted for any one day.

**101-1.1**

Individual student athletes moving directly (within one week) from one sport season to the next sport season may be eligible to participate in a following season contest after five separate days of organized practice under the direct supervision of the high school coaching staff in that sport.

**101-1.2**

Individual student athletes who, having completed ten separate days of organized practice under the direct supervision of the high school coaching staff in a sport, are permitted to tryout for a second sport during the same sport season may be eligible to participate in an interschool contest after five separate days of organized practice under the direct supervision of the high school coaching staff in the second sport.

a. If the original sport was golf, this rule does not apply and the student athlete must complete ten separate days of practice.

**101-1.3**

Student athletes, having successfully completed basic training with a branch of the United States military during a sports practice or contest season, may be eligible to participate in a contest after five separate days of organized practice under the direct supervision of the high school coaching staff.

**101-2**

All authorized season contests shall be played prior to the beginning of the IHSAA Tournament Series.

**101-2.1**

Commissioner may act on request/s for extension of time due to inclement weather, limited facilities, rescheduling of cancelled conference contests, etc.

**101-3**

The maximum number of contests and tournament limitations listed are exclusive of any IHSAA tournament series.

**101-4**

In order for a student to qualify for participation in the IHSAA tournament series in an individual sport (cross country, golf, gymnastics, tennis, swimming & diving, track & field and wrestling) the student must have participated, during the regular season in a minimum of (i) 75% of the season contests in which the student's school participated, and (ii) 25% of the maximum number of authorized season contests in that sport. This requirement can be waived provided the student can demonstrate that he did not participate in the minimum number of season contests because of illness, injury, ineligibility or because of circumstances beyond the control of the student, such as the cancellation of a contest(s) or the failure to qualify for a spot on the roster.

**101-5**

*Schools may not over-schedule or overfill a school's schedule of season contests in any sport. Over-scheduling occurs when a team schedules more than the maximum number of season contests permitted by the rules.*

## **Appendix A**

### **Recommended Responsibilities of Head Coaches**

- I. Report To – Athletic Director/s
- II. Supervises – Assistant Coaches, athletic trainer, student manager/s, athletes
- III. Basic Functions
  - A. To provide leadership, supervision and organization of a specific sport.
  - B. To carry out the objectives of the total athletic program.
- IV. General Responsibilities
  - A. Formulate objectives for the sport season.
  - B. Attend clinics, workshops, etc. to stay abreast of new ideas and techniques.
  - C. Be knowledgeable of school rules and regulations.
  - D. Be knowledgeable of game rule changes.
  - E. Review, know, follow and implement established rules and regulations of IHSAA.
  - F. Be active in professional coaches association.
  - G. Inventory, select, care and maintain equipment.
  - H. Assist athletic director as needed.
- V. Seasonal Responsibilities
  - A. Before Season
    1. Assist athletic director/s with registration of all athletes.

2. Assist athletic director/s with payment of necessary fees.
  3. Review school policy on accident reporting and insurance procedures.
  4. Make sure all athletes have had physical examinations.
  5. Arrange for a systematic issuance of equipment.
  6. Explain all school regulations regarding athletic policies.
  7. Explain school awards policy.
  8. Assist athletic director/s in compiling eligibility lists and other reports.
  9. Select and instruct managers on proper care of equipment, facilities, and other assigned duties.
  10. Check arrangements for mode of transportation for all away games with athletic directors.
- B. During Season
1. Assume responsibility for care of equipment and facilities.
  2. Assume supervisory control over all phases of athletes in your sport.
  3. See that athletes know and follow IHSAA rules and regulations.
  4. Organize practices with the goal of developing the athlete's greatest potential.
  5. Apply discipline in a firm and positive manner in accordance with school policy.
  6. See that facility regulations are understood and enforced.
  7. Emphasize safety precautions and use accepted training and injury procedures.
  8. Conduct oneself in an ethical manner during practices and contests.
  9. Report results of contest to media.
  10. Instruct athletes on game rules and game rule changes.
  11. Provide to the athletic director/s a copy of all general correspondence and information to athletes and parents.
  12. Know and adhere to rules and regulations regarding transportation of student-athletes.
  13. File a discipline report with the athletic director/s when applicable.
  14. Supervise or designate a supervisor of all dressing rooms, facilities, equipment, etc.
  15. Accompany and direct the varsity team in all interschool activities.
- C. End of Season
1. Arrange for a systematic return of all equipment and hold athlete accountable for equipment not returned.
  2. Arrange for cleaning, storing and conducting inventory of all equipment.
  3. Recommend athletes who have fulfilled requirements for athletic letters, certificates or special awards.
  4. Recommend additions and/or improvements for the care and maintenance of facilities.
  5. Recommend to the athletic director/s and principal, personnel for assistant coaching positions.
  6. Submit recommendations for scheduling for next year.
  7. Select equipment and make recommendations for purchases of such.
  8. Prepare a budget in conjunction with athletic director/s.
  9. Maintain team and individual records of quarters played, awards, injuries, etc.
  10. Evaluate past season.

## Appendix B

### Profile of the Head Coach (Adaptation of Kenneth A. Penman and Samuel H. Adams)

- I. Professionally
  - A. Preparation
    1. Is a certified teacher.
    2. Has undergraduate degree major in physical education or a minor in coaching.
    3. Has taken course/s in theory of coaching in the sport.
    4. Has taken course/s in fundamentals of coaching in the sport.
    5. Has taken course/s in safety and first aid inclusive of heat and hydration, concussions, and sudden cardiac arrest.
    6. Has taken course/s in care and prevention of athletic injuries.
    7. Has taken course/s in officiating in the sport he/she is coaching.
  - B. Education
    1. Understands the role of athletics in education.
    2. Knows the objectives of the athletic program.
    3. Has a coaching philosophy that is in accordance with the objectives of the athletic program.
    4. Effectively functions as a faculty person.
    5. Has attended a clinic/s, workshop/s, seminar/s or taken courses relating to coaching in the last 5 years.
    6. Is an active member of professional associations relating to coaching.

7. Subscribes to professional journals relating to coaching.
- C. Experience
1. Participated as a player in the sport.
  2. Has had experience in coaching the sport as an undergraduate.
  3. Has been an assistant coach in the sport.
  4. Has been a head coach in the sport.
- II. Medical Aspects of Coaching
- A. Preparation for Competition
1. Makes certain all players have a physical examination before practicing for a sport.
  2. Understands early season conditioning.
  3. Is knowledgeable about factors related to exercise such as:
    - a. fluid balance in body, environmental influences relating to body temperatures (heat and hydration)
    - b. symptoms of concussion
    - c. limits imposed upon athletes with normal hearts
    - d. oxygen debt
    - e. hyperventilation
  4. Keeps up-to-date medical (injury) records on each athlete.
- B. Health and Training
1. Is knowledgeable about good general health habits.
  2. Knows the latest methods of taping.
  3. Knows how to properly use training room equipment.
  4. Uses proper measures for prevention of injuries.
  5. Is knowledgeable about emergency care of injuries inclusive of concussions, heat illness, and sudden cardiac arrest.
  6. Is knowledgeable about proper post-injury care and rehabilitation.
  7. Requires written permission by a physician for an injured athlete to return to competition.
  8. Is knowledgeable about how to counsel an injured athlete.
  9. Institutes proper enforceable training rules.
  10. Is knowledgeable about training and conditioning athletes throughout a season.
  11. Provides someone to properly fit equipment in order to prevent injuries.
- III. As a Person
- A. Personal Qualities
1. Has high moral values.
  2. Sets a positive example in word, deed and appearance.
  3. Has an interest in the age group he/she is coaching.
  4. Respects students' rights.
  5. Has a positive attitude and enthusiastic personality.
  6. Has emotional stability and self-control.
  7. Is flexible in his/her attitude toward youth and societal changes.
  8. Is a good public speaker.
  9. Cooperates with school staff, parents and community.
  10. Keeps physically fit.
  11. Knows how to motivate athletes.
  12. Is an effective leader.
  13. Is the kind of person the athlete can "look up to".
- B. Dealings with Athletes
1. Is fair and consistent in discipline.
  2. Makes certain the athletes know the training rules and other rules and requirements.
  3. Makes certain the athletes know the consequences of breaking training rules and other rules and requirements.
  4. Is fair in selecting teams.
  5. Is effective in selecting teams.
  6. Is honest in dealing with athletes.
  7. Uses effective guidance techniques.
  8. Is approachable to players.
  9. Respects individual differences in players.
  10. Is concerned about athletes' academic achievements.

### C. Conduct

1. Demonstrates good sportsmanship.
2. Teaches good sportsmanship to athletes.
3. Is respectful toward opponents.
4. Is respectful toward officials.
5. Is respectful and cooperative with news media personnel.
6. Is understanding and respectful with parents.
7. Places the importance of the athlete above winning.
8. Would not sacrifice or compromise personal values or principles "to win".
9. Supports assistants and helps them to grow professionally.
10. Supports other sports in the program.
11. Supports other coaches in the program.

## IV. Organization and Administration

### A. Practices

1. Effectively plans daily practices.
2. Posts daily practice schedules.
3. Plans effective use of facilities and equipment.
4. Uses the staff effectively.
5. Uses the staff in planning practice sessions.
6. Delegates responsibility effectively.
7. Employs democratic and fair methods in scheduling facilities for practices.

### B. Game Management

1. Makes certain playing facilities and equipment are ready for game contests.
2. Makes certain the visiting team is properly accommodated (locker room, towels, etc.).
3. Makes certain all crowd accommodations are in readiness.
4. Makes certain that accommodations for officials are in readiness.
5. Has arrangements made for timers, scorers, etc.
6. Makes certain emergency first aid procedures are provided (physician, ambulance, etc.).
7. Prepares for non-home contests effectively (transportation, meals, etc.).
8. Has contracts on all games available.
9. Keeps player eligibility lists up-to-date for each contest.
10. Makes certain accommodations for news media are in readiness.
11. Takes care of post-game responsibilities effectively.

### C. Purchase and Care of Equipment

1. Follows proper methods (school policy) in purchasing equipment.
2. Uses effective ways to mark and identify equipment.
3. Keeps up-to-date equipment and inventory records.

### D. Finances and Budget

1. Understands the finances/budget of the program.
2. Operates as efficiently as possible on allowed budget.
3. Stays within allotted budget.
4. Understands the proper place and use of supplemental funds in the budget.

### E. Legal Aspects

1. Knows what constitutes liability.
2. Understands the concept of negligence.
3. Knows the proper procedures to be taken when an injury occurs.
4. Knows questionable practices that might make him/her liable.
5. Employs reasonable and prudent conduct.
6. Knows how to avoid damage suits through preventive measures.
7. Requires written permission slips from parents before a student may come out for a sport.

### F. Evaluation

1. Periodically evaluates progress of program.
2. Keeps administration informed about program.
3. Evaluates staff effectively (assistants, managers).
4. Evaluates officials objectively.

### G. Rules and Regulations

1. Knows the school and/or district policies governing athletics.
2. Abides by these governing policies.
3. Provides all athletes with written statement of rules and regulations relative to their individual sport.
4. Sends a written statement of training rules, grooming regulations and disciplinary measures to all parents.
5. Knows the IHSAA rules regarding the sport.
6. Knows the game rules regarding the sport.
7. Abides by all rules and regulations.
8. Is aware of the procedural rights of student-athletes.
9. Makes the student-athletes aware of their procedural rights.
10. Effectively involves athletes in formulating training rules and grooming regulations.
11. Makes certain that insurance alternatives are made known to athletes and parents.

#### V. Knowledge of Sport

##### A. Skills and Techniques

1. Is knowledgeable of skills necessary for each sport.
2. Is knowledgeable of the techniques required to perform each skill.
3. Uses sound, up-to-date methods to teach skills and techniques.
4. Uses instructional media, particularly audiovisual aids such as movie film and video tape effectively.
5. Teaches good fundamental techniques and skills.

##### B. Scouting Preparation

1. Is knowledgeable of good scouting techniques.
2. Has an effective scouting philosophy.
3. Knows how to analyze films/video tapes effectively.
4. Knows how to break down and effectively use scouting report.

#### VI. Public Relations

##### A. Communication Skills

1. Is articulate.
2. Uses good grammar.
3. Has good written skills.

##### B. News Media

1. Understands importance of good relations with media.
2. Communicates effectively with various news media people.
3. Cooperates with news media as well as he/she can.
4. Encourages news media's participation at contests, picture days, etc.

##### C. Interpersonal Relationships

1. Has good rapport with:
  - a. principal
  - b. athletic director/s
  - c. community
  - d. parents
  - e. faculty
  - f. coaching staff
  - g. officials
  - h. student body
  - i. coaches of other sports
  - j. professional organizations

#### VII. Application of Kinesiological and Physiological Principles

##### A. Movement Analysis

1. Has a general knowledge of anatomical structure of the body.
2. Is knowledgeable about mechanics of movements.
3. Is knowledgeable of good safe body positions.
4. Recognizes efficiency in movement.
5. Can analyze movement effectively.
6. Recognizes individual differences in movements.

##### B. Growth and Development

1. Is knowledgeable of physical growth and development patterns of the age groups that he/she is coaching.
2. Utilizes proper training methods for individual athletes.

3. Is knowledgeable of proper training methods.
  4. Is knowledgeable of proper methods of strength training.
  5. Utilizes different types of training.
- C. Nutrition
1. Is knowledgeable about proper nutritional diets.
  2. Knows what constitutes a proper pre-game meal and halftime nutrition.
  3. Knows recommended safe weightless limits in practice and/or contests.

### **IHSAA Coaching Education Position / Policy**

Position Statement: The IHSAA believes that it is important that all non-teaching coaches receive and maintain a minimum level of coaching education. The coaching education program has been designed to assist IHSAA member schools and non-teaching coaches in their efforts to improve the athletic environment for the student-athlete. **All Coaches must meet minimal certification requirements as defined by the IHSAA.**

### **Communicable Disease Procedures**

While risk of one athlete infecting another with HIV/AIDS during competition is close to nonexistent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. The bleeding must be stopped, the open wound covered, and if there is an excessive amount of blood on the uniform, it must be changed before the athlete may participate.
2. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of/disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth-guards and other articles containing body fluids.

Additional information is available from your state high school association and from the National Federation of State High School Associations (NFHS).