

Muncie Burris  
Athletic Handbook

2024 - 2025



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## Welcome Letter and Introduction

Dear Muncie Burris Athletic Community,

On behalf of the Athletic Department, we are pleased to welcome you to our vibrant and dynamic athletic program. We are excited to embark on another year of fostering growth, sportsmanship, and the pursuit of excellence in our student-athletes.

We believe that athletics plays a vital role in the holistic development of our students. Our athletic handbook serves as a guide and resource for all participants, outlining our values, expectations, and the principles that underpin our program. It reflects our commitment to providing a safe, inclusive, and enriching environment for every athlete on our fields, courts, mats, and tracks. Our athletic program emphasizes the importance of character, integrity, and good sportsmanship. We believe competition builds physical strength and skill, shaping individuals into resilient, disciplined, and compassionate leaders. Our student-athletes learn the value of teamwork, perseverance, and personal growth through healthy competition and the bonds forged within teams.

Our dedicated coaches and staff are passionate about their respective sports and deeply invested in each athlete's well-being and development. They serve as mentors, role models, and sources of inspiration, guiding our students toward success on and off the field. With their expertise, our athletes receive exceptional training, instruction, and support to help them reach their full potential.

This athletic handbook serves as a reference for our policies, procedures, and expectations. It outlines important information regarding eligibility, safety guidelines, code of conduct, and team commitments. We kindly request that all athletes and parents/guardians review this handbook thoroughly, as it will ensure a mutual understanding of our expectations and a commitment to upholding the standards of our athletic program.

As we embark on another exciting year of athletic endeavors, we sincerely thank our athletes, parents, and supporters. Your dedication, sportsmanship, and unwavering support make a difference in the lives of our student-athletes. We look forward to witnessing their growth, achievements, and the spirit of camaraderie that characterize Muncie Burris Athletics. Let us unite as a community through our love for sports, our commitment to character, and our shared belief in the transformative power of athletic pursuits. Together, we will make this an exceptional year for our student-athletes.

Sincerely,  
The Muncie-Burris Athletic Department

*Mack Rathbun, Athletic Director, mack.rathbun@bsu.edu*

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## General Information

### Athletic Conference

Muncie Burris athletic teams are part of the Pioneer Academic Athletic Conference. The PAAC is divided into two divisions; North and South. Burris is in the North division with Anderson Preparatory Academy, Liberty Christian, Seton Catholic, and University High School of Indiana. The South division comprises Bethesda Christian, Greenwood Christian Academy, Indianapolis Shortridge, the International School of Indiana, and Park Tudor.

### Communication

#### *Canvas*

The Athletic Department has adopted Canvas as the primary platform for team-related communication to facilitate efficient and effective information sharing among athletes, coaches, and team staff. It is essential for all athletes and adults to familiarize themselves with Canvas and regularly engage with the platform to ensure effective communication and collaboration within their respective teams. By using Canvas as the central source of communication, athletes, parents, coaches, and team staff can streamline their interactions, enhance team cohesion, and work towards achieving their athletic goals. Each coach will share the information for their respective Canvas page.

#### *EventLink*

EventLink is the primary platform for managing and sharing athletic schedules. Burris Eventlink can be accessed at: <https://community.eventlink.com/>

#### *Post-game conversations*

Muncie-Burris Athletics has a 24-hour rule for all athletic teams. Parents and guardians who wish to speak with a coach must wait 24 hours before having the conversation. Conversations with coaches should be growth-focused on the adult's children only. If there are unresolved concerns, a representative of the Athletic Team should be present for the continued conversation.

### Fees

Athletes participating in more than one week of team activities will be assessed fees via CashNet. Athletic fees must be paid by the midpoint of each athletic season. Athletes dismissed from a team for any reason including academics, attendance, behavior, etc. may not be eligible for a refund on fees paid.

### Pre-Season Meetings

Parent meetings will be held at the beginning of each season to introduce administrators, the athletic directors, athletic trainer, and coaches. These meetings will include an overview of the athletic handbook and general expectations, team-specific expectations, athletic training procedures, equipment, and fees.

## Sports Offered

### *High School*

Fall	Winter	Spring
Fall	Winter	Spring
Boys Cross Country	Boys Basketball	Coed Baseball
Girls Cross Country	Girls Basketball	Coed E-Sports
Coed E-Sports	Coed Cheerleading	Boys Golf
Boys Soccer	Coed E-Sports	Girls Tennis
Girls Soccer	Boys Swimming and Diving	Boys Track and Field
Boys Tennis	Girls Swimming and Diving	Girls Track and Field
Girls Volleyball		

### *Middle School*

Fall	Winter	Spring
Boys Cross Country	Boys Basketball	Coed Baseball
Girls Cross Country	Girls Basketball	Coed E-Sports
Coed E-Sports	Coed Cheerleading	Boys Track and Field
Coed Soccer	Coed E-Sports	Girls Track and Field
Girls Volleyball	Boys Swimming and Diving	
	Girls Swimming and Diving	
	Coed Wrestling	

### *Elementary*

Fall	Winter	Spring
Coed Running Club	Boys Basketball	Coed Baseball
Coed Soccer	Girls Basketball	Coed Running Club
Volleyball	Coed Wrestling	Coed Tennis

## Trainer

Athletes may visit the athletic trainer to receive evaluation, treatment, rehabilitation, or preventive care related to sports injuries or physical conditions that may affect the student's ability to participate in athletic activities. The Athletic Training office is at Ball Gym, Room 032. Please email the athletic trainer *kelley.lacey@bsu.edu* or visit the Athletic Training office to schedule appointments. High School students should use their lunch hour or after school to visit the trainer.

## Eligibility

The Muncie Burris Athletic Program places the utmost importance on the safety and well-being of our student-athletes. By fulfilling these participation requirements, we strive to create an environment that fosters growth, development, and a commitment to the highest standards of athletic excellence.

Please note that additional sport-specific requirements may exist and will be communicated by the coach or athletic department as needed.

## Academics

### *High School*

As a general rule, all high school athletes must pass all their courses, with a grade of C or higher, to be eligible to participate in athletics. This includes any online courses and internship and/or independent study experiences.

### *Middle School*

As a general rule, athletic eligibility is determined using a combination of grades in graded courses and feedback in collaboration with teachers and administrators for ungraded courses, including IMPACT and Parliament.

### *Elementary*

Student academic performance does not restrict athletic participation from kindergarten through 5th grade unless participating on an official middle school team.

## Attendance

### *Tardies*

Student-athletes must arrive to school and each class on time. After five (5) tardies, student-athletes will miss their next competition. Students will miss a game for each additional tardy, up to nine (9) tardies. Ten or more tardies will result in a suspension for 25% of the competitions. This suspension carries over into additional sports seasons if the full suspension cannot be served during the season when the suspension occurs.

### *Absences*

Students absent from school are only permitted to participate in athletics (games, practices, weight-lifting, study tables, team gatherings, etc.) on the day of the absence if the absence is EXEMPT per the *Burris Laboratory School Student Handbook*. This policy applies to full day and partial day absences.

### *Practices and Competitions*

Student-athletes are expected to attend all practices and competitions and arrive on time and ready for the day's activities. This includes remaining present and attentive during all activities. Leaving benches, dugouts, playing fields, and courts will be considered absences. Tardies and

absences from practices and competitions will result in losing playing time and potential removal from an athletic team.

### Behavior / Conduct

In addition to the expectations set forth in the Student Athlete Expectations section of this handbook, Muncie Burris student athletes are required to be in good behavioral standing with their school (Burris and / or the Indiana Academy). School infractions, both in and out of season, may lead to athletic ineligibility.

### Required forms

To ensure the safety and well-being of our student-athletes and in accordance with the guidelines set forth by the Indiana High School Athletic Association (IHSAA) the following forms must be submitted, annually, before athletic participation:

- IHSAA Physical Form
- Athletics Handbook Form
- Concussion Acknowledgement
- Sudden Cardiac Arrest Acknowledgement

It is the responsibility of the student-athlete and their parents/guardians to ensure all forms are submitted in a timely manner.

*Final Forms:* Muncie-Burris Athletics uses FinalForms to manage all required student athlete forms. Please register at: <https://burrislaboratory-in.finalforms.com/> and follow the prompts to create your account, create your students, and sign your forms. Click the “Parent Playbook” to get started. If you need support during the process, scroll to the bottom-right of the page and click “Get Help” or contact the Athletic Director or Assistant Athletic Director.



## Expectations for Athletes, Coaches, and Fans

### Student-Athlete Expectations

A student athlete is a representative of their school. As such, athletes must exhibit leadership, honesty, and integrity in athletics, in the school, in the community, and on social media. Failure to represent the school positively may result in removal from an athletic team.

*Actively engage in the community:* Athletes should actively engage with their communities, participating in service activities or initiatives that contribute positively to society. They should strive to be positive role models on and off the field.

*Embrace inclusivity and diversity:* Athletes should respect and celebrate individual differences, fostering an inclusive environment that embraces diversity.

*Exhibit respect and sportsmanship:* Athletes are expected to address leadership at all events with courtesy and respect. This includes school administrators, officials, bus drivers, spectators, and any additional service staff encountered. Athletes should respect all locker rooms, benches, dugouts, fields, courts, and transportation vehicles. It is the responsibility of the student athletes to clean facilities and vehicles before leaving an event. Athletes should always exhibit good sportsmanship, including in victory and defeat.

*Maintain a positive attitude:* Athletes are expected to maintain a positive attitude and approach to sports. They should strive to be supportive and encourage teammates and motivate others to perform their best.

*Prioritize safety and health:* Athletes should prioritize their safety and well-being and that of their teammates. They should follow safety guidelines and procedures and report injuries or concerns to their coaches or appropriate personnel.

*Show commitment and effort:* Athletes should show dedication and commitment to their team and individual improvement. Consistent effort in practice and games is expected, as it fosters personal growth and contributes to the team's success.

*Strive for academic excellence:* Athletes are expected to prioritize their academic responsibilities alongside their athletic commitments.

*Sustain a positive social media presence:* An athlete's social media presence is of utmost importance and follows the same guidelines and expectations as in-person behavior. In addition, social media plays a critical role in the recruiting process. A positive social media presence can be a great tool for successful college recruitment.

*Value cooperation and teamwork:* Athletes should value teamwork and cooperation. They should understand the importance of working together toward common goals and supporting each other's success.

## Coach Expectations

In addition to the additional responsibilities outlined in the next session, coaches are held to the following expectations. Failure to meet these expectations may result in loss of coaching duties and/or required trainings.

*Create a culture of respect:* Create a team culture prioritizing respect for everyone involved in the sport. Treat athletes, parents, officials, and opponents respectfully, and expect the same from your athletes.

*Embrace inclusivity and diversity:* Embrace diversity and inclusivity. Treat all athletes, coaches, officials, and spectators equally, regardless of their background or abilities. Foster an atmosphere where everyone feels welcome and valued.

*Emphasize effort and growth:* Encourage athletes to focus on effort and personal growth rather than solely on winning. Teach them the value of hard work, dedication, and perseverance, highlighting that outcomes do not solely determine success.

*Encourage academic excellence:* Encourage athletes to excel academically and support their efforts to balance their academic responsibilities with their athletic commitments. Emphasize the importance of education and lifelong learning.

*Foster teamwork and cooperation:* Foster a sense of teamwork and cooperation among your athletes. Promote communication, collaboration, and mutual support within the team, emphasizing that individual success is linked to the entire team's success. Adopt the We over Me mentality.

*Lead by example:* As a coach, it's essential to lead by example and demonstrate character, integrity, and good sportsmanship. Your actions and behavior should align with the principles you want your athletes to embody.

*Mentor and inspire:* Serve as your athletes' mentor and role model. Inspire them to achieve their full potential, both athletically and personally. Provide guidance, support, and constructive feedback to help them develop as individuals and athletes.

*Nurture a positive environment:* Create a positive and inclusive environment where athletes feel safe, valued, and supported. Encourage positive team interactions and discourage bullying, discrimination, or unsportsmanlike behavior.

*Prioritize athlete safety and well-being:* Ensure that practice and game environments are safe and that athletes know and follow appropriate safety protocols. Address any injuries or concerns promptly and professionally.

*Promote community engagement:* It is expected that athletes give back to the community through service activities or initiatives. Instill in them a sense of social responsibility and the importance

of using their platform as athletes to make a positive impact. High School coaches are responsible for building their entire program and, therefore, should be involved with middle school and elementary school athletic teams. Encourage student-athletes to attend all music and arts performances as spectators.

*Teach and reinforce values:* Use your role as a coach to teach and reinforce values such as honesty, integrity, and fair play. Incorporate discussions and activities that promote character development and good sportsmanship.

### Fan Expectations

By adhering to these expectations as a parent, guardian, or spectator, you can contribute to a supportive and positive sports environment that promotes character development, good sportsmanship, and the overall well-being of athletes and the community. Failure to meet these expectations may result in removal from athletic events and/or required sportsmanship training.

*Appreciate the learning process:* Recognize that sports provide valuable learning opportunities for personal growth and development.

*Embrace inclusivity and diversity:* Embrace diversity and inclusivity. Treat all athletes, coaches, officials, and spectators equally, regardless of their background or abilities. Foster an atmosphere where everyone feels welcome and valued.

*Encourage cooperation and teamwork:* Support the team by encouraging positive interactions and collaboration among athletes.

*Maintain a positive attitude:* Maintain a positive attitude and be a supportive presence for players and their team. Cheer for all athletes and offer words of encouragement during both successes and challenges. Do not use profanity.

*Model integrity and honesty:* Encourage honesty and integrity by modeling fair play and ethical behavior.

*Prioritize safety and well-being:* Prioritize the safety and well-being of all participants. Follow safety guidelines and procedures, and encourage players to do the same. Report any safety concerns promptly to the Athletic Director, Assistant Athletic Director, or administrator on duty.

*Show respect and sportsmanship:* Show respect for coaches, athletes, officials, and other spectators. Display good sportsmanship by cheering positively for all participants; do not yell at players, coaches, or officials, or otherwise display negative behaviors.

*Support community involvement:* Be a positive representative of your team and the sports community. Engage in community events, support fundraisers, and contribute to the overall athletic experience for everyone involved.

## Additional Expectations for Coaches

### Awards

Each head coach will set up their own criteria for awarding letters and have it on record with the Athletic Director. Awards will be presented as soon as possible after the season is completed. The official presentation of the award will be made with due recognition at an honors program. If by injury or sickness an athlete is unable to participate in a sport in which they have earned a varsity letter, upon receipt of a written letter from the doctor that has prescribed the inactivity, the athlete may receive due recognition.

### Equipment and Uniforms

Coaches must record what equipment has been checked out to each athlete. All athletes are responsible for all checked-out equipment until it is checked in with the head coach. Athletes are responsible for the replacement of any lost or damaged equipment. Athletes are responsible for any equipment not returned on the designated return date. Coaches must collect and return all equipment to the Athletic Director within two weeks of the final competition. Any equipment that will need replaced or repaired should be discussed with the Athletic Director when returning equipment. The Athletic Director is responsible for contacting athletes and parents about additional fees based on missing and/or damaged equipment. Athletes will be responsible for the price of missing jerseys and the price of a replacement jersey.

### Facilities

The athletic team is responsible for setting up the facilities for competitions. Athletes and coaches are expected to assist in teardown and cleanup of facilities at the conclusion of competitions. Athletes and coaches are expected to set up, teardown, and clean all facilities for practices.

Coaches should schedule all practices and equipment needs with the Athletic Director and Assistant Athletic Director.

### Fundraising

Each team can hold one fundraising effort per athletic season. Working the concession stand does not count as an official fundraising effort. The Burriss Athletic Director must approve all fundraising efforts. The Burriss Athletic team will lead the coordination of concession stand coverage in collaboration with the Owls Academic and Athletic Boosters.

*Owls Athletic and Academic Boosters:*

Fundraising dollars will be deposited into the Owls Academic and Athletic Boosters accounts. 100% of fundraising profit will be deposited into the appropriate team fund. 75% of concession stand profit will be deposited into the OAAB General Fund. The remaining 25% of profit will be

deposited in the appropriate group's OAAB account. It is expected that all teams work a minimum of 5 concession days.

Each team must designate a parent or guardian representative for collaboration with the OAAB.

To request purchasing through the OAAB, head coaches should discuss the need with the Athletic Director. Once a need is determined, the head coach should collaborate with the OAAB representative to request the purchase.

All athletic and academic team parents and guardians are encouraged to support the OAAB through membership, attendance of meetings, and volunteer work.