

***NORTHWEST LOCAL
SCHOOL DISTRICT
ATHLETIC DIRECTOR
HANDBOOK
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The Northwest Local School District Athletic Council

Objectives

1. To provide a well-planned and well-balanced program of Interscholastic athletics for as many students as possible, consistent with available facilities, personnel, and financial support; and to operate and manage these athletic activities in harmony with the basic policy of the Northwest Local School District Board of Education, the Ohio High School Athletic Association, the Greater Miami Conference, and the Southwest Ohio Conference.
2. To promote cooperative thinking and unification of interest and effort among the coaching personnel of the Northwest Local School District.
3. To develop and maintain the highest regard for sportsmanship; to develop proper attitudes toward winning and losing contests; and to encourage and develop respect for fellow competitors whether they be on the same team or on opposing teams representing other schools.
4. To develop in our school representatives the desire for perfection, team play, and fair play; not only toward the opponent, but also to his teammates; to encourage competition not only for the tangible rewards, but for the intrinsic values that make athletic competition valuable and worthwhile.
5. To be concerned with the total development of the student and to promote competitive activity as a portion of the total educational program.

Approved July, 2013

Functions of the Athletic Council

1. To continuously evaluate the interscholastic athletic program.
2. To act in an advisory capacity in the preparation of the budget; to aid in determining the scope of the total program; to advise on all other related matters.
3. To regulate athletics by uniform procedures consistent with sound educational aims and objectives and to carry out Board policy.
4. To develop a long range program for the development and extension of the facilities for each sport.
5. To unify coaching objectives and interests in regard to the total program and to promote cooperative relationships between existing middle and high school coaching staffs.
6. To direct all secondary school athletics according to the rules and regulations established by the Ohio High School Athletic Association, the Greater Miami Conference, and the Southwest Ohio Conference.
7. To develop policies and procedures that will protect the participant from unreasonable competition.
8. To establish the athletic program as an integral part of the total physical educational program and the educational program of the Northwest Local School District.

Athletic Council Organizational Structure

The Athletic Council shall consist of the following voting members:

Chairperson of the Athletic Council of the Northwest Local School District

Principals of all High Schools and Middle Schools of the Northwest Local School District.

Athletic Directors of all High School and Athletic Coordinators of all Middle Schools of the NWLSD.

One coach from each high school – preferably one male and one female coach

The Superintendent of the Northwest Local School District, and the Director of Secondary Curriculum shall be ex officio members of the Council.

Operational Procedures of the Athletic Council

A. Chairperson of Council

1. The Chairperson of the Athletic Council shall be assigned by the Superintendent.

B. Qualifications for Proposals to be on the Agenda

1. Be presented to the Chairperson of the Athletic Council at least five (5) days prior to the meeting date.
2. Be of emergency nature that requires immediate action.
3. Be in the hands of all Council members at least three (3) days preceding the date of the meeting, together with available data relating to the proposal.

C. Procedure for Establishing Policy and Decision Making Processes

1. Topics discussed by the Council that require decisions or statements of policy, will be presented in a recommended form by the chairperson. Necessary modifications will be made by Council discussion until consensus is reached. If consensus is not achieved, the proposal will be tabled for further consideration and modification at a later date.

D. Attendance Mandated for Adoption of Guidelines or Decisions

1. Not more than two (2) members of the Council shall be absent from the meeting during which policy or procedure decisions are made.

General Personnel Guidelines of the Athletic Council

Chairperson of the Athletic Council shall....

1. Preside as Chairperson of the Athletic Council at all meetings.
2. Plan the Agenda in cooperation with Council members.
3. Supply pertinent information regarding the agenda.
4. Prepare and present recommended resolutions and policies for discussion.

Secondary Principals shall....

1. Be held ultimately responsible in all matters pertaining to interscholastic athletic activities involving his/her school (OHSAA Bylaw 3-1-1).
2. Fulfill all duties and responsibilities as they pertain to interscholastic athletics as prescribed by the Ohio High School Athletic Association, the Northwest Local School District, the Greater Miami Conference and the Southwest Ohio Conference.
3. Serve as a member of the Northwest Local School District Athletic Council

Secondary Athletic Directors shall....

1. Direct and coordinate all activities of the Athletic Department along educationally sound lines and be directly responsible to the principal.
2. Ascertain that all rules and regulations of the Ohio High School Athletic Association, the Greater Miami Conference, and the Southwest Ohio Conference are strictly upheld and enforced in spirit and in fact.
3. **CHECK ELIGIBILITY of student athletes in accordance with the OHSAA. Check and document that all coaches have completed the OHSAA “Fundamentals of Coaching” class, Pupil Activity Permit, Concussion Class, Fingerprint check, etc.**
4. Strive to promote good public relations with the public, news media, opponent schools, civic organizations and Boosters.
5. Approve all athletic contests before they are contracted. Prepare all games and official contracts specifying date, time, location, and keep all signed contracts on file and current for all sports. (All contracts are to be cleared with the Athletic Director prior to being signed by the school principal).
6. Initiate requests for building permits for athletic contests for non-school events.
7. Coordinate planning such special nights and events as Athletic Awards, Pep Assemblies, Meet the Team Night, Homecoming, Senior Recognition Night, Banquets, Boosters, Spring Programs, etc.
8. Arrange for attending physician for all Senior High School Football contests. Keep a file of the physical form, current eligibility, and medical insurance information.
9. Employ and pay officials and police as needed per contest. Provide necessary time sheets to the Treasurer’s office for all other personnel needed – ticket takers, announcers, light/sound, etc.
10. Purchase and conduct the sale and promotion of activity cards, presale tickets, complimentary passes, military passes, athletic programs, concessions, and keep records for all athletic events.
11. Inspect all game and practice facilities, scoreboard, lights, locker rooms, teams and officials, all helpers, etc. Request for maintenance of athletic facilities.
12. Serve as coordinator for athletic team transportation, meals, lodging, and request buses as needed.
13. Reconfirm the athletic contest, bus parking, presale, phones, time, uniform color, and officials.
14. Be present for all Senior High School home football and basketball games. Attend all league meetings, State Athletic Directors meetings, local Athletic Director meetings when possible. See Athletic Supervision Chart.
15. Make arrangements to have the coaches and game officials met and escorted to their locker facilities.
16. Handle matters pertaining to insurance including processing and payment of medical claims as they apply for the current year. This is to be done in coordination with the high school secretary.
17. Arrange for ordering and presenting all athletic awards.
18. Prepare financial reports of all revenues for all contests and make financial settlements as specified in contracts with visiting schools.
19. Provide specifications and information relative to the issuance of purchase orders for all athletic supplies and equipment.

20. Arrange for reconditioning of athletic equipment.
21. Prepare the athletic budget for the school, and send a file copy to the Chair of the Athletic Council.
22. Evaluate coaches and if applicable, the Asst. Athletic Director.
23. Maintain cordial relations with the Booster Organization and oversee that the concession facilities and equipment are maintained according to district procedures.

Assistant Athletic Director shall....

The Athletic Director may require the Asst. Athletic Director to help in completing any or all of the following tasks:

1. To attend athletic league meetings.
2. To attend Booster meetings.
3. To develop and administer a budget for the Athletic Department.
4. To arrange for safety assistance and security for athletic events.
5. To supervise field and facility maintenance.
6. To meet with administrators and coaches from middle schools to discuss the direction of the total athletic program (grades 7 – 12).

The Athletic Director will delegate a maximum of four (4) of the following tasks as the sole responsibility of the Asst. Athletic Director. The Athletic Director may require the Asst. Athletic Director to help in completing the remaining tasks on this list:

1. To coordinate the athletic awards program.
2. To administer athletic inventory, reports, game contracts, officials' contracts, transportation, and purchase and distribution of supplies and equipment.
3. To prepare athletic schedules.
4. To arrange for gate guards, ticket takers, and sellers at athletic events.
5. To check eligibility and send proper certificates of eligibility as required.
6. To disseminate among all coaching personnel rules and regulations of the League and the Ohio High School Athletic Association, and monitor the compliance of those rules and regulations.

Head Coaches shall....

1. Be involved in the interviewing, hiring, and evaluation of all coaches in their respective program whenever possible and appropriate.
2. Schedule and conduct a staff meeting for assistant and middle school coaches prior to the start of each season. Topics to be covered:
 - A. An explanation of philosophy, strategy, drills, and other appropriate coaching issues.
 - B. A discussion of scouting
 - C. Exchange of information regarding games, practices, scrimmages, etc.
3. Conduct regular staff meetings throughout the season with assistant coaches.
4. Attend middle school, freshman, and junior varsity contests, practices, and awards programs when possible.
5. Provide all assistant coaches with opportunities to grow professionally by delegating responsibilities for specific aspects of the program and by working with them to assure success.
6. Complete the OHSAA "Fundamentals of Coaching" course prior to Jan. 1 or the start of the season and the Concussion Course prior to September 1, 2013

Athletic Handbook

A copy of the Athletic Handbook for the Northwest Local School District shall be issued to the following:

Superintendent of the NWLSD
Athletic Council Chairperson
Secondary School Principals
Athletic Directors and Coordinators
Assistant Athletic Directors
Coaches
Cheerleader Sponsors

As new policies and procedures are adopted, copies of those policies/procedures will be sent to each of the above

DISTRICT HANDBOOK

Goals of School Athletics

1. Recognizing athletes as unique and worthwhile individuals.
2. Ensuring a safe and secure environment for practice and competition.
3. Promoting an environment that encourages and nurtures attitudes and actions of good sportsmanship.
4. Emphasizing skill development and enthusiasm for each sport beginning at the elementary level feeder schools.
5. Promoting academic excellence in the classroom.
6. Cooperating throughout the athletic department and recognizing the value of **ALL** curricular and extra-curricular programs.
7. Promoting -----School and all sports within the community.

NORTHWEST LOCAL SCHOOL DISTRICT POLICY

SPORTSMANSHIP, ETHICS AND INTEGRITY

The Northwest Board of Education recognizes the value of extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the traditional classroom.

Participants and responsible adults involved in Board approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. **Participants are expected to adhere to the Board adopted Code of Regulations for Conduct of Pupils.** The Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process, and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, support/booster groups and the student body.

SPORTSMANSHIP

Philosophy Statements

It is the duty of all concerned with school athletics to:

1. Promote the development of a strong and positive sense of self-worth in athletics.
2. Emphasize the proper ideas of sportsmanship, ethical conduct and fair play.
3. Eliminate all possibilities which tend to destroy the best values of the game.
4. Stress the values derived from playing the game fairly.
5. Show cordial courtesy to visiting teams and officials.
6. Establish a positive relationship between visitors and hosts.
7. Respect the integrity and judgment of sports officials.
8. Achieve a thorough understanding and acceptance of the rules of the game and standards of eligibility.
9. Encourage leadership, use of initiative and good judgment by players on a team.
10. Recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well being of the individual players.
11. Keep in mind that an athletic contest is only a game not a matter of life or death for player, coach, school, official, fan, community, state or nation.

OHSAA Commissioner Dan Ross states, “Educational Athletics – represents the essence of what high school sports is all about – an extension of the classroom where athletics is a privilege that must be earned and where sportsmanship, character, and teamwork are placed above winning and promoting one’s image. In Ohio, we have approximately 350,000 student athletes this school year. Less than 4% of the seniors will go on to play at the college level. That just underscores the fact that the OHSAA and our member schools should be all about participation and spirit, not just a feeder system to get the most talented athletes to the next level. Ultimately, the OHSAA hopes that participation in interscholastic sports helps students develop into responsible adults and productive citizens.”

SPORTSMANSHIP and CONDUCT

Expectations for Coaches

1. The coach is expected to serve as a model of good sportsmanship and decorum during contests. While it is understood that it is the coach’s prerogative to question the calls of officials, it must never be done in a manner that incites the crowd or players to “join in the fray” or exhibit overly aggressive behavior.
2. The coach is expected to be in control of his/her behavior at all contests and is held responsible for the conduct of his/her players when representing his/her team or the school.
3. During contests, coaches are expected to intervene when one of their players exceeds the bounds of proper sportsmanship. Such a player should be immediately removed from the contest and reminded that his/her actions are unacceptable and will not be tolerated.
4. Players who are overly aggressive in their play to the point of trying to injure an opponent or provoke an opponent must be removed immediately.
5. Assistant coaches are expected to help with enforcement of the rules of sportsmanship, particularly when the coach is occupied in a discussion with officials.
6. Coaches are expected to study and know the rules of their sport as established by OHSAA and National Federation of High Schools. Special attention must be given to those rules pertaining to safety issues and conduct of coaches and players.

Expectations for Athletes

1. Players may not argue with or question the calls of officials.
2. Players may not taunt opposing players, coaches or the crowd.

3. Overly aggressive behavior with the intention to injure or provoke opponents will not be tolerated.
4. The rules of good sportsmanship are to be strictly followed.
5. Athletes are expected to know and understand the rules of their sport.

Expectations for Spectators

1. Athletics is part of the educational process, and spectators must realize that a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others, act generally obnoxious, or disruptive.
2. Spectators are expected to respect decisions made by contest officials.
3. Stimulate desired crowd response using only positive cheers, signs and praise without antagonizing or demeaning opponents.
4. Spectators may not enter the field or floor once the participants appear from the locker room. At no time shall spectators enter the field or floor unless asked to do so by the Administrative Personnel.
5. Cases of blatant inappropriate behavior on school grounds will be handled by the school administration.
 - a. Any physical contact by parent/guardian against a coach, school employee, etc. or
 - b. Inappropriate language/action that is witnessed by a group of athletes or parents may result in the spectator being banned from all school activities for a period of time to be determined by the building administrators.

Chain of Command

The Northwest Local School District, in conjunction with the Department of Athletics, follows the chain of command listed below. We ask that you observe the order of this line of communication when pursuing any concerns you may have regarding the athletic program.

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|------------------------------------|-----------------------|
| 1. Assistant Coach (if applicable) | 3. Athletic Director |
| 2. Head Coach | 4. Building Principal |

Coaching Expectations and Responsibilities

The need for specific job qualifications has become obvious with the strong emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching

ability/accomplishments within the framework of the Northwest Local School District objectives for athletic programs. These are the major performance areas:

1) Interpersonal Relations

A coach must be able to develop good rapport with a number of individuals and community groups, team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and demonstrated competency are invaluable for the coach.

2) Cooperation

The district expects the highest level of cooperation by all coaches and athletic staff members in the execution of their duties. Coaches must work cooperatively with their school athletic administrators, building administrators, school staff, team members and parents.

3) Leadership and Public Relations

Diligence, enthusiasm, integrity, honesty, and a love for the game are all a part of the professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition – all should be exemplary. Public demeanor and decorum should always reflect positively on the school, school district and athletic department.

4) Discipline

Every Northwest Local School athletic team requires a high level of discipline among coaches, players and support staff. In this regard, the implementation of discipline and the attitude with which it is implemented is the coach's responsibility. Individually, the coach becomes the model of all that the program represents – observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season especially where the student body is concerned. The desire to do well, win gracefully, lose with poise, and maintain a positive attitude should be emphasized. Staff, players and spectators should be motivated to achieve established goals as a whole and as individual players.

5) Improvement

All coaches must continually take advantage of opportunities presented for self-improvement. Regular attendance of district meetings, rules clinics, special workshops and training opportunities in specific fields is expected. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and improved performance.

ALL coaches are required to complete the OHSAA "Fundamentals of Coaching" course prior to Jan. 1 or the start of their sport season and have a complete Pupil Activity Permit on file. Coaches must also complete the OHSAA or NFHS Concussion Course prior to September 1, 2013.

Exemption to the Physical Education Graduation Requirement

Beginning School Year 2012-2013 students may be exempted from earning ½ credit of physical education and still meet the requirements of graduation from high school. Students who successfully complete two full seasons of sanctioned interscholastic athletics, marching band, cheerleading offered within the district to be

exempted from taking and completing the two required physical education courses needed during grades 9, 10, 11 to earn their diploma. Students must complete and submit a Physical Education Waiver Form to their counselor to be considered for this exemption. Interested students must talk with their counselors and review the Student Course Description Book for additional information.

ATHLETIC ELIGIBILITY

Students of the Northwest Local School District participate in athletics under the regulations of the Ohio High School Athletic Association, the Greater Miami Conference, the Southwest Ohio Conference, and the Northwest Board of Education.

Eligibility Criteria

Interscholastic extra-curricular activities means a pupil activity program that a school or school district sponsors or participates in and that includes participants from more than one school or school district. Interscholastic extra-curricular activity does not include any activity included in the school district's graded course of study.

Grades 9 – 12 students must be currently enrolled and must have been enrolled in school the immediate grading period. During the preceding grading period, a student must receive a passing grade in a minimum of five (5) full credit courses or the equivalent, which count toward graduation; and

- * All preceding grading period grades must, when combined, be a total grade point average of at least 1.0 on a four point scale; and
- * Any student with a total grade point average of less than 2.0 on the weighted scale but higher than a 1.0 will be placed on "academic watch." Any student on academic watch must have his/her teachers complete a weekly grade and effort report during that season and submit it to the head coach. They must also participate in the extra-curricular intervention/study table program.
- * A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grades 7 or 8 must be currently enrolled in school the immediate grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.
- * A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of 5 of all subjects carried the preceding grading period in which the student was enrolled.
- * Summer school grades earned may not be used to substitute for failing grades or GPA calculations from the preceding grading period of the regular school year (relative to interscholastic athletic eligibility.)

Athletes may not try out or practice without a completed **blue card, code of conduct, physical card, Emergency Medical Form, or eligibility bulletin and must be fully enrolled in the school/district.** A district home web page release form is also needed to permit names of athletes and pictures online. Forms are to be collected and submitted as a package. Coaches are required to check all forms for completeness. Incomplete forms should be returned to the student athlete, and the student athlete will not be allowed to practice or compete until corrected. Athletes who have previously participated in a sport during the current school year will have a blue card on file. Forms are to be completed once per year.

Coaches are to provide the Athletic Director up to date rosters as soon as possible. It is the head coach's responsibility to review sport specific eligibility with athletes and their parents, and to review the eligibility

certificates. The Coach must initial all blue cards and eligibility forms before an athlete may compete. This must be accomplished prior to the first contest. **Athletes may not compete until this process is complete.**

Progress Book Access for Coaches

High School Coaches and Middle School Athletic Coordinators will be given access to Progress Book to review student athletes' academic progress. The intended use of this information is to encourage and motivate the student athlete throughout the school year.

Middle School Athletic Coordinators will be provided access to Progress Book for middle school athletes. The Athletic Director will notify the appropriate coach when a student athlete is in need of encouragement/motivation/intervention by the assigned coach.

High School Head Coaches who are on a licensed employee contract at the high school will be provided access to Progress Book for high school athletes in their respective sport/activity. The Head Coach may delegate this access to one assistant coach who is on a licensed employee contract.

In the event that the Head Coach is not a certified staff member, an Assistant Coach who is a certified staff member will be provided access to Progress Book for high school athletes in their respective sport/activity. The Assistant Coach will relay the appropriate information to the Head Coach and/or mentor coach in order to encourage/motivate/intervene with the student athlete.

Only ONE coach per team will have access to Progress Book for that team's athletes.

Only ONE person from each building will be assigned to enter data from each team roster.

Coaches will be required to sign the Permission for Progress Book Access Form to maintain the confidentiality of the Progressbook student information.

OHSAA Exceptions to Athletic Eligibility due to Enrollment Status

1. Student enrolls with a grandparent affidavit: not eligible for athletics. Grandparent must have legal custody or guardianship.
2. Student enrolls with a military affidavit; student is not eligible for athletics. See OHSAA 4-6-3.
3. Student enrolls with an incarceration affidavit; student is not eligible for athletics.
4. Temporary Enrollment in which the custody or guardianship has not been granted, is not complete. Therefore, student is not eligible for athletics. Temporary Enrollment Residence – if student is not living in the district while house is under construction, sale is pending or rental property is not yet available, student is not eligible for athletics. Special request may be made to the OHSAA with required paperwork.
5. Student enrolls and parents share custody with one parent residing within the district (A) and the other parent resides (B) outside the district, the student is eligible to attend school. If the student is shuttled between parents, the student is ineligible for athletics. If the student is enrolled at school of Parent A, student may be eligible for athletics at that school only. Student will not be eligible at school of Parent B.

6. Student on an IEP is enrolled. Parent must be a resident of the school district and have full legal custody for student to be eligible for athletics.

Sponsorship of Individual Athletes – High School Only

High schools will sponsor athletes in individual sports when there is no school team for state meets. A school coach will be the coach of record. The private coach may become a volunteer coach for that student athlete. During the school season, the athlete may not compete in outside contests.

Student Athlete Attendance

The student must be present for the entire class period for all classes on the day of the performance or game to participate in the event. If a student is not in attendance for all classes on the school day of the event, he/she may participate only with the approval of the athletic director and/or building principal. In the case of a non-school day event, the student must have been present for all classes on the preceding school day. If the student was absent on the preceding school day, the student can participate in a non-school day event only with the approval of the athletic director and/or building principal.

Early Excuse Student Requests

Requests to be excused early for athletic reasons must be approved by the building principal. If athletes are to be dismissed early from school to compete in a game/contest, a list of the student athletes is to be generated and submitted to every teacher in advance. The Attendance Office must also receive this list. Athletes are responsible for all class work missed. Parents should be notified of the missed class time due to the early excuse.

Insurance for Participants

School insurance is made available to all students at the start of the school year. The District requires that all student athletes are insured either through their own insurance or the school's insurance. Parents will be required to sign a form acknowledging this.

RECRUITING

The guidelines below are from the OHSAA handbook. If you have any questions about recruiting issues, bring them to the attention of the athletic administration as soon as possible.

Section 9: Recruiting

4-9-1: A student is considered a prospective athlete after enrolling in the seventh grade, or the grade corresponding to the seventh grade for a student from a foreign country. Any attempt to recruit a prospective student-athlete for athletic purposes shall be strictly prohibited.

4-9-2: For purposes of this Bylaw Section 9, the term recruiting shall mean the use of influence by any person connected or not connected with the school to secure the transfer of a prospective student-athlete.

4-9-3: All member high schools are permitted to mass market their entire high school program and all of its elements for the purpose of informing and recruiting students.

* Recruiting a select athletic group or individual, i.e. eighth grade team or individual sports' participants, is a violation.

* Coaches initiating contact with prospective student-athletes, who are not presently enrolled in the school's educational program, or their parents, prior to written acceptance notification (which cannot occur prior to January 2), is a violation.

4-9-4: Prior to enrollment, a student-athlete may visit a public or non-public school in contemplation of transfer, as long as that contemplated transfer is consistent with Board of Education or similar governing board policy formally adopted by that school district and arrangements for the visit are made through the principal and/or school administrator designated by the Board of Education or similar governing board.

Transfer Review Period – April 1 – July 1

Students applying for transfers may **NOT** participate in open gyms, weight room, practices, and contests until the transfer is granted.

Tryouts for Groups or Teams that occur during the Transfer Review Period:

Students who have requested a transfer may participate in pre-tryout activities and tryouts/auditions during

the transfer review period provided that:

- a. The administrator in charge of the activity approves the participation
- b. The sponsor approves the participation
- c. The student meets any/all requirements to tryout/audition
- d. The only tryout/audition occurs during the transfer review period.

If a student makes the group or team, but does not receive a transfer, an alternate candidate will fill the roster spot.

The fact that a student makes the group/team is not a factor in deciding whether a transfer will be granted.

Communication Between Coaches and Students/Parents from other schools:

Coaches may NOT communicate with students/parents from other schools until the transfer is granted or the family establishes residency within the school's attendance area.

If a student/parent from another school initiates communication with a coach, the coach should refer the student/parent to the Athletic Director.

The timing and type of communication between a coach and a student/parent from another school can be a factor in determining whether a transfer will be granted.

Communication Between District Coaches and Other Staff Members

If a district coach or other staff member believes that another district coach has violated these guidelines, or the recruiting by-laws, the information should be reported to the school Athletic Director immediately. The school Athletic Director is responsible for investigating any reported allegations, and reporting his/her findings to the Chairperson of the District Athletic Council.

PROCEDURES FOR JOINING AN ATHLETIC TEAM DURING SEASON

This guideline governs situations where a student requests to join an athletic team after practices and/or games have started.

A. Alternative Tryout Schedule

Students who will be out of town or otherwise unavailable for tryouts may request an alternative schedule under the following conditions:

1. The request is made before tryouts start.
2. The student is fully enrolled in the school and able to attend school on a regular basis.
3. The student is academically eligible for the current season.
4. The parent or guardian has submitted a request in writing, to the high school athletic director or middle school principal that includes documentation that the student will be unavailable for tryouts and that the absence is unavoidable.

B. Teams That Were Selected Through Tryouts and Candidates Were Cut

Students may submit a request for a special tryout for a team that was selected through tryouts and/or where candidates were cut under the following conditions:

1. The student was not enrolled in school during tryouts.
2. The student must be fully enrolled and able to attend classes at the time of the request.
3. The student must be academically eligible for the current season.
4. The student's parent or guardian must submit a written request that includes documentation of prior participation and or interest in the sport to justify the special tryout.
5. To be selected for the team, the student must:
 - a. Be rated superior to all students who were cut.
 - b. May not displace any current member of the team.

Coaches may hold special tryouts when a team does not have enough players to participate in games/meets. These special tryouts will be conducted in the same manner as the tryouts that were held to select the original team. The number of players needed to participate includes the starters and a reasonable number of substitutes

C. Open Teams That Were NOT Selected Through Tryouts and No Cuts Were Made

Students may request to join a team that was not selected through tryouts and cuts anytime during the season under the following conditions:

1. The student must be fully enrolled and able to attend classes at the time of the request.
2. The student must be academically eligible for the current season.

3. The student's parent or guardian must submit a written request/permission.

D. Participation Procedures That Apply To All Students Joining A Team During The Season

The participation for all students who join an athletic team under any of the procedures listed in this guideline is governed by the following procedures:

1. Students may participate in all practices and meetings immediately.
2. Students may not participate in scrimmages or games/contests until they have made up the number of days they missed during the season before joining the team.
 - a. The number of days missed will be calculated by adding the number of tryout days, practice days and game days in the season.
 - b. Students receive credit for one make-up day for every day of tryouts, practice and games they attend as a candidate or team member.
 - c. Students may sit on the bench in street clothes during a make-up period.
 - d. The maximum number of make-up days required will be 20 in middle school and 25 in high school.
3. If a team does not have enough players to participate in games or contests, the following exception will be made to the make-up procedures:
 - a. The coach may waive the make-up requirement for the number of players needed to participate in games or contests, as defined in Section B above.
 - b. A player who receives a waiver under this section may not take playing time away from the players who were on the team when the waiver was granted.
4. Students may not join a team during the season if their make-up period will extend past the end of the regular season.
5. Students who transfer into a Northwest Local School District School during a season, and can document full-time current season participation on an interscholastic team in the same sport at their previous school, may participate in scrimmages and games immediately.

PARTICIPATION FEE

Students in the Northwest Local School District shall be assessed a Non Refundable \$100 participation fee for extra-curricular activities. The preferred method of payment - online payment using a credit card or electronic check . Payment can also be made via one of the following methods: cash, check, money order, or credit card. All checks should have the student's name and sport clearly written in the memo section of the check. The chairperson of the district Athletic Council shall be the superintendent's designee to administer the Participation Fee Program. The following procedures will be used to assess and collect participation fees:

1. The activities for which a participation fee will be assessed include teams and performing groups that participate in interscholastic contests and/or produce public performances that are not part of the required curriculum. Examples include athletic teams, show choirs, marching bands, drama groups and cheerleaders.
Clubs, service organizations, and curriculum related groups are exempt from participation fees. Examples include student government, foreign language clubs, concert choirs, concert bands, key club, student trainers, managers, stats, and wrestlettes.

2. The superintendent shall have the final authority to determine which groups must assess a participation fee.
3. All participation fees collected will be deposited into the school activity account, or main athletic account for all athletics.
4. Individual students will be assessed a maximum of \$200, or two participation fees, each school year. Fees will be assessed to students for the first two fee eligible teams or groups in which they participate. Athletic Directors should develop a system to identify the number of students who participate in more than two sports/activities to track the number of students who cap the \$200 fee.
5. Only students who present proof that they are receiving OWF for the current school year will have their Pay to Participate fees waived.
6. The school Athletic Director or Athletic Coordinator will be responsible for the following tasks associated with administering the participation fees:
 - a. Administering the school activity account.
 - b. Depositing all participation fees collected by coaches and sponsors. All fees should be deposited on a daily basis per Board Policy DM
 - c. Monitoring the collection of all participation fees and monitoring the two fee (\$200) individual student maximum.
7. Coaches/Sponsors are required to keep an updated roster of students and the collection of the Pay to Participate fee. Fees not paid online are given to the Athletic Director to deposit daily. All Rosters must be maintained in DASL.
8. The burden of responsibility for the collection and follow through of Pay to Participate rests on the Building Principal.

Athletics: All secondary students participating in interscholastic athletics will be charged a fee per sport season. THIS PARTICIPATION FEE MUST BE PAID ONE WEEK PRIOR TO THE FIRST CONTEST OR GAME OF THE SEASON.

No student may participate in the next sport until all financial obligations to the department have been paid. (Example: lost equipment) If an athlete quits a sport during the season, coaches should collect all equipment immediately. If the student does not cooperate, turn in fees owed to the athletic administrator immediately.

All monies collected must be turned over to the athletic administrator, assistant athletic administrator, or the office personnel 5 promptly. If money is lost or stolen, the head coach is responsible. Provide a ledger that designates a list of student athletes from whom payment was received and for what purpose. If the head coach so desires to put an assistant in charge of collecting money, they may do so. Please note that **the head coach is ultimately responsible for all money for his/her sport.**

Changing of Sports During the Season -

Once a team has been chosen or a contest/scrimmage has been played, athletes forfeit their participation fee. Athletes may change sports only if it is before cuts, or if a non-cut sport, before the first scrimmage.

Participation Fee Collection Procedures

1. All Participation Fees will be assessed as outlined in the Administrative Procedures previously adopted. All Participation Fees will be entered into DASL, and rosters must be maintained in DASL.
2. All Participation Fees must be paid in full by the due dates. There will be no payment plans.
3. The Athletic Directors and Athletic Coordinators will be responsible for collecting and monitoring all participation fees, as noted in the adopted procedures.
4. Participation Fees must be paid in full one week before the first game, concert or event, depending upon the activity and are non-refundable.
 - a. Athletic Directors and Athletic Coordinators will provide a list to all coaches and sponsors of participants owing fees two weeks before the first game, concert or event.
 - b. Coaches and sponsors will contact parents to remind them of the due dates.
5. Procedures for NSF checks –
 - a. The Athletic Director and Athletic Council Chairperson are notified. The originator of the check is notified via a third party check guarantee company, and the student athlete is suspended from play the Friday of the following week – given one week to rectify the situation.
 - b. After a second NSF check, the parent/guardian will be placed on a CASH only basis.
 - c. Schools will post signage noting consequences for writing bad checks.

TRANSPORTING STUDENTS

The Board of Education will provide transportation to selected extra-curricular contests and events. Transportation will be provided by one of the following methods:

- a. Board owned buses at the Board's expense.
- b. Board owned vehicles, driven by a sponsor or coach.
 1. Must request permission from Transportation to utilize vehicles
 2. Must be for school sanctioned events and not individual student camps/recruiting events/etc.
 3. Vehicle must be returned with full tank of gas or the Athletic Department will be billed for gas.
 4. Keys must be returned to the proper personnel in person.
- c. Privately owned vehicles, driven by a sponsor or coach.
- d. Private vendor at the Board's expense.

In each of these situations, school officials will ensure that all permission forms, medical forms and insurance forms have been completed and are on file.

When the Board of Education does **not** provide transportation to extra-curricular contests and events, parents will be required to provide transportation by one of the following methods.

1. Board owned buses at the parents' expense.
2. Private vendor at the parents' expense.
3. Parents make their own arrangements.

School administrators, with input from sponsors and coaches, will decide which method will be used for each event or contest. Parents will have the sole responsibility for the arrangements in Number 3 above. Parents will receive a minimum of one week notice when possible when the Board is **not** going to provide transportation to an event/contest.

*Students who need to travel from events by means other than the school provided transportation must complete a **TRANSPORTATION RELEASE WAIVER** for approval from the Athletic Director.*

If we do not provide transportation to or from an event, no transportation waiver form is needed – neither you nor your coaches get involved in arranging rides for students when we do not provide transportation.

If we provide transportation to an event, but no returning transportation, it is up to parents to arrange the student athlete's ride home. You do not get involved in those arrangements, and no transportation waiver form needs to be completed.

If we provide transportation to an event and return transportation, and the student athlete plans to ride home with the parent – the procedure is:

Coaches may have their parents fill out the waiver form at the beginning of the season and list those parents/adults who have permission to take the student athlete home – this would be good for the season. If it is the day of the event, coaches should carry copies of the transportation waiver form to the event. If the parent has not previously completed the waiver form for the season, students may only leave with a parent – the student's Parent would need to complete the waiver form prior to the student athlete leaving the event, and indicate in writing who (adult) would be taking their child home. If the waiver form is not completed, the student athlete rides back on the bus.

Coaches should not provide transportation for an individual student. If a single student is participating in an event, the coach and the parent, or two coaches will accompany the student.

Students are expected to provide their own transportation home from school after practices and events.

Bus Transportation for Athletic or School Sponsored Events

For Teams with two (2) or more coaches:

Minimum of two (2) coaches on each bus utilized to transport students

For Teams with only one coach, the coach is to ride the bus

In the event that the students are misbehaving or causing a disturbance or distraction on the bus, and the adult coach, sponsor, chaperone fails to deal with the misbehavior, the bus driver will report the incident to the Transportation Supervisor who will report the incident to the appropriate Athletic Director and Dir. of Business for disciplinary action.

The bus drivers will not confront coaches/sponsors/chaperones who are derelict in their responsibility of supervision regarding the behavior of the students on the bus.

In a co-ed situation, male students sit in front of the bus, female students in back of the bus or vice versa, with coaches/sponsors/adult chaperones seated between the two sections.

LIABILITY

Liability has become a significant aspect of school life. Nowhere is this more apparent than in athletics. Here are significant points to be aware:

1. All employees and volunteers who provide transportation to students in school related capacity must have an acceptable BMV record check on file.
2. If it is necessary to drive an athlete to a contest, your automobile insurance must cover passengers.

No

student/athlete may drive your car or another person's car to or from a contest. This is strictly against Board policy.

3. All students/athletes shall ride to and from contests in the transportation provided by the district.

Any

exception to this policy must be submitted in writing (Signed Waiver Form) and approved in advance by the Athletic Director.

4. A coach must be present whenever a student/athlete is lifting weights. Coaches are liable if an injury takes place and the coach is not present.
5. Students/athletes should not be given permission to go to the gym, locker room, training room, etc. during study halls or other school time unless a coach is present.
6. Cheerleaders must follow Ohio High School Athletic Association and Southwest Ohio Conference policies on mounts, stunts, etc.

SCHEDULING

1. All scheduling of games will be handled by the Athletic Director, Assistant Athletic Director and Head Coaches. Coaches will be advised as to their schedules, and their advice will be sought before a contract is assigned. Scrimmages should be scheduled by the coaches, but must be approved by the athletic director and building principal. All scrimmages are subject to the guidelines of the OHSAA.
2. Scheduling of athletic facilities must be approved by the athletic department. Changes made by the coaches must be approved by the Athletic Director.
3. No practice or open gyms are scheduled on Sunday unless permission is obtained from the Athletic Director.

POSTPONED GAMES

1. If school is not in session due to inclement weather or other calamity, the athletic contest or practice must be approved by the Athletic Director or Principal.
2. Rescheduling of contests is the responsibility of the Athletic Director after he/she has clearance from the principal, buildings and grounds, and head coach of the sport involved.
3. Postponement, cancellation, and rescheduling of athletic contests must follow the guidelines established

by the league, state, and school district.

4. In case of a suspended game, both schools will continue the game at the original site at a mutually agreeable time (exception: baseball/softball). OHSAA rules on suspended games will be followed.
5. Occasionally it may be necessary to interrupt an outdoor interscholastic athletic contest due to lightning in the area. At the first sign of lightning (or other threatening weather), the contest official shall suspend the competition until 30 minutes after the last bolt of lightning. There shall be access to appropriate shelter in the event of such suspension. All contests suspended shall be resumed at the point of the interruption.

OFFICIALS

Officials are to be given every courtesy and receive instructions regarding the game plan, including the pre-game and half-time programs. Officials may be assigned through the league commissioner, or an assigner from the commissioners.

Evaluation forms from the league and state allow coaches to give input into the quality of officiating at their events. State evaluation forms are mandatory. Failure to return the completed forms may result in a \$100.00 fine to be paid by the head coach.

BUILDING SECURITY

1. The security of the school building and its athletic facilities is the responsibility of the coach. Custodians will assist in turning off lights, securing doors and windows, etc. Students or outside individuals are NEVER to be given access to keys to the buildings or facilities. Athletes are restricted to the area in which they are practicing. All other parts of the building are off limits. Students may not be left alone in the building/athletic facility. They must be under supervision at all times. Building security is the coach's responsibility.
2. Keep locker rooms locked when not in use by players. Remind players to lock their lockers during practices and games. Check locker room on occasion to be sure that student athletes are using their locks.
3. Coaches must be in the locker room when student athletes are present to prevent thefts, promote safety, and avoid liability. An adult should always be in the locker room when students are present and should check the area before leaving. This applies to home and away locker areas.

OVERNIGHT TEAM TRIPS

Coaches are responsible for the behavior and safety of team members. A trip itinerary is to be written and submitted to the Athletic Director. This itinerary should include transportation arrangements, supervision, times, room assignments, etc. Phone numbers of those in charge and the place of lodging are required by the Athletic Director for all trips.

1. All overnight team trips must be approved by the Athletic Director, principal, Athletic Chairperson, Board of Education.
2. Necessary expenses of meals, lodging, etc. must be included in the budget request for that particular

sport.

3. The Athletic Director will confer with the head coach regarding arrangements which must be approved by the Principal and Athletic Director.
4. Emergency medical forms are required to be in your possession in case of an injury to an athlete, manager, trainer or statistician.
5. Check all Locker Rooms prior to leaving the out of town facility. Leave it in better shape than you found it.
6. All student/athletes must ride to and from contests in the transportation provided by the school. Any exception to this policy must be submitted in writing (Completed Waiver Form) and approved by the Athletic Director.
7. Athletes should dress neatly and appropriately according to the coach's dress requirement as they represent themselves, their school and the Northwest Local School District during the trip.

VOLUNTEER BACKGROUND CHECKS

Volunteers going on overnight field trips for the purpose of supervising students are subject to the Ohio Department of Education's requirement to be fingerprinted for the purposes of running a background check. In addition, certain school-related programming situations may require volunteers not supervising overnight trips to be fingerprinted. This may include volunteers who are required to be alone in supervising students in various activities. All efforts will be made to prevent this arrangement from occurring. Ultimately, the provision for the care, custody, and control of students is directed or approved by the building administration.

The cost of the background checks will be built into the cost per student of the overnight field trip, or school or group activity.

The fingerprint reports from the background checks must be on file in the district office prior to the date of the proposed overnight trip or supervisory assignment. If the reports are not completed, or pending, the volunteer will not be permitted to participate.

Volunteers with any convictions will not be permitted to participate.

Duty to Supervise

In all aspects of the educational setting aside from rare exceptions, district employees are responsible for the care, custody, and control of students. As such, care must be taken that volunteers, in any capacity other than overnight field trips, are not placed in a directed, assumed or implied position of being responsible for the welfare of students.

Volunteers are NOT permitted to be alone with students as a primary, directed design of the educational and/or supervision plan for students. (Jan., 2010)

SAFETY IN ATHLETICS

1. The safety and well-being of the participant shall be of prime importance in the athletic program. Practices shall be planned and equipment selected with this in mind.
2. Overmatching of teams and individual athletes in practice or contests is not approved.
3. Facilities shall be maintained in clean, sanitary, and safe condition.

4. All coaches shall be thoroughly versed in the rudiments of first-aid and safety; and satisfy the requirements set forth under ORC 3301-27-01 Section D (2,3) for CPR and sports related first-aid training.
5. Athletic contests should not be held under adverse conditions of weather or facilities.
6. No activity shall be permitted for which adequate safe equipment has not been provided. The use of defective equipment is neither excused nor permitted.
7. A carefully prepared and administered conditioning program shall be initiated under the direction of the head coach.
8. A pre-planned and controlled amount of time should always be devoted to practice sessions. Long practice sessions in which players become unduly fatigued should be avoided.
9. Rules of Ohio High School Athletic Association regarding equipment and safety shall be adhered to.

PRACTICE SESSIONS

1. Practice sessions must be well planned and organized.
2. Practice during days when school is not in session places the responsibility of opening and closing the building upon the head coach.
3. With permission from the Athletic Director, voluntary practices may occur on Sunday after 1:00 P.M. with no penalty for missing for family functions.

INJURY PROCEDURES

1. Accurate up-to-date squad rosters must be filed in the Athletic Director's, Principal's and Head coaches' office.
2. Coaches must have on file an Emergency Medical Form signed by the parent/guardian.
3. Emergency treatment procedures for coaches are as follows:
 - a. Call an ambulance if necessary.
 - b. Call for the trainer.
 - c. Call parents/guardians.
 - d. Call A.D. or Principal.
 - e. A coach/administrator must accompany the injured player to the hospital if possible. Stay at the hospital with the player until the parent/guardian arrives. Brief them on what has taken place and then leave.
 - f. Complete an injury report form. Deliver to the Athletic Director.
 - g. **Follow Up... Check with parents, doctor and student as to the player's progress.**
 - h. Assist in insurance and claim forms.
4. Minor Injury requiring a Doctor's attention:
 - a. Consult/notify trainer.
 - b. Notify the parent of the need for medical attention.
 - c. Notify the Athletic Director by completing and injury report.
 - d. File claim forms if insurance coverage warrants a claim.

BUILDING ATHLETIC ACCOUNT BUDGET PREP

1. Budgets shall be prepared by the Athletic Director each fiscal year projecting all revenue and expenses based on prior years figures, requests from coaches, and projection of future athletic department needs
2. Athletic budgets shall include all expected transportation costs for the entire fiscal year, including costs for the band to accompany teams as requested by the athletic department
3. Budget requests from head coaches are due to the Athletic Director by requested date in order to allow time for consideration of requested expenses
3. Budget requests shall reflect all expenses to be incurred in the respective sports program, such as athletic equipment, supplies, training room supplies, clinics, meals, travel, etc. as much as possible.
5. The final budget will be reviewed/approved by the Athletic Director and presented to the principal for final approval. The Athletic Director shall enter the budget into budget prep by date requested
5. A detailed inventory of all equipment should be prepared by all head coaches and submitted to the Athletic Director within two weeks of the close of his/her sport season.
6. The athletic director must validate all athletic department purchases. **IF YOU PLACE AN ORDER YOURSELF, BEFORE OFFICIAL APPROVAL, YOU ARE FINANCIALLY RESPONSIBLE.**

Procedures for Purchasing Athletic Equipment, Supplies, Uniforms, Etc.

YOU will be liable for equipment, supplies, uniforms, etc., if **YOU** do not follow the procedures listed below.

A **Purchase Order (PO)** must be sent by the Athletic Director to the vendor with the sales quote. The school district places orders and pays invoices on purchase orders. When completed correctly, these are approved expenditures and we are in compliance with the state auditor and state laws. An un-approved expenditure results when the invoice is dated before the purchase order. Therefore, in order for the school district to comply with state laws, the purchase order comes first – then the invoice.

Coaches must obtain a sales quote from the vendor prior to the order. Give the copy of the sales quote to the Athletic Director.

Individuals of the athletic department are not to purchase or receive merchandise from any company for his/her own personal use. Do not charge personal items to school accounts.

No gifts are to be received or solicited.

Reimbursements..... To be reimbursed for Professional Meeting Reimbursement, the receipts must be turned in within 60 days and the original receipt must be attached. Anything previous to 60 days or if not the original receipt, you will NOT be reimbursed.

Debit/Credit Card Transactions

When submitting a receipt for the use of debit/credit cards for reimbursement, be sure to turn in both portions of the receipt. This would be the itemized receipt and also the receipt that you sign. The signed portion of the receipt only will not be accepted to verify purchases. If this should happen, it will be treated as an unauthorized purchase, which may result as a payroll deduction.

EXTRA-CURRICULAR ACTIVITY FUND RAISERS AND ACCOUNTS

All school sponsored groups must follow these guidelines for all Fund Raising Activities, more detailed information can be found in the Student Activity Handbook:

1. All individual teams have a district Student Activity Account established to be used for revenue/expenses above and beyond what is administered through each building's athletic account.
2. All fund raising activities should be administered through the school's Student Activity Account.
3. A budget shall be submitted each year for each team collecting/expending funds including camps. Budget prep instructions can be found in the Student Activity Handbook
4. All fundraising activities must follow the approval and accounting procedures developed by the district treasurer.
5. Profits from fund raising activities may be used for any legal purpose, provided the expenditure is part of the groups approved budget.
6. Items purchased by the Boosters or PTA for any athletic group are considered donations and must be approved by the Athletic Director accepted by the Board of Education
7. All personnel expenses must be paid from the district General Fund.

CAMPS

Summer sports camps are to be sponsored by the District. The purpose of summer camp is to:

- A. Promote the district's athletic program
- B. Help develop athletes by teaching skills
- C. Provide structured, healthy, fun activities for students during the summer.
- D. Promote positive relations with the community.

1. All camp dates should be submitted to the athletic director by the end of Semester I.
2. Coaches should cooperate and not overlap camp dates so as not to create conflicts for athletes.
3. All camps must be completed by July 31 as per OHSAA guidelines.
4. The fee limit for camps is \$50.00, plus convenience fee. All pre-registered participants should receive a prize ie. T-shirt etc.
5. Camp registration, money collection, and final reconciliation is the responsibility of the coach, camp revenue/expenses must be included on the athletic fundraising account budget.
6. Make the camp fun and allow everyone to participate.
7. Do not change camp dates or times after the brochure has been printed/website published.

Inventory

1. An inventory of all equipment and supplies should be completed and turned into the athletic director within two weeks following the conclusion of the season. Final evaluations will not be scheduled until equipment inventories are turned in.
2. All equipment should be stored at school and not at private residences due to insurance stipulations.

Maintenance of Equipment

1. All athletic equipment must be marked for identification.
2. All athletic equipment must be clean, freshly painted when applicable, oiled and in working order before it is used or issued.

3. An accurate list must be on file for any equipment that has been issued. **Student athletes are directed to wear school issued equipment for practice and game competitions only. It is not to be worn at any social events, school use, or through the community unless permission is granted by the Athletic Director.**
4. All athletes must be instructed in the proper use of equipment and how to conduct a daily inspection for detection of damage. Coaches must constantly monitor the condition of equipment throughout the season.
5. All athletic equipment must be cleaned, laundered, or repaired when necessary during the playing season.
6. All athletic equipment must be cleaned, painted, oiled, in working condition, inventoried, and marked prior to being placed into storage.
7. At no time should equipment or supplies be used, lent, or given to an outside group. Contestants may be given equipment or supplies only when it pertains to a direct school practice or contest. Any violation of this rule will result in the involved coach making restitution for lost or damaged equipment.

ATHLETIC PROFESSIONAL LEAVE/CLINICS

If release time from teaching duties is necessary to attend a clinic or professional development course, approval must be secured from the building principal. Final approval will come through the Athletic Chairperson. Professional leave forms must be completed. Athletic Professional Leave must have clinic or teaching involvement, or active coaching as the basis for the day.

1. Each high school Athletic Department will be granted a specific number of release days for the coaches including its feeder middle schools. Requests may not exceed this number. (CHS – 30, NWHS – 23)
2. The high school athletic director and middle school principals coordinate the equitable use of the release days.
3. The Athletic Dept. may pay the expenses for coaches to attend clinics if approved by the Athletic Director. Approval must be obtained prior to attendance.
4. Expense statements must be filled in proper form with the Athletic Director. Receipts are to be included for meals, lodging, registration and travel.
5. No Athletic Professional Leave will be granted for coaches to attend state tournaments unless their team is participating in said tournament.
6. No Athletic Professional Leave will be granted for coaches to attend a college tournament or college practice sessions.
7. Coaches on staff are charged with a day of Athletic Professional Leave when attending a conference or clinic. Coaches NOT on staff and NOT requiring substitute coverage are NOT charged with a day of Athletic Professional Leave.
Coaches who are coaching district, regional, sectional, state tournament games are not charged with a day of Professional Athletic Leave; however, the Professional Leave forms need to be completed.
8. Athletic Professional Leave will not be granted for locations outside the designated district limits unless there is no cost to the district and the leave will directly benefit the school and its programs.
9. Athletic Professional Leave expenses must be paid from district accounts.
10. Professional Leave will be granted to allow for speaking engagements by personnel only when advancing our district programs.

11. Professional Leave to allow for speaking engagements by personnel receiving an honorarium/stipend, will require the employee to sign an Honorarium agreement. See Forms Section of Handbook. To retain the honorarium/stipend, the employee must take the day without pay at no cost to the district.

EARLY RELEASE/STAFF MEETING ATTENDANCE

Practices, meetings, or contests are not to be scheduled during a staff In-Service unless there is a Board paid and approved coach to supervise. The supervising coach is not to be currently employed by the NWLSD as a certified or classified employee. *If on staff, coaches are required to attend all scheduled school meetings.* Coaches may be excused from the staff development when needed to supervise student athletes who are preparing for a game with the approval of the building principal. Coaches who are excused from staff development are responsible for the information presented and for scheduling conferences on their own time.

COACHING STAFF UNIFORMS

1. An approved coaching staff uniform will be furnished provided funds are available.
2. This uniform is to be worn at all practice sessions.
3. Cleaning of coaching uniforms is the responsibility of each coach.
4. The coach is responsible for returning all equipment if he/she leaves the coaching staff.
5. The Head Coach will decide the official uniform for game coaching for his/her coaching staff.

AWARDS

1. Awards are an integral part of the total Athletic Program. An Award System is designed to recognize achievement in a particular sport just as special recognition is given in other aspects of the school program. Much care should be taken in the presentation of awards; making the award a means to an end, not an end in itself.
2. Coaches should develop criteria as a consistent measuring unit to determine the winners of awards. At the start of each athletic season, each player is given notice explaining the requirements for each award in each sport offered in the athletic program. It is the duty of the head coach to adhere to the awards policy so as not to lower the standards of the award system.
3. The criteria for awards will be developed by the coaching staff of each sport, under the guidance and approval of the athletic director and principal, filed in the athletic director's office, and made known to all team members at the outset of each season.
4. Gifts for coaches should not be presented during an open awards program; but rather during the individual team awards program.

Board Recognition:

1. Teams that place in the top four positions at the state level are recognized at a Board meeting.
2. Team players who are named All State are recognized at a Board meeting.

3. Individuals who qualify for the state tournament are recognized at a Board meeting.

BANDS

Marching Bands shall abide by rules and regulations pertaining to pre-game and half-time shows as prescribed by the OHSAA, GMC, and Southwest Ohio Conference rules.

High school band directors shall submit a budget request pertaining to football marching band expenses, including transportation costs to the Athletic Director as requested. The budget request is subject to available funds.

BOOSTERS

Membership – The Booster Organization is open to all parents, guardians, or relatives of the students enrolled in the school, together with any other persons having an interest in the association. It is recommended that ALL coaches become Booster members.

Objectives –

- * To provide means of honoring teams and athletes in all sport/activity programs of the school.
- * To further a closer understanding between the parents and their children in their particular activities.
 - * To support and make possible deserved and equal recognition of all student-athletes.
 - * To develop closer understanding and relationship with the school coaching personnel.
 - * To supplement the athletic/activity budgets as the need arises.

Booster meetings are held the first Monday of the month at NWHS and the third Monday of the month at CHS. Coaches attendance is requested to share program highlights.

Extra-curricular Activity Personnel

All people who work with students in extracurricular activity programs must be approved by the Board of Education, and receive a contract for compensation when applicable.

- a. The only exceptions to this requirement are community volunteers who will never be alone with students and who will never transport students.

- b. People who work with students in student activity programs may not accept gifts or other types of payment from Boosters, PTA, or other community groups or individuals in lieu of district compensation.
- c. People who work with students in extracurricular programs must complete all background checks and related screening activities, required of all employees, through the district Human Resource Office.

Each sport is allowed one major fundraiser which must be approved by the athletic department. Expenditure of the money will be determined by the coach with the approval of the athletic administrator. Refer to the Student Activities Handbook for budget and fundraiser procedures.

GENERAL DISCIPLINE

Any breach of an individual coach's training rules or athletic department policies, which may result in a denial of participation as a team member must be submitted to the athletic director and/or principal for a decision.

PROCEDURES FOR REMOVAL/SUSPENSION OF TEAM/ACTIVITY

These procedures apply to situations when a student may be removed/suspended from a team or activity for longer than one week. These procedures do not apply to disciplinary action taken by a coach or sponsor for minor infractions of team or group rules, which could result in a short-term loss of participation privileges.

It is the responsibility of the coach or activity sponsor to ensure that all student members are aware of the rules and regulations of the team or group. This information should be shared with parents at the parent meeting each season. A written copy of all rules must be on file with the building administrator. If a coach, activity sponsor, or administrator finds it necessary to suspend and/or remove a student from a team or extra-curricular activity, the following procedure must be followed:

- a. Students will be given written notice of the intention to suspend and/or remove. This notice must include the reason(s) for the intended suspension and/or removal. At this point the student is placed on Emergency Removal from the team or group until the informal meeting decision is rendered. **Parents are notified of the suspension/removal via phone.**
- b. Students will be given an opportunity for an informal meeting with the administrator to challenge the reason(s) and/or to offer an explanation(s) for their actions.
- c. If the student is suspended or removed after the informal meeting, the administrator will provide written notification to the parents in writing within 24 hours. This notice shall include:
 - [1] The reason(s) for the suspension or removal.
 - [2] Notification that the student will be on suspension or removal during the appeal process.
- d. If the student requests a meeting with the principal, the principal will meet with the student, parents and sponsors to review the principal's decision. The Principal may meet with the Athletic

Chairperson to review his/her decision. The principal's decision will be given to the student's parents in writing.

- e. The principal's decision is the final step in the appeal process.
- f. When removed from one team, the student may participate in weightlifting for another sport but will not be able to participate in any athletic activity for the remainder of that sport season.

HIGH SCHOOL VARSITY AND MIDDLE SCHOOL COACHES

High school varsity coaches should have input into the selection, coaching methods, systems used and evaluation of middle school coaches.

Selection

Varsity coaches may suggest and review candidates, in cooperation with the middle school principals, for middle school coaching positions.

- 1. Varsity coaches should not recommend coaching candidates who cannot provide adequate supervision:
 - a. If two coaches are responsible for a team, ie. 7th grade football, at least one coach must be available every practice and game day at the time school is dismissed.
 - b. If one coach is responsible for a team, ie. 7th grade basketball, that coach must be available every practice and game day at the time school is dismissed.
 - c. Varsity coaches should not expect principals to make special scheduling accommodations for staff members to coach at a middle school where they are not assigned during the normal student day.
- 2. Varsity coaches should be allowed to evaluate the qualifications of teaching staff members who apply for middle school coaching positions.
- 3. Varsity coaches should not expect a middle school principal to by-pass a regular teaching staff applicant who can provide the supervision outlined in #1 above in favor of an applicant from another school, or an outside applicant who cannot provide the expected level of supervision.

System & Techniques

- 1. Middle school coaches must use the high school techniques, drills and systems when requested by the varsity coach.
- 2. The varsity coach must provide training and support in a reasonable manner and on a reasonable schedule for middle school coaches who have been requested to run the high school plays etc.
- 3. Middle school coaches can be requested to attend up to three high school practices and one game, on a reasonable schedule, to learn the high school system.
- 4. Middle school coaches may volunteer to scout for the high school teams.
- 5. Failure of a middle school coach to comply with numbers 1,2 and 3 in this section, could

result in non-renewal.

Evaluations

Varsity coaches may provide input into all assistant and middle school coaches' evaluations. Middle school principals must take the performance of tasks 1, 2 and 3 from the "System and Techniques" section into account when evaluating their coaches.

MEDIA RELATIONS

1. An attitude of respect for the right of the press to report and record as its members interpret the news must be maintained by the coach.
2. Provide brochures.
3. Reserve space for reporters and grant them free admission.
4. Select a competent and knowledgeable student reporter.
5. Supply competent spotters to aid the public address announcer.
6. Supply adequate communication systems.
7. Have background information available or provide upon request.
8. Make available a sideline pass for photographers.
9. Answer all correspondence factually, quickly and clearly.
10. Do NOT feud with the press!!

PUBLIC RELATIONS

Coaching deals with much more than X's and O's. An important responsibility for every coach is public relations. There are at least three public groups that coaches will be dealing with to a great extent. The way the coach handles these groups will have a great deal to do with the coach's success, and the success of the entire athletic department and school system. As our athletes represent themselves, the school, and the district to the public while on the playing field, so too do the coaches in public appearances. There are three specific groups coaches are required to interact with:

A. Parents

Perhaps the toughest group to deal with is the parents. All parents believe that their child is the most important, as it should be. Make a point to never discuss the child in the presence of others. Do not, even jokingly, "tear down" the child at an awards program, booster's meeting, etc. Be prepared to deal with questions like, "Why is my child not playing more?" Parents can be our greatest ally or our worst enemy. Their support is necessary.

Per OHSAA Bylaw 3-1-4, Within two (2) weeks of the beginning of each sport season, the principal, Athletic Director, and/or head coach must conduct a mandatory, preseason program with all student-athletes who wish to participate in the upcoming sports seasons, their parents, and booster club officers. The meeting shall consist of a (a) review of the student-eligibility bulletin

and key essential eligibility requirements; (b) a review of the school’s Athletic Code of Conduct; (c) a sportsmanship, ethics, and integrity component and (d) concussion education.

B. Media

The media and its representatives are another important ally. Remember that whatever you say can and will be used. Be very careful of “off the record” comments. Don’t criticize officials, opposing coaches or players to the media. It does not help the situation and only tends to lower your credibility. (See Media Section)

C. The Boosters

The Northwest Schools’ Booster organizations provide thousands of dollars to our programs every year. They deserve our support. Booster meetings are the first Monday of every month at Northwest High School, and the third Monday of every month at Colerain High School. Make arrangements to attend on a regular basis, talk to them about your programs, and do whatever you can do to help them help you. Do not attend Booster meetings only when you need or want something from them.

PASSES FOR MILITARY PERSONNEL

What

A photo-ID Military Personnel Pass to admit the bearer to all district athletic events and activities for which an admission fee is charged.

Who

All military personnel on active duty, active reservists, active national guards, and honorably Discharged military personnel are eligible.

How

Applicants for Military Personnel Passes must present the following documents in person:

1. Proof of active duty status or honorable discharge
2. Photo ID- for example: a driver’s license
3. Proof of residency within Northwest Local School District. For example: a driver’s license could also be used.

Applicants must also complete an application form.

Passes will **not** be issued at admission gates for school events.

Where

Applicants must apply in-person, with all necessary documents, at either high school athletic office.

When

The high school athletic offices will be open to print Military Personnel Passes on weekdays from 8:00 AM to 3:00 PM. Applicants may call the high school offices to confirm staff availability, or to inquire on which days office hours will be extended for pass applications.

CA-AB HIGH SCHOOL ATHLETIC EVENT COVERAGE

Coverage Personnel

The following personnel may be designated as the ‘coverage’ administrator for athletic events as specified in this procedure:

Principal – defined by contract (P)

Assistant Principal & Athletic Director – defined by contract (AP)

Assistant Athletic Director – defined by contract (AAD)

Event Coordinator – a member of the certified/licensed staff, including substitute teachers, who the Principal, in consultation with the Director of Human Resources, deems qualified to cover athletic events as specified in these procedures. (EC)

Assistant Event Coordinator – a member of the classified staff, including substitutes, who the principal, in consultation with the Administrative Assistant of Human Resources, deems qualified to assist with event coverage. An Assistant Event Coordinator may never be the sole coverage person of a school sponsored event.

Event Coordinator – must be certified employee working in a certified position – lowest level would be district hired tutor

NORTHWEST LOCAL SCHOOL DISTRICT

3240 Banning Road
Cincinnati, OH 45239
Receipt for AD Handbook

I have received a copy of the Northwest Local School District 2019/2020 Athletic Director handbook for:

School

I understand it is my responsibility to read and abide by the district policies, procedures and language contained therein. If I have questions regarding the contents of the handbook, I will contact the Asst. Director for Community & Administrative Services.

Please return this receipt to Dustin Gehring.

Print Name _____

Signature _____ Date _____