

Ripley Union Lewis Huntington School District

ATHLETIC COACHES HANDBOOK

Adopted December 2011



The mission of RULH Middle and High Schools is to provide a dynamic and rewarding educational system centered on student success, personal development, and preparation for life.

STATEMENT OF NONDISCRIMINATION

The Ripley-Union-Lewis-Huntington Local Schools (RULH) affirms that equal opportunities are offered without regard to race, color, religion, sex (including sexual orientation and transgender identity), military status, national origin, disability, age, ancestry or genetic information of a person. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinators. This policy shall prevail over all Board policies concerning school employees and students.

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Champions aren't made in the gyms. Champions are made from something they have
deep inside them -- a desire, a dream, a vision.

Muhammad Ali

Important Points

FIRST POINT: Online Reporting Requirements

Many reporting requirements have gone “online” and the resulting deadlines are easily monitored. As a result, OHSAA has stepped up their adherence to the schedule of fines for late or less-than-adequate reporting. Paperwork requirements and deadlines must be followed. This money will be paid from the Athletic Account and thus takes money away from RULH Athletes. Future failure to complete paperwork and meet deadlines may result in the fine being assessed to you as a coach personally.

SECOND POINT: Social Networking Caution

BEWARE of social networking sites. Your conduct and behavior is an open book on these sites. Please do not let yourself be caught in a situation that may cost you your coaching position. These sites do not let you have a “re-do” and try to clear your reputation; best option is to stay away from any possible place or person that could do you harm. When in doubt.... just say NO, THANK YOU!

PHILOSOPHY

The philosophy behind the organization and administration of the athletic programs of the RULH School District is based upon the belief that every pupil should have an opportunity to participate in athletics at his or her best ability.

Participants and adult coaches involved in extracurricular activities are expected to demonstrate and promote the idea of sportsmanship, ethics and integrity in all phases of athletic competition.

Coaches and teachers are confronted with a tremendous challenge daily, which is to provide guidance to each student with whom they come in contact, be it in the classroom, on the field, track or court. It is their responsibility to assure that each Student-Athlete has benefited physically, emotionally, intellectually and morally through interscholastic competition.

DEFINITIONS

Coach/Advisor as defined in this document is one and the same and will be referred to as **Coach**. The term **Coach** may include assistant and volunteer coaches.

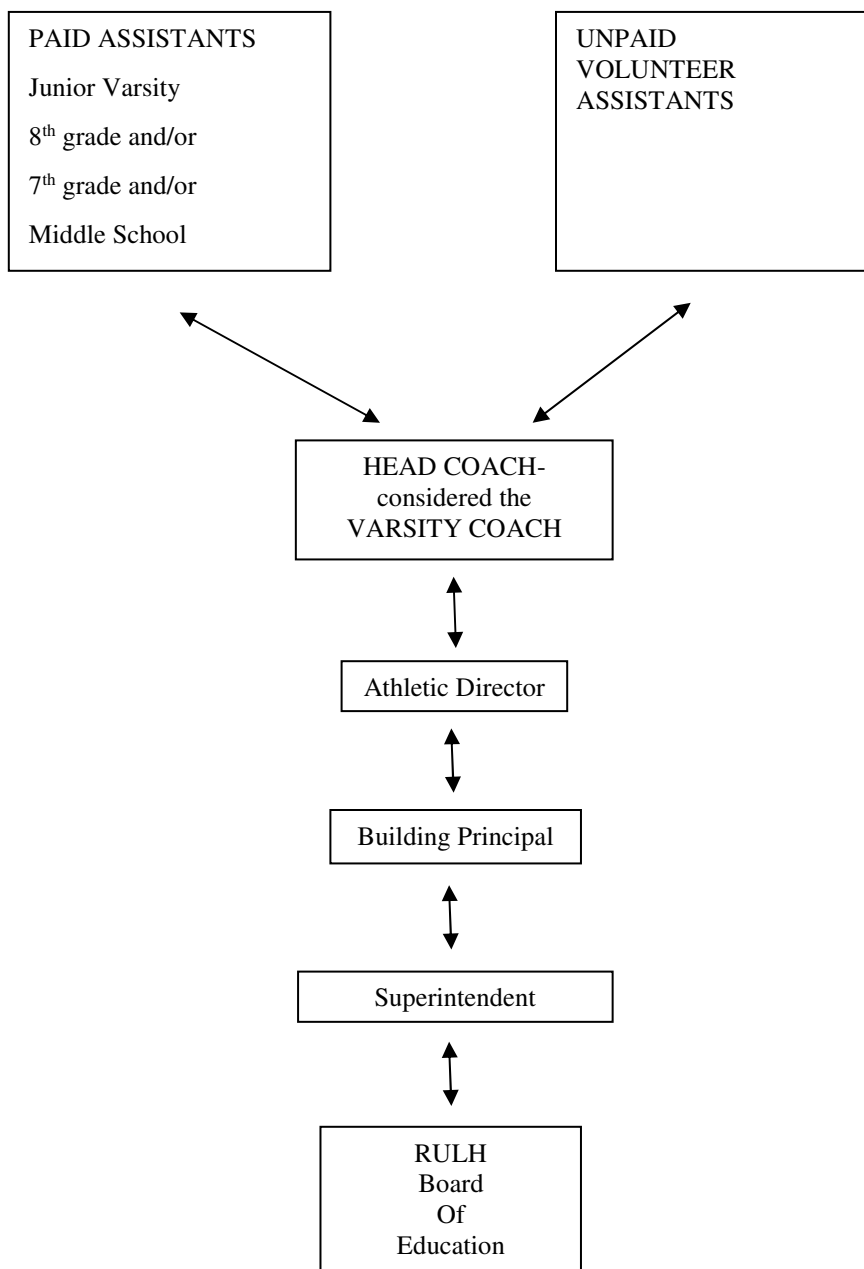
Assistant coaches are defined in this document as all PAID coaches below the level of head coach or varsity coach. This includes seventh grade, eighth grade, middle school, freshmen and junior varsity (JV) coaches.

Volunteer Coaches are defined in this document as all UNPAID coaches. Volunteer Coaches must be Board approved.

Student-Athlete as defined in this document may include Cheerleaders and may be referred to as **athlete**.

Any section of this document or portion thereof found by adjudication to be contrary to law or constitutional right shall be struck without affecting the remainder.

The athletic discipline and any additional rules governing student expectation relative to a given sport shall be distributed to each student and his/her parent(s) or guardian(s) at the mandatory OHSAA meeting conducted prior to that respective sport's season.



The flow chart above represents the chain of command for all decisions, suggestions, and concerns. Decisions, suggestions, or concerns should be handled as soon as reasonably possible, beginning with paid assistants and unpaid volunteers. If they feel the situation warrants a decision by the head coach, they should contact him/her as soon as feasible. Varsity coaches will report to the AD of the sport, who will report to the principal, who will report to the superintendent, who will report to the Board. If you do feel the person to whom you report is not handling the situation in a capable manner after bringing it to their attention, then speak with the next person in the chain of command. Please follow the chain of command.

ULTIMATE RESPONSIBILITY

1. The principal of the school shall be held primarily responsible in all matters pertaining to interscholastic athletics involving the school.
2. The principal has the responsibility to educate the member school's students, coaches, school personnel, boosters and other appropriate persons involved in interscholastic athletics regarding OHSAA bylaws and sport regulations that could affect them.
3. Further, the principal shall monitor the school's compliance with OHSAA bylaws and sports regulations and conduct an appropriate inquiry if information arises concerning a possible violation of OHSAA bylaws and/or sports regulations.

REPONSIBILITIES OF THE ATHLETIC DIRECTOR

DUTIES

1. Be responsible for the administration of the athletic program.
 - a. Be responsible to follow all OHSAA rules and regulations.
 - b. Maintain current list for official eligibility into OHSAA post season tournaments. (HS)
2. Coordinate activities with Athletic Directors (HS)
3. Oversee the upkeep of all athletic equipment and facilities.
 - a. Includes proper storage of all athletic equipment.
 - b. Maintain all facilities in a clean, orderly fashion.
4. **Monitor all Coaching certification on a timely basis.**
5. Provide training to all Coaching staffs in the areas of CPR.
6. Be responsible for financial accounting within the athletic department.
7. Adopt, revise, suggest changes to, and keep apprised of all major polices concerning the athletic program.
8. Act as advisor to the Building Principal and Superintendent on matters involving athletic policy.
9. Arrangements for regular athletic award nights are coordinated between the Building Principal and the Athletic Director.
10. **Upon conclusion of each season, the Athletic Director will provide, in writing, and within a reasonable time, an evaluation of each Coach who completed his/her season.**
11. Make recommendations for improvements or repairs to the Building Principal.
12. Be responsible for cleanliness, neatness, care, condition and general appearance of the locker rooms, storage area and Athletic Director's office.
13. Provide head coaches with names, addresses, and phone numbers and email addresses of all media outlets to report scores.

SCHEDULING

1. The Athletic Director is responsible for all athletic event and practice scheduling.
 - a. As the schedule is being developed, the Building Principal shall be consulted to avoid conflicts with non-athletic events.
 - b. Upon completion of a schedule, a copy is to be submitted to the Building Principal to be used in making up the master schedule.
 - c. The sport calendar on the RULH Web Page is to be kept current at all times by the Athletic Director or his/her assignee.
 - d. The sports schedule on the RULH Web Page is to include accurate times of departure for “away” events.
2. Contracts for all games and officials shall be kept on file in the office of the Athletic Director.
3. With the approval of the Building Principal, the Athletic Director shall sign all contracts and pay vouchers. Certain documents must have the signature of both the Building Principal and Athletic Director, as directed by the Building Principal.
4. The Head Coaches and the Building Principal will be consulted as to the teams to be scheduled and played.
5. No athletic schedule shall be changed without the approval of the Athletic Director.
6. Rules of the OHSAA regarding scheduling shall be followed.

RESPONSIBILITIES FOR ATHLETIC CONTESTS AT HOME

1. Must properly prepare the playing facility, including:
 - a. Providing water
 - b. Assuring that clocks and timers are in working order
 - c. Making sure that fields and courts are set up for play according to OHSAA regulations.
 - d. Making sure that the flag is in place for the start of the contest and that the national anthem is performed.
2. Meet with visiting coaches, and:
 - a. Provide locker room key.
 - b. Provide visiting team with supplies needed to have a safe contest.
3. Schedule the following event workers
 - a. Ticket seller(s) and ticket taker(s)
 - b. Police protection
 - c. Parking
 - d. Person to run the clock
 - e. Person to maintain the score books
4. Coordinate all custodial staff for home games through Facility Supervisor
 - a. Check areas of special clean-up needs with custodian on duty.
5. Enforce policy as it pertains to food and drink in the gymnasium.
6. Be visible so that athletes, parents, Coaches and supporters are fully aware of the position and responsibility.

7. Accept responsibility for supervision of the halls, cafeteria, and spectator areas during the athletic contests.
8. Provide for safety of all participants in the athletic contest.

RESPONSIBILITIES FOR ATHLETIC CONTESTS AT VISITING VENUES

- An Athletic Director or Administrator should be present at all varsity athletic contests. (OHSAA) (HS)
- An Athletic Director or Administrator must be present at all varsity boys and girls basketball contests. (OHSAA) (HS)

RESPONSIBILITIES OF FACILITY MANAGEMENT

1. Coordinate all home functions with the Maintenance Supervisor.
 - a. Have custodian on duty for all home contests.
 - i. Scrimmages do not require a custodian; however clean up of gym or playing field is the responsibility of Athletic Director and/or Coach.
 - b. Coordinate lighting of all parking facilities prior to the contest with Maintenance Supervisor.
 - c. Coordinate heating/air conditioning prior to the contest with Maintenance Supervisor.

RESPONSIBILITIES RELATED TO TICKET SALES

1. Ordering tickets and passes for all athletic events.
2. Sales of all tickets for athletic events.
3. Maintain cash box(es) with adequate change for the event.
4. Financial arrangements for all athletic events, including:
 - a. Hiring of ticket takers and sellers (Takers and sellers must be 18 years of age and able to be bonded for handling money).
 - i. Ticket takers and sellers are responsible for the collection of all gate receipts at all contests.
 - ii. Ticket takers and sellers count money and fill out proper forms, and should return money and forms to the Athletic Director.
 - iii. Ticket takers and sellers develop, along with the Athletic Director, an emergency plan of action in case of an attempted robbery at the gate.
 - b. Athletic Director shall make a night deposit of game receipts.
 - c. Game Reports, as required by the state auditor, are to be submitted the next working day to the RULH Treasurer's Office.
5. Ticket prices for regular season home contests will be established by the Southern Hills Athletic Conference ("SHAC"). Price for tournaments tickets are established by the OHSAA. Prices for special events will be established yearly by the Athletic Director.

6. Passes to be honored at all regular season home athletic contests are as follows:
 - a. RULH Faculty or Staff identification
 - b. RULH Senior Citizen Pass (issued by the Central Office)
 - c. Courtesy Pass (issued at the discretion of the Superintendent, Building Principal, and/or Athletic Director)
 - d. Any SHAC Pass
7. Passes are nontransferable and may be revoked if used improperly.

RESPONSIBILITIES TO ATHLETIC BOOSTERS

- The Athletic Director shall serve as a liaison between the Athletic Boosters and the school.

PAYMENT OF SUPPLEMENTAL CONTRACT

1. The Athletic Director **may NOT submit** a request for payment for coaching until the following items have been completed:
 - a. All coaching reports are on file in the Athletic Directors' Office.
 - b. All equipment inventories (including uniforms) are on file in the Athletic Directors' Office.
 - c. All coaching evaluations are finished and submitted to Building Principal.
2. All requests for payment are to be signed by the Athletic Director, Building Secretary and Superintendent.

AWARD PROCEDURES

1. Information concerning awards should be thoroughly explained to coaches by the Athletic Director prior to the start of the season.
2. Each varsity level coach will be given 4 awards to distribute to players.
3. Each non-varsity level coach will be given 3 awards to distribute to players.
4. Other awards may be purchased by the coach for distribution to their team.
5. Special awards (patches or medals) will be given to members of league championship teams.
6. All-conference, individual awards are provided by the SHAC.
7. State winning teams will have a picture displayed in the school.
8. A banner shall be purchased and displayed in the gymnasium for any of the following:
 - a. SHAC-sponsored sports champion
 - b. Sectional champion
 - c. District champion
 - d. Regional champion or runner-up
 - e. State champion or runner-up

COACHES

IMAGE OF COACHING STAFF

The Athletic Department generates as much or more publicity and community interest than any other department of a school. Those persons connected with the Athletic Department of the RULH School District should realize that their action, behavior, language and appearance on and off the playing field or court cast an important image in the minds of the public. All coaches must remember that they are constantly in the public eye and they cannot relax their efforts in making the image RULH Athletics a positive one.

Given that all coaches must maintain a Pupil Activity Permit throughout their coaching career, coaches are responsible for the Licensure Code of Professional Conduct for Ohio Educators, which can be found at

<https://education.ohio.gov/getattachment/Topics/Teaching/Educator-Conduct/Licensure-Code-of-Professional-Conduct-for-Ohio-Ed/Licensure-Code-of-Professional-Conduct.pdf.aspx>




Coaches will be required to attend an annual workshop to review the licensure code.

RESPONSIBILITIES OF ALL COACHES

1. Be aware of the language in the Master Contract between the RULH Board of Education and the RULH Education Association. In reference to supplemental coaching assignments, teachers are given priority for all positions providing they are qualified for the position.
2. **Acquire and maintain proper certification through the Ohio Department of Education and OHSAA for coaches prior to being considered for any coaching position.**
3. Be approved by the RULH Board of Education PRIOR to working with student athletes.
4. Issue in writing all team rules and expectations to each participant. This requirement must include, but is not limited to, the athletic policies adopted by the Board.
5. Be thoroughly knowledgeable of the Student-Athlete Handbook.
6. Accept a leadership role that sets an example for all RULH players to follow.
7. Recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of individual players.
8. Demonstrate understanding, knowledge and empathy to the problems facing young people.
9. Cultivate a good rapport with members of the athletic staff, administration, faculty members, parents and other members of the community.
10. Be thoroughly familiar with academic eligibility policies of the OHSAA and the RULH School District.

- a. Review policies with other coaches, players and parents prior to the season.
 - b. Coaches in season are responsible for enforcing athletes' eligibility as reported to them by the principal and Athletic Director. Coaches will conference with individual athletes about lack of eligibility.
11. Avoid use of vulgar language.
 12. Respect the integrity and judgment of others in RULH Schools.
 13. Display appropriate, professional behavior during a contest, including professional dress (according to the standards of the sport you are coaching) on the sidelines.
 14. Take advantage of opportunities for self-improvement.
 15. Show parents that the welfare of athletes is a primary consideration.
 16. Emphasize proper attitude, sportsmanship, scholarship, ethical conduct and fair play.
 17. Present a well-organized approach to all activities associated with coaching responsibilities.
 18. Teach athletes, by word and example, to respect their own property, as well the property of others including the equipment provided by RULH Schools.
 19. Any team rules/regulations beyond those approved by the Board must have prior approval from the Athletic Director and Building Principal.
 20. Follow all adopted policies of RULH School District.
 21. Adhere to all rules and regulations of the OHSAA.
 22. Use the School Messenger communication service to contact student athletes and their parents.

RESPONSIBILITIES OF THE HEAD COACH

1. Provide list of potential participants to Building Principal at the **start of conditioning** for determination of eligibility for student-athletes.
2. Ensure that all athletes attending conditioning and practice have a current pre-season physical examination on file in the office of the school PRIOR to participation. Physicals are only valid for one calendar year. 
3. Maintain a copy of Emergency Medical Forms (EMF) on each Student-Athlete. Carry the forms with you to all events.
4. Present to the Athletic Director a complete roster for the Official Eligibility for Interscholastic Competition as required by the OHSAA. **This must be done before the first game of the regular season.** 
5. Develop a practice schedule with approval of the Athletic Director.
6. Provide a practice schedule to athletes and office at least 1 month in advance. 
7. **Be at all practices.** Student athletes are not to be left unsupervised. Coaches are expected to supervise students before or after practices or games until students leave the premises.

8. Remain with athletes until the last one leaves the premises. NOTE: on the back of the EMF are the people that may take a student home. If other people are picking up students, a **written amendment to the EMF must be on file in the office.**
9. Secure the building after practice OR be sure a responsible party (who must be a school employee) is on duty who will secure the building.
10. Cooperate with other coaches when sharing an athlete. Attempt to schedule practices to accommodate the athletes that are playing multiple sports.
11. Avoid scheduling on Sundays and holidays at the middle school.
12. Sunday and holiday practices may be held at the high school providing the coach:
 - a. Secures permission from the high school Principal
 - b. Informs athletes that attendance at Sunday and holiday practices are strictly voluntary and that those choosing not to attend will not be adversely affected.
 - c. Accept responsible for completely securing the building after the last person has left.
13. Be responsible for the conduct and actions of all coaches and players at all times. At events away from school it is advisable to remain with the team as much as possible to avoid any undesirable situations. If the coach is unable to remain with team, the team must be instructed to sit together in the area of the playing area or court.
14. At the end of the season, the head coach shall prepare a list of athletes who are eligible for awards. Each head coach will be responsible, with the assistance of the Athletic Director, for establishing and maintaining a system of recording the number of accumulated quarters, points, innings, etc. of each member of the team.
15. Individual statistics should be maintained and reported to the student athlete for the purposes of applying for awards and scholarships.
16. Be responsible for releasing scores and statistics to local media outlets.
17. Join all local, district and state athletic organizations that require membership in order for athletes to be considered for post-season recognition.
18. All scouting trips must be first approved by the head coach and the head coach is responsible to oversee such trips.
 - a. All coaches, in accordance with SHAC and OHSAA rules, must follow allowed tape exchange policies.

COMMUNICATING WITH STUDENT-ATHLETES

RULH Schools utilizes a communication service called School Messenger to contact students and parents. Coaches who contact their students and parents by phone or text are required to use the School Messenger service for this contact. Other options for announcing open gyms, conditioning, and practice

include school announcements, signs, and word-of-mouth. *Coaches may also use other district approved communication applications (i.e. Remind, Dojo, GroupMe, etc). Communication applications are to be pre-approved by building principal.*

Open gyms and conditioning should be announced to the entire student body that is eligible to participate. Once a team roster is set, each coach will be set up with an account that allows them to contact the specific students on their team. If there are multiple coaches for the sport, e.g., basketball, one coach may be designated as responsible for School Messenger communications.

FUNDRAISERS

The Head Coach is responsible for all fundraisers for their team. Funds from fundraising are to be deposited into RULH Student Activity Accounts. All fundraisers are to be approved by the building principal before beginning any activities. Head Coaches are responsible to meet with the RULH Treasurer and learn the correct methods of depositing monies and requesting payment in this account.

ATHLETIC EQUIPMENT

Purchasing of all equipment will be based on the budget of the Athletic Department.

1. The purchasing of equipment, including uniforms, may be done by a Head Coach only after a purchase order requisition has been submitted and approved by the Athletic Director and Building Principal.
2. The Head Coach will make a written recommendation to the Athletic Director as to what equipment is needed for the next season.
3. All equipment belonging to the Athletic Department is the responsibility of the Athletic Director and the coaches.
4. A pre- and post-season inventory of equipment by sport shall be maintained by the Athletic Director.
5. The issuance and collection of all equipment is the responsibility of the Head Coach of the respective sport. Payment of the supplemental contract will not be made until all equipment is returned to the Athletic Department.
6. Coaches should see that everything is in order and put away at the end of all practice sessions and games. All Coaches in each sport must be responsible for cleanliness, neatness, care, condition and general appearance of the locker rooms, storage area and Coach's offices.
7. Payment will not be made until all items in #4-6 above are carried out.

ATHLETE INJURY PROCEDURE

This procedure must be followed if an athlete is injured while at practice or at a scheduled athletic contest.

1. It is the responsibility of the Coach of each team to obtain emergency medical forms (EMF) for each player.
 - a. Limited office staff prevents secretaries from having time to make copies for each team.
2. A copy of the EMF must be with the Coach at each home and away event.
3. In the event of an injury to any athlete, the Head Coach of that team or a predetermined designee will have the following duties:
 - a. Notify proper medical and/or emergency personnel.
 - b. Notify parent or legal guardian of the injured player.
 - c. If the injured athlete is transported to an emergency room, either the parent or legal guardian of the injured athlete, a Coach of the team, or an employee of RULH Board of Education shall accompany the student. The remaining members of the team cannot be left unsupervised.
 - d. Contact Athletic Director and Building Principal after the diagnosis has been made.
 - e. Fill out the applicable accident report forms and file with both the Athletic Director and the Building Principal.
4. **If a student-athlete is injured and must seek medical attention (ER, Urgent Care or Professional Trainer) they must have a medical release to participate on file in the school office before they can be cleared to practice or play. A signed note from a parent/guardian is not sufficient.**

INDIVIDUAL INSTRUCTION REGULATION

- 1.) Per OHSAA bylaws, ONLY the following sports may provide individualized instruction anytime outside the defined “no contact” period: volleyball, soccer, basketball, softball and baseball.
- 2.) No more than 4 athletes present at any given session of instruction.

CLINIC REQUESTS

1. Head coaches may request that the registration fee for one coaching clinic per school year be paid by RULH within reason.
2. To make the request, the coach must notify the Athletic Director and Building Principal at least three (3) weeks prior to the clinic. The Athletic Director and Building Principal have the discretion to grant or deny the request.
3. If substitutes are not available to cover the Coach while the Coach is away from school or with his team, or if the district cannot afford the request, the request may be denied.

END OF SEASON REPORT

An end of season report must be prepared by the Head Coach and sent to the Athletic Director prior to the coach being paid the supplemental contract.

The following information shall be included in an end of season report:

1. Names of all squad members and awards earned
2. Results of regular season schedule
3. Results of post-season schedule
4. School records tied/broken
5. Special honors earned by individual athletes or the team
6. Brief summary of the season
7. List of all athletes and documentation of returned uniforms
8. Inventory of all equipment
- 9. List of athletes with outstanding financial obligations**
- 10. List of athletes with uniforms not returned**
 - a. Documentation of attempts by Head Coach to retrieve the uniform.
11. List of athletes (with dates and infractions) who committed game infractions leading to ejection.
12. List of all coaches (with dates and infractions) who committed game infractions leading to ejection.

PAYMENT OF SUPPLEMENTAL CONTRACT

1. No Head Coach may submit a request for payment for coaching until the following items have been completed:
 - a. Collection and inventory of all uniforms
 - i. This task is not be assigned to a Building Secretary.
 - ii. In the event the uniform cannot be collected, documentation of attempts by the head coach should be attached.
 - b. Inventory of all equipment
 - c. All equipment placed in its assigned area for the off season
 - d. Final Report to Athletic Director of team records and individual statistics.
 - e. Evaluation completed with Athletic Director.
2. All requests for payment are to be signed by the Athletic Director, Principal, and Superintendent.

SCHEDULES AND OFFICIALS

1. The scheduling of competitions is the responsibility of the Athletic Director. Coaches will provide input about possible schools to play.
2. Officials for all SHAC events are scheduled through the SHAC commissioner.
3. Officials for non league events are scheduled through the Athletic Director, and the Head Coach may have input on selecting these officials.

SCRIMMAGE GAMES

1. Scheduling scrimmage games are the responsibility of the Head Coach.
2. Scrimmages must adhere to the rules of the OSHAA.
3. Facilities and officials are the responsibility of the Athletic Director with Head Coach in put.
4. Scrimmage games must be placed on the Master Schedule of in the school office.

STUDENT ATTENDANCE FOR GAMES

1. It is the responsibility of each coach to verify an athlete's attendance on the days of practice and/or contest.
2. Students must be in school before 9:30 AM in order to practice or play that evening, subject to the exception in #4 below.
3. Students must not leave school before 1:45 pm in order to practice or play that evening, subject to the exception in #4 below.
4. Students with pre-arranged medical appointments and/or funerals are considered excused from school and may play or practice providing proper documentation is turned in to the school. These events must be communicated by the student to the Building Principal in advance of the absence.
5. Student athletes are expected to be in attendance the day following a contest.
6. Attendance on Friday is required for a Saturday or Sunday contest.

TRANSPORTATION TO GAMES IN SEASON

1. All athletes will travel to and from contests away from school ("away contests") on Board approved transportation.
 - a. A student may be transported by parent/guardian to away contests with prior approval by the Building Principal.
 - i. Students may not transport themselves to away contests.
 - b. A student may be signed out at an away contest only by parent or guardian.
 - c. Students may only be transported by parent, guardian, or persons listed on the EMF.
2. Any Student Athlete suspended from a bus may not be transported to a contest on Board approved transportation.
3. A record of all releases from games shall be maintained by the Head Coach or his/her designee.

OHSAA ATHLETIC TOURNAMENTS AND OUT OF TOWN CONTESTS

1. A list of all athletes, managers and coaches must be given to the Building Principal and the Athletic Director.

2. If an overnight trip is necessary, squads must stay together. They should eat meals together as a group. If divided, a Coach/adult must accompany all groups. The Coach and Athletic Director will make meal arrangements beforehand, if possible.
3. If overnight trip is necessary, an updated parent contact form should be completed with contact information for evenings.

CONFLICTING ACTIVITES

1. Students are encouraged to participate in a variety of activities, both athletics and academics, during their years in middle and high school.
2. If an athlete desires to participate in more than one activity during the same season, the Athlete Director will meet with the athlete, their parent and/or guardian and all coaches or advisors to outline procedures if conflicts arise during the season.

CHANGING SPORTS IN MID-SEASON

1. From the time an athlete's name appears on the official eligibility list for interscholastic sport, he/she may not join or compete in another interscholastic sport until after the last scheduled practice or game of the first sport.
2. Exception to a mid-season change of teams rule may be permitted if both Coaches and the Athletic Director agree that this change would be beneficial to the Student-Athlete without being unfair to the players on the team they are leaving.

CUTS

1. In the event that student participation exceeds a workable number of athletes, the coach has the responsibility of cutting athletes from his/her team.
2. If cuts are to be made, a minimum of two (2) practices are to be held before the cuts are made.
3. All athletes "cut" from a team will be done in private with the coach. At that conference, a reason based on performance or attendance may be given to the athlete, with or without a request by the athlete.
4. In the case of returning students, the coach should offer the athlete suggestions of ways to be better prepared for the next season.
5. Cuts shall be made at the sole discretion of the Coach and are non-appealable by the athlete.

ADDING ATHLETES AFTER THE START OF THE SEASON

1. If cuts were not made, athletes may be added to the team by the Coach, but only after consulting the Building Principal and Athletic Director.

2. If cuts were made, there will be no additions once the roster has been set.
3. Exceptions may be made for students that move into the school district during the sports season. The student will need to complete sections of OHSAA Bylaw 4-7-2, 4-7-6 and 4-7-7 in order to be deemed eligible. According to OHSAA all the transfer students are INELIGIBLE until ruled eligible by the Commissioner's Office.

SCHOOL CLOSING

1. The Superintendent, Building Principal and Athletic Director have the responsibility of making the decision to cancel or reschedule athletic events in the case of school closing for any reason.
2. In the event that the school is closed and the scheduled contest is being held away from school, it is necessary for the Superintendent and Building Principal to consult before a decision to participate is made.
3. In an attempt to be fair to all parties, it is desired that these decisions will be made by 12:00 noon on the day of the contest.
4. NO activities will be held if a Level 2 or Level 3 emergency has been declared in Brown County.

ASSEMBLIES

1. Pep assemblies must be coordinated with the Building Principal, Band Director, Athletic Director and Cheerleading Coach.
2. Pep assemblies should be short and well-organized.

AWARDS

1. Arrangements for regular athletic award nights are coordinated between the Building Principal and the Athletic Director.
2. All coaches are expected to attend these events.
3. There will be a seasonal award night; fall, winter and spring.
4. Coaches are to turn in list of awards to be presented 10 days in advance of the program.
5. Coaches should make every attempt to have all athletes present at the awards programs.
6. If a team or individual is recognized at the league, district, or state level, the head coach should be in attendance for this presentation.
7. At the end of the season, the head coach shall prepare a list of athletes who are eligible for awards. Each head coach will be responsible, with the assistance of the Athletic Director, for establishing and maintaining a system of recording the number of accumulated quarters, points, innings, etc. of each member of the team.

8. Individual statistics should be maintained and reported to the student athlete for the purposes of applying for awards and scholarships.

DUTIES OF ASSISTANT COACHES

1. Acquire and maintain proper certification through the Ohio Department of Education and OHSAA for coaches prior to working with student-athletes.
2. Be thoroughly knowledgeable of the Student-Athlete Handbook.
3. Support the Head Coach in conducting the particular sport. Be prepared to take over the team in cases of illness, injury or ejection of the Head Coach from the game.
4. Be in attendance at all Coach meetings, practices and contests.
5. Continue professional growth by attending clinics and camps.
6. Complete duties assigned by the Head Coach, which may include:
 - a. Making water available to athletes at practices.
 - b. Assignment by the Head Coach to a specific coaching responsibility.
 - c. Communicating styles of offense and defense to middle school, freshmen and JV teams.
 - d. Scouting
 - e. Any other duties assigned by the Head Coach.

APPENDIX A (Copy as Needed)

Ripley Union Lewis Huntington School District

Student Accident Form

Name of Athlete _____ Date _____

Home Address _____

Grade _____ Name of Parent/Guardian _____

Thorough Description of Accident: (add pages if necessary)

Nature of Injury:

Place of Injury:

_____ Gym _____ Playing field _____ Track _____ Cross Country Course
_____ Locker Room _____ Bus _____ Other (Specify)

Witnesses to Accident:

Name	Telephone Number

First Aid Given:

Family Notified: ___Yes ___No

Physician Seen ___Yes ___No (if yes, athletes WILL NOT resume play or practice without a doctor's clearance on file in the office)

SIGNATURE _____(coach)

DATE _____

Follow-up Notes of Building Principal

TO BE FILED WITHIN 24 HOURS WITH BUILDING PRINCIPAL AND DISTRICT OFFICE.

APPENDIX B (Copy as needed)

COACHES END-OF-SEASON INVENTORY

- _____ 1. Names of all team members and awards earned
- _____ 2. Results of regular season schedule
- _____ 3. Results of post-season schedule
- _____ 4. School records tied/broken
- _____ 5. Special honors earned by individual athletes or the team
- _____ 6. Brief summary of the season
- _____ 7. List of all athletes and documentation of returned uniforms
- _____ 8. All equipment collected, properly stored and inventory provided to
Athletic Director
- _____ 9. **List of athletes with outstanding financial obligations**
- _____ 10. **List of athletes with uniforms not returned with documentation of
attempts by Head Coach to retrieve the uniform.**
- _____ 11. List of athletes (with dates and infractions) who committed game
infractions leading to ejection.
- _____ 12. List of all coaches (with dates and infractions) who committed game
infractions leading to ejection.