

# Edgerton Local Schools Athletic Policy Handbook

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# EDGERTON HIGH SCHOOL ATHLETIC HANDBOOK

## PART I

Athletics have a positive influence on athletes, the student body, and the community. A wide variety of sports is offered at Edgerton for both boys and girls. To acquire information about the athletic program or specific sports, eligibility, schedules, tickets, etc., please contact the Athletic Director(s). Edgerton High School is a member of the Ohio High School Athletic Association and the Green Meadows Conference. Our sports program is conducted in compliance with the rules and regulations of these organizations. Rules specific to Edgerton athletics can be found in the Edgerton High School Athletic Policy Handbook. Participation in athletics and attendance at contests is a privilege. The conduct of players and spectators reflects upon Edgerton High School. Students and spectators are expected to demonstrate good sportsmanship at all contests.

### **A. How to Protect Your Athletic Eligibility**

Years in school can be highlighted by participation on one of the school's athletic teams. During this time, the state association, the Ohio High School Athletic Association (OHSAA), has standards that must be met in order for a student to be eligible to compete. In addition, there may be local school standards which apply. Information offered here will acquaint the reader with the bylaws and regulations that must be followed in order to protect the student's school athletic eligibility. Any questions concerning these standards or with athletic eligibility should be directed to the athletic director(s).

The eligibility standards of the OHSAA have been adopted by the member schools and were accepted by Edgerton High School when it became an OHSAA member. Knowing and following all these standards will enable students to protect their school athletic eligibility. Also, it is important for students to know that they must meet all the standards in order to be eligible. Student athletes are urged to study these standards carefully. We want them to enjoy their school years.

1. *Scholarship.* Do not change your course schedule without first consulting with your counselor or athletic director(s) to determine whether it will affect your eligibility. Eligibility for each grading period is determined by grades received the preceding grading period. Semester average and yearly average have no effect on eligibility. You must be currently enrolled in school and must receive passing grades in a minimum of five courses, or the equivalent, in the immediate preceding grading period to be eligible to participate. Summer school grades may not be used to substitute for failing grades received the final grading period.
2. *Residence.* Your eligibility is determined by the school district of residence of your parents or legal guardian. Check with the Athletic director(s) prior to participation in any contest should there be any eligibility questions.
3. *Semesters of Eligibility.* When you enroll in grade 9 for the first time, you have eight (8) semesters of athletic eligibility taken in order of attendance whether you participate or don't participate.
4. *Age Limitations.* Grades 9-12: If you are nineteen (19) years of age prior to August 1, you are ineligible that school year. This includes ineligibility for participation in contests prior to the opening of that school year. If you are enrolled in or eligible for a special education class and are fifteen (15) years of age prior to August 1, you are eligible to participate in athletics in grades 9-12.

5. *Awards.* Awards, gifts and prizes directly resulting from participation in any sport in which the student is an interscholastic athlete may be accepted by the student from any source provided the award does not exceed in value \$400 per award.
6. *Competing Under A Name Other Than Your Own or Falsifying Your Address.* If you compete under a name other than your own or falsify your address, you immediately become ineligible.
7. *Non-Interscholastic Competition.* Your interscholastic athletic eligibility may be affected by your participation in non-school athletic competition such as a church team, a school intramural or club team, or an All Star contest. You are advised to consult with your school principal or athletic director(s) prior to any such participation.
8. *Recruiting of Athletes.* You will be ineligible if you are influenced by a person or group of persons to change schools. It may also affect the eligibility of the schools' athletic teams.
9. *Sports Camps/Instructional Programs.* Athletes in the sports of football, basketball, volleyball, baseball are subject to the instructional program regulations. Check with your coach and/or Athletic director(s) before attending camps or instructional programs.
10. *Use of Tobacco.* You are prohibited from using any form of tobacco at the playing site of an interscholastic contest. The penalty is disqualification from that contest.
11. *Students Participation Conduct Penalty.* Student participation in athletic contests is a privilege. As a student athlete, you are expected to conduct yourself in an exemplary manner at all times. During participation in OHSAA sectional, district, regional or state tournaments, if you fail to abide by the decisions of an official, use profanity, disrespectfully address an official, use obscene gestures, strike an official or an opponent, you may be denied further participation in the OHSAA tournament series.
12. *Student Pre-Participation and Physical Examination Forms.* **You must complete an emergency medical form, liability form, insurance waiver, and pass a physical examination before you may practice for a school sport. Parents/Guardians/Student-Athletes must also complete the consent form of the Edgerton Drug Policy before participating in their first OHSAA sanctioned practice of each new school year. Parents/Guardians/Student-Athletes must also view OHSAA and Lindsay's Law information before participation can begin as well.** Check with athletic director(s) for the procedure to follow.
13. **Parents must have medical coverage for their son/daughter to participate in athletics. Insurance may be purchased through the school if parents do not have medical coverage.**
14. **All OHSAA and Edgerton Local Athletic forms must be complete and on file in the Athletic Office prior to the first practice of any given sport.**

### **B. Sportsmanship Code of Ethics**

The Edgerton Board of Education, school administration, athletic director(s), and coaching staff demand that sportsmanship be upheld. Players, managers, cheerleaders, mat maids, and any other auxiliary team-related groups are expected to display good sportsmanship at all times, winning and losing. Participants are also expected to restrain from swearing and fighting; they shall be respectful of others and the game. Any conduct that results in dishonor to the athlete, squad, team or the school will not be tolerated. Any member who chooses to participate in an unsportsmanlike manner will assume full responsibilities for his/her actions.

Violations of the Sportsmanship Code of Ethics may result in, but not limited to, one or more of the following consequences:

- A. Extra work (skills of the sports and/or extra conditioning)
- B. A conference which could involve any of the following people: student, coach, parent, athletic director(s), principal, superintendent

- C. Dismissal from practice
- D. Dismissal from event or denial of participation and/or responsibilities
- E. Temporary or permanent removal from team or squad
- F. Termination of all privileges (sports or activities) at Edgerton Schools

The following sports are offered based upon the Edgerton Board of Education policies:

Fall	Golf, Football, Volleyball, Cross Country, Cheerleading
Winter	Girls' Basketball, Boys' Basketball, Wrestling, Mat Maids, Cheerleading
Spring	Baseball, Softball, Track

## **PART II**

### **A. ATHLETIC PHILOSOPHY OF EDGERTON LOCAL SCHOOLS**

The athletic philosophy of the Edgerton Local Schools is to marshal all available resources toward the optimum development of students according to their capacity for development. The learning experience offered by a public school should be of adequate breadth to satisfy, to the greatest extent possible, the mental, social, emotional and physical goals and needs of all youth who attend.

A primary goal of the Edgerton Local Schools is to provide experiences to assist all students to realize their full potential in life, to recognize their duties as a citizen of the school, the community, and the nation, and to understand the rights of others. Toward this end, opportunity for every student to participate in a structured, wholesome, amateur athletic program is offered as an integral part of the Edgerton Local Schools' educational program.

### **B. SCHOOL PHILOSOPHY**

We believe that education in the schools should help each individual discover himself/herself as a person, to develop a positive self-image and to develop legitimate grounds for self-respect.

We believe that each child is a unique individual, that he/she has unique skills, talents and hopes. Therefore, the purpose of education in the schools shall be to provide the environment and the support which will encourage each child to develop to his/her full potential and to gain those skills which are necessary for him/her to function effectively in society.

We believe that a positive learning environment can exist only where there is a free and open exchange of ideas; this exchange must be predicated on a mutual respect and understanding between the learner and the teacher – a respect based on the dignity and worth of each individual.

We believe that the education of youth grows out of an interaction of the school, the home, and the community. Education is a broad responsibility involving a variety of agencies and people. The educational process should provide each student with the opportunity for success, personal growth, and accomplishment.

We believe that schools must be part of life as well as preparation for life. Therefore, education should be an integration of the academic and "real" world experiences of the learner. It is only through interaction with adults, other students, community institutions, and real life work situations that the learner makes a personal assimilation of academic data. Students should become involved in those institutions which are a part of their lives and have the opportunity to explore the resources of the larger community as an integral part of the school curriculum.

The Board, within legal and economic constraints, recognizes its obligations to provide these experiences. It is clearly recognized that the primary goal of the Edgerton Local School District is academic excellence.

### **C. GOALS**

#### **I. CREATE A POSITIVE LEARNING EXPERIENCE FOR ALL PARTICIPANTS IN ATHLETICS BY PROVIDING THE OPPORTUNITY TO:**

- A. Receive the benefits and appreciate the value of physical activity and the increased fitness which results.
- B. Learn skills which can contribute to one's use and enjoyment of leisure time.
- C. Enhance the individual's self-respect and self-esteem as well as to promote the development of self-control.
- D. Understand others through team participation.
- E. Express creative and competitive behavior.
- F. Learn the value of sportsmanship and fair play.
- G. Learn to cope with the feelings of elation and anguish, acceptance and rejection, and competency and inadequacy.
- H. Learn self-discipline under adverse circumstances.
- I. Become an efficient manager of one's time.
- J. Develop a sense of responsibility to self and others in a team situation.
- K. Participate in a program, which aims to increase school, parent and community spirit and pride.
- L. Benefit from the lessons learned when experiencing both victory and defeat.

#### **II. INCLUDE AS MANY STUDENTS AS POSSIBLE IN THE VARIOUS ATHLETIC PROGRAMS BY:**

- A. The active recruitment of non-participating students to become involved in any or all phases of the athletic program by coaches, teachers, parents and/or community members.
- B. The inclusion of as many players as possible in a meaningful portion of each regular season game (meet, match, etc.) through the junior high level.
- C. The establishment of reserve teams when sufficient numbers dictate to accommodate participants who do not qualify for the interscholastic teams at the varsity level. The reserve team will be coordinated by head coaches and will practice on a regular basis.
- D. The establishment of new athletic programs in other than GMC scholastic sports when the need and facilities exist.

#### **III. HAVE MORE WINS THAN LOSSES (at the varsity level) and STRIVE FOR LEAGUE CHAMPIONSHIPS at the varsity level (but not at the expense of other objectives of the program.)**

### **D. COMPONENTS**

#### **I. COACHES:**

- A. Continuity in coaches' methods at all levels directed by the head varsity coach.
- B. Coordination of programs both vertically and horizontally.
- C. Coaches who are knowledgeable about both their sport and coaching techniques as well as adept at the transmission of this knowledge.

- D. Coaches who recognize and accept the different rates of physical and mental development of students and work with and teach accordingly.
- E. Head varsity coaches who are responsible to the school and community to see that:
  - 1. Opportunity is available for appropriate early exposure to athletics and for a progressive skill development program which is carried out for each sport.
  - 2. Athletics are both enjoyable and challenging for the participants.
  - 3. There is mutual respect and support between members of all athletic teams.
  - 4. A spirit of cooperation exists throughout the Edgerton Local Schools' athletic program.

## II. PARENT AND COMMUNITY SUPPORT

- A. Meaningful qualified parent or other adult involvement in support of the students' participation in athletics and in support of those individuals responsible for coaching.
- B. A viable Booster Organization.

## PART III

### A. COACH - ATHLETES

Our coaches should demand a great deal from our athletes. Only by doing so will our program lead to success. Athletes must be prepared to give and sacrifice in order to benefit from athletics.

Coaches in turn will give a great deal to the athletes. A relationship where each party is called on to give of oneself must be founded on trust and respect. The following statements are most important:

- I. Coaches will notify athletes at the beginning of the season of all rules, regulations, game and practice schedules, procedures for squad selection, and other information that will help avoid possible conflict during the season.
- II. Athletes will follow all such rules and procedures established by the coach, or face denial of participation.
- III. When concerned or confused about such rules and procedures, the athletes will approach the coach as soon as possible for clarification and explanation. Athletes should not bring complaints or queries to the attention of others before the coach is asked for clarification and explanation.
- IV. The coach will respond to questions from athletes concerning such rules and procedures and explain when necessary the purpose and reasons behind the rules.

Use of the above strategies for open, honest communication will create the mutual trust and response necessary for the coach and athlete to work together for success.

### B. COACH - PARENT RELATIONSHIP

Coaches and parents must have an open and honest relationship because each is directly involved in the athletes who are the center of the athletic program. This relationship should be characterized by the following standards:

- I. Coaches will meet with the parents at the beginning of the season and explain all rules, procedures, game and practice schedules, and other information the parents will need in order to help their child meet his/her obligations to the team.
- II. No athlete will be allowed to participate in any regular season contest until the parent's obligation in #1 above has been met.
- III. Coaches will explain such rules and other information to parents when they need

clarification. However, coaches will not meet with parents during a practice, a game, or other times when the coach has a duty of care for other students or athletes.

- IV. Coaches should seek to be as cooperative as possible with parents when the parents have questions concerning the type of information referred to above. However, no coach should be subjected to questions and criticisms from parents concerning starting line-ups, play-calling, skill techniques, and other items that by their very nature can only be determined by the objective and/or subjective judgment of the head coach.

Open and honest communication between coach and parent that follows the principles above will lead to good relationships between parent, coach and athlete.

### **C. COACH / PARENT COMMUNICATION**

The administration and school board encourage timely, respectful, and positive communication between parents and board approved coaches. An opportunity to be heard and understood by both parties is imperative for positive communication. The administration requires that student athlete questions be first directed to the coach. The coach and questioning parent should make every effort to set-up a meeting in a reasonable amount of time. The administration believes that a reasonable amount of time to address, research, and schedule a meeting based on a parent request is seven calendar days. The method of communication should be determined by the coach and parent. If further discussion is needed or if there is an unsatisfactory resolution, the Athletic Director will be involved.

### **D. EDGERTON LOCAL SCHOOLS ATHLETIC ELIGIBILITY**

1. Any athlete, in grades 7-12 having a quarterly grade point average (GPA) of less than 1.50 for a nine week grading period will automatically be ineligible for the next grading period.
2. Any athlete who fails two classes in a grading period will automatically be ineligible for the next grading period.
3. During the preceding grading period the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent which count toward graduation.
4. The eligibility or ineligibility of a student continues until the start of the fifth (5th) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. A "school day" includes faculty in-service days, calamity days and regular school attendance days but not holidays or school breaks. Exception: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.
5. Any athlete that becomes academically ineligible during a sports season will not be issued an award for participation.

All other OHSAA rules apply for scholastic eligibility.

### **E. ABSENCE FROM SCHOOL**

Athletes must attend school regularly to demonstrate the responsibility and dedication that are rewarded by the privilege of interscholastic competition. Regular attendance is also important in maintaining scholastic eligibility. Students must always remember that school work comes before athletics.

To demonstrate the importance of school work relative to athletic competition, the following attendance rule applies to all Edgerton athletes:

A student athlete must be in attendance the entire school day in order to participate in any game or practice after school or in the evening. Examples of approved absences are the following: doctor, clinic, dentist appointments, or other absences with proper documentation which have been excused in advance by the principal. Students are excused for hunting on the Monday after Thanksgiving only. If a student is called in as ill, he/she will not be allowed to practice or play in a game that day. Should the student return to school during the school day, he/she may attend practice or the game, but cannot participate during that evolution.

#### **F. ABSENCE FROM GAMES OR PRACTICES**

Student athletes have a responsibility to their teammates to be at all practices and games. This is consistent with the goals of responsibility, selflessness, and teamwork that are such an important part of the athletic program. Athletes must remember that participation in sports is a privilege, and that the head coach will make the decision on who plays according to what is best for the team and the athletic program. Student athletes who miss practices or games for no justifiable reason may expect to be denied interscholastic competition.

However, the athletic staff realizes there may be justifiable conflicts that arise between athletics and family responsibilities, athletics and class work, and athletics and other extracurricular duties. Each athlete will be given a team schedule at the start of the season and should make every attempt to avoid conflicts. The athlete and parents must be aware that during any absence, someone else practiced and played at that position and that person deserves the opportunity to play the position until the athlete who was absent regains it, at the discretion of the head coach.

#### **G. EDGERTON STUDENT CONDUCT CODE**

While participating in athletics, the athlete is expected to follow all the rules and regulations set forth in the student handbook.

Any athlete receiving any sort of academic detention may be denied participation in the next interscholastic contest and/or practice at the discretion of the principal and/or coach.

#### **H. ATHLETIC DISCIPLINE POLICY**

The Edgerton Local Board of Education and the Edgerton Athletic Department feel one of the major objectives of interscholastic athletics is to aid the character formation of the student-athletes so they may become healthy and productive citizens in later life. All student-athletes have a serious responsibility to themselves, their teammates, and the school community to be physically prepared for competition and to serve as a positive representative of the Edgerton Local Schools.

Participation in athletic competition is not guaranteed by the laws of the State of Ohio and the policies of the Edgerton Local Board of Education. It is a privilege given to students which may be revoked if the student does not abide by the rules established to meet the responsibility above.

- I. Athletic Conduct Code: While participating in athletics, the athlete is expected to follow all rules and regulations set forth in the EHS Student Code of Conduct and in the Athletic Handbook. Failure to follow these rules will result in disciplinary action.
  - A. Damage to Private Property: A student shall not cause or attempt to cause damage to any property at any time or in any location.
  - B. Assault: A student shall not cause or attempt to cause physical injury to any person.
  - C. Dangerous Weapons and Instruments: A student shall not possess, handle, transmit or

- conceal any dangerous weapon or instrument. This list of such objects includes, but is not limited to, knives, guns, explosives, clubs, or hand-made weapons.
- D. Disregard of Reasonable Directions or Commands by School Authorities: A student shall not disregard any reasonable direction or command from any teacher, substitute teacher, student teacher, principal, bus driver, or other authorized school personnel.
  - E. Stealing: A student shall not steal.
  - F. Any athlete that is convicted of a felony level offense in a court of law shall be denied the privilege to participate in athletics for a period of one calendar year from the date of-court notification.
  - G. Verification of Violations:
    - 1. Violations of these rules must be verified by a member of the coaching or administrative staff.
  - H. Period of Enforcement:
    - 1. These rules and penalties are in force throughout the calendar year making this a “12 month policy.” These penalties will also apply for infractions not covered under the jurisdiction of the Edgerton Student Conduct Code.
  - I. Penalties for Violating Athletic Conduct Code:
    - 1. First offense - Denial of participation in a number of contests equal to 10% of that team’s regular season contests. This penalty is to be served in contests immediately following the infraction including post-season play.
    - 2. Second offense - Denial of participation in a number of contests equal to 20% of that team’s regular season contests. This penalty is to be served in contests immediately following the infraction including post-season play.
    - 3. Third offense - dismissal from athletics for the remainder of the calendar year.
- II. Alcohol, Drugs & Tobacco: As of 2018, the Edgerton Local School District has adopted a drug testing policy. The full policy is Part V of the Athletic Handbook. Below is a brief synopsis of the penalties for a positive test result. The use and/or possession of alcohol, drugs and/or tobacco including vaping will result in the following disciplinary action:
- A. First Offense-Denial of participation in a number of contests equal to 40% of that team’s regular season contests. This penalty is to be served in contests immediately following the infraction including post-season play. The 40% denial of participation for violation of this rule may be reduced to 20% if the student and parent/guardians participate in an intervention program prescribed by the school. However, if the prescribed intervention program is not successfully completed, the remaining 20% denial of participation will be reinstated.
  - B. Second Offense - Denial of participation for one calendar year and mandatory completion of a prescribed alcohol/drug rehabilitation program by an accredited hospital or clinic. The athlete will not be able to return to participation unless verification of the completion of the program has been verified by a physician/clinician and agreeable with expectations of the high school principal.
  - C. Third Offense - Denial of all athletic participation for the remainder of high school career.
  - D. Verification of Violations:
    - 1. Violations of these rules must be verified by a member of the coaching or administrative staff.
    - 2. Self-reporting waiver: If a student turns himself or herself in and provides all pertinent and necessary information to the investigation of an alcohol, tobacco or drug infraction, no other punitive action will be taken. The self-referral will be considered a 1<sup>st</sup> violation and the student must complete a chemical dependency

assessment program.

- E. Period of Enforcement:
  - 1. These rules and penalties are in force throughout the calendar year making this a “12 month policy.”
- F. The above penalties will accumulate throughout grade 7-8 and 9-12. (For example, if the second offense occurs in a different school year, the athlete will be at step B of the above penalties.)
- G. If fewer than 20% or 40% of the regular season contests remain, the remaining percentage will be carried into the athlete’s next sports season and served to conclusion.
- H. During any denial of participation, practice will be at the discretion of the head coach.
- I. \*\*Because cancellations are typically associated with the Spring Sports Seasons, a student’s denial of participation may be recalculated to bring the consequences in line with the shortened schedule. This recalculation will only take place if cancelled contests will not be made up and the reduced schedule does impact the number of games a student athlete would have to sit out.
- J. Additional Rules: Each head coach will issue further rules regarding diet, sleep, curfew hours, etc., as well as penalties for these rules. This will be at the discretion of the head coach.
- K. Students may be suspended from extra-curricular activities upon being charged and/or confessing to a crime greater than a minor misdemeanor. Disciplinary action will be determined based on final disposition of the case. Head coaches may impose additional disciplinary action.

### **I. CONFLICTS BETWEEN TWO DIFFERENT SPORTS**

It is the position of the coaching staff and athletic administration that all Edgerton students are encouraged to participate in as many competitive interscholastic sports as possible. We believe that students benefit most from a varied athletic experience and that the spirit of competition is preferable to specialization in one sport. No student will be asked or required to practice at a sport other than those currently in season, nor be encouraged to work at one while playing another. However, when no school sports are in season (i.e. during the summer), coaches may set up practice or training programs and encourage but not demand students to participate, as long as such sessions do not violate state rules.

Coaches will always take care to avoid the situation where an athlete feels great pressure from two different sports in the same season. While a coach is certainly free to ask an athlete to consider another sport, coaches will not pressure an athlete by coming back three or four times or by asking parents and friends to try and influence the athlete.

In the event an athlete is considering changing teams, coaches from those sports will meet to discuss the situation.

Under no conditions will a student High School nor Junior High be allowed to participate in more than one sport in the same season.

The following sports are offered based upon the Edgerton Board of Education policies:

Fall	Golf, Football, Volleyball, Cross Country, Cheerleading
Winter	Girls’ Basketball, Boys’ Basketball, Wrestling, Mat Maids, Cheerleading
Spring	Baseball, Softball, Track

## **J. SQUAD SELECTIONS**

It is the philosophy of Edgerton High School that athletic participation be open to as many students as possible. However, it is sometimes necessary to limit the number of athletes on a particular squad. When such squad selections are necessary, the following principles will apply:

- I. Criteria for selections will be established by the head coach, with the exception that whether or not a student participated in an off-season program will have no bearing on squad selections.
- II. This criteria will be explained to all squad candidates at the very beginning of the season.
- III. The coach will notify the athletes, in advance, of the date of the squad selections and of the approximate number to be kept on the squad.
- IV. Explanation of the selection procedure:
  - A. Coach will meet with all candidates individually.
  - B. Candidates will be told of their selection or rejection and why.
  - C. There will be no list posted.

Athletes and parents should note that squad selection is by its very nature subjective in judgment. As long as the coach follows the principles listed above, the athletic administration will not intervene in this process.

## **K. CHEERLEADING SQUAD SELECTION CRITERIA**

The administration and school board require two separate squad selections for the football and basketball seasons respectively at Edgerton Local Schools. The administration requires a tryout for the fall football season, date to be determined by the coach. The administration requires an additional tryout in the winter months prior to the start of the basketball season. This will allow the girls to participate in one or two cheerleading seasons based on their choice and the selection process. The squad selection process/criteria will be at the discretion of the board approved coach. Cheerleading is not an approved OHSAA sport. However, the team selection process (two tryouts) needs to be documented in the athletic handbook as required by the administration. All questions regarding this requirement should be directed to the coach first and then to the high school building principal. The cheerleading advisor reports to the high school building principal since this activity is recognized as a club sport in the district

## **L. PHYSICAL EXAMINATIONS**

All athletes and cheerleaders grades 7 through 12 must pass a physical examination yearly. The physical examination form must be signed by the parent or guardian. It is the responsibility of the coaching staff to see that no athlete, cheerleader or mat maid participates until the proper proof of physical examination is on file. Per OHSAA guidelines, physical examinations are valid for one year from the date of the exam except for those that take place from May 1-June 1. Those exams are valid for one year and additionally through the end of the next school year's spring sports season. In addition, no student will be eligible unless that student and his or her parents have signed the OHSAA Authorization Form and the OHSAA Eligibility & Authorization Statement. All student athletes must have valid physicals on file in the high school prior to any and all school related athletic activity including summer events.

## **M. EMERGENCY MEDICAL FORMS**

All students must have these on file in the school office. Each coach will be given copies of the forms of his/her athletes. These forms must be with the teams at all times.

## **N. EMERGENCY MEDICAL ATTENTION**

Injuries that appear to be minor will receive attention from the coach or athletic trainer. If the injury may require further treatment, the parents will be notified.

Injuries that appear to be serious will be handled by the coach or trainer who will stay with the athlete until the parents arrive. If there is danger due to loss of blood, unconsciousness, severe pain, or other dangerous symptoms, the rescue squad will be called. In all cases, the parents will be contacted as soon as possible.

Within a reasonable time after any injury, the coach or trainer will prepare a written accident report to the athletic director(s) concerning the circumstances of the injury. Coaches shall follow the OHSAA concussion protocol and any "Return to Play" authorization shall be placed in the student's permanent file.

All coaches will receive training in sports medicine and first aid procedures as per the Ohio Revised Code. The athletic department also maintains close contact with local physicians. The coach or athletic department may recommend a certain doctor or course of action to the parent, but in all cases, the subsequent treatment of the injured athlete is left to the discretion of the parent.

## **O. UNIFORMS AND CARE OF UNIFORMS**

All uniforms will be purchased by the athletic department and remain the property of the athletic department during their usage. The athletic department will determine when uniforms are no longer usable and may be donated or sold at that point. Edgerton athletes will be issued uniforms that denote the wearer to be an Edgerton athlete who is representing all the athletes at EHS. Uniforms are to be worn only to athletic contests in which the wearer is a participant or at certain times at the head coach's discretion (for example to school on game days). Students who fail to turn in any uniform or equipment at the end of the season will be denied participation in all other sports until the obligation is met. Students are urged to keep uniforms at home where they are safe and keep them under lock when they must be brought to school.

## **P. TEAM TRANSPORTATION**

All participating school personnel (coaches, players, cheerleaders, statisticians, managers, etc.) must be transported by school authorized transportation both to and from games or contests. The only exception is when a Co-curricular/Athletic Transportation form has been approved by the parents, coach, and high school principal no later than twenty four hours before the bus departure time. The coach may deny this request due to team considerations. (Note: Students, regardless of age, will not be permitted to drive athletes to and from games or contests even with parental permission.)

The athletic department will not rent vehicles from automobile dealers as a means of providing transportation. Coaches who need to transport athletes in their own vehicles may do so only if the athletic director(s) has been notified and no other means of transportation is available. Mileage reimbursement will be paid according to the rate in effect only if prior approval of the athletic director(s) has been given.

The athletic van may be used only for athletic reasons and only after it is scheduled with the Director of Transportation. Keys for the vans will be kept by the Director of Transportation only.

All requests for team buses will be made through the principal, who will arrange for buses through the superintendent's office.

Students will be permitted to drive to and from school practice sites unless otherwise instructed by the coach in that sport.

### **Q. AWARDS**

**Procedure:** Varsity coaches will establish an award system for their individual sports.

**Seniors:** Any senior that participates in good standing for the entire sports season shall receive a varsity award.

**Varsity:**

1 <sup>st</sup> Year-	Varsity Letter "E" (only one per career), pin for that sport, and First Year Certificate
2 <sup>nd</sup> Year-	Pin and Second Year Certificate
3 <sup>rd</sup> Year-	Pin and Third Year Certificate
4 <sup>th</sup> Year	Pin and Forth Year Certificate

**Junior Varsity/Reserve:** Small "E" (only one per career), pin and a certificate

**Freshmen:** Numerals (once per career), pin and certificate

**Managers, Statisticians, and Trainers:** Based on the recommendation of the coach, all awards are equivalent to those of athletic participants.

### **R. EDGERTON MIDDLE SCHOOL ATHLETIC AWARDS**

All middle school athletes will receive a certificate of participation.

### **S. INDIVIDUAL AWARDS**

Cheerleaders-	Bulldog Award, Most Valuable Performer, Joanie Burke Memorial Award (winter), and one plaque
Cross Country-	Bulldog Award, Most Valuable Performer, and one plaque
Football-	Bulldog Award, Most Valuable Performer, and five plaques
Golf-	Bulldog Award, Most Valuable Performer, and one plaque
Volleyball-	Bulldog Award, Most Valuable Performer, and three plaques
Boys Basketball-	Bulldog Award, Most Valuable Performer, Tom Kennerk Award, Hinie Cape Award, and three plaques
Girls Basketball-	Bulldog Award, Most Valuable Performer, Hinie Cape Award, and four plaques
Mat Maids-	Bulldog Award, Most Valuable Performer, and one plaque
Wrestling-	Bulldog Award, Most Valuable Performer, and three plaques
Baseball-	Bulldog Award, Most Valuable Performer, and three plaques
Softball-	Bulldog Award, Most Valuable Performer, and three plaques
Track-	Bulldog Award, Most Valuable Performer, and three plaques

**The awards listed in each sport must be given. The additional plaques may be given at the discretion of the head coach. A list of award winners must be turned into the Athletic director(s) two weeks prior to the awards night.**

## **T. SCHOOL FACILITIES**

All arenas in which athletics take place are the property of the Edgerton Athletic School District. While upgrades and changes may be needed and/or desired from time to time, no changes to any facility will be made without the consent of the administration and athletic department. Once approval is given by the administration and athletic department, a plan will be put together and presented to the board of education for final approval. Failure to follow these steps may result in delay or denial of consent.

## **PART III**

### **A. RELATIONSHIP AMONG COACHES**

It is crucial that all coaches in the Edgerton Local Schools give each other public support. When one coach is critical of another to a member of the public, all coaches are hurt. When one coach attacks the program of another coach, **all** programs suffer.

The following principles apply to good coaching relationships:

1. Coaches give public support and encouragement to other sports and the participants in those sports.
2. Coaches help create a climate within the school that is favorable to the entire sports athletic program.
3. Coaches encourage athletes in their sports to participate in other sports.
4. Coaches who have problems or complaints about another coach or program should talk directly to the other coach or bring materials to the attention of the athletic administration director.
5. When asked by members of the public to comment on other coaches' programs, the coach should either say something positive or say nothing at all.
6. All team contact outside of the identified season must be scheduled through the athletic office.

### **B. COACHES COUNCIL**

The purpose of the athletic council is to discuss and analyze the condition of the total athletic program and make recommendations for new or amend policies and procedures to the athletic administration director. Membership on the council will include all head coaches and the high school and middle school athletic director(s).

The council will meet periodically as necessary during the school year. Attendance is considered important for all members. The council offers the most appropriate method of dealing with internal problems and changes. Any coach unable to attend must notify the athletic director(s) prior to the meeting. Due to the ease of technology and the busy schedules of coaches, emails can be used as a faster means to communicate with all coaches. In such cases, responses may be seen as the equivalent of attendance.

All coaches may approach the athletic administration to have items included in the meeting agenda.

### C. EVALUATION OF COACHES

All head coaches will be formally evaluated by the High School Principal or other designee as laid out in the Negotiated Agreement. The athletic director(s) will have input on these evaluations.

1. Prior to the evaluation, the following items must be submitted to the athletic director(s)
  - a. Season record
  - b. Season team statistics
  - c. Inventory of equipment
  - d. Equipment needs for the following year
  - e. Evaluation of assistant coaches
2. Evaluation of assistant coaches is the responsibility of the Head Coach.
3. Salary will be paid in one lump sum (or the final of three payments if previously chosen by the coach) at the conclusion of the activity/season after fulfilling all duties per contract and upon receipt by the Treasurer of proper documentation from the Athletic Director/Principal/Supervisor of successful completion of the activity.
4. End of season paperwork and collection of all pertinent uniforms and equipment must be completed before the evaluation can take place.
5. The end of season awards will be considered the end of the season and the head coach evaluation will follow. Awards ceremonies should take place within two weeks of the last contest when possible. This will ensure a proper closure to the completed season and allow student-athletes to focus on the next sports season.
6. The evaluation team will consist of the head coach, athletic director(s) and principal only.
7. Per ORC, all coaches will be non-renewed by the board upon the conclusion of their athletic season.
8. Upon the completion of the evaluation process and the recommendation of the evaluation team, the board will attempt, at a future board meeting, to renew coaches.

### D. COACH – FACULTY RELATIONSHIP

Athletic coaches, with the exception of lay coaches, are first and foremost teachers. The athletic playing field is merely an extension of the classroom and should be treated as such. Coaches, with the exception of lay coaches, are also members of the school faculty. Sports are not to interfere with regular classroom and teaching duties without prior approval of the principal. A coach that is absent from work will not be permitted to coach a practice or game that same day. Exceptions to this include but are not limited to: professional development activities, doctor's appointments, care of a family member, funerals, college visits, personal days, and approved absences from administration. **Coaches, with the exception of lay coaches, are expected to attend all teacher meetings, in-service sessions, and other responsibilities in the system.**

Our athletes will benefit both in the classroom and on the playing field when the coaches take an active interest in their academic standing. Coaches are encouraged to maintain regular contact with the faculty and seek to help other teachers with student-athletes who are experiencing academic setbacks. Coaches are also encouraged to conduct study table for those athletes who are not meeting academic standards. At no time will any coach seek to influence a teacher to allow lower standards for athletes than for the rest of the student body.

### E. COACH – BOOSTER RELATIONSHIP

The Edgerton Athletic Boosters serve a valuable function to Edgerton athletes and coaches by giving generous financial and moral support to our athletic program. Coaches should make an effort to attend Booster meetings and functions and also assist in Booster fundraising activities.

**Head Coaches are expected to periodically attend Booster meetings throughout the course of the school year.** This will insure that the coaches, as well as the Boosters are well informed. Coaches are also expected to support Booster functions and also assist in Booster fundraising activities. When the Boosters wish to do something supportive for our athletes, coaches should receive such efforts with cooperation and gratitude.

If a coach objects to some activity or idea of the Boosters, the coach should communicate his/her concern to the athletic director(s).

No coach should approach the Boosters or any other individual directly for money or equipment without first consulting the athletic director(s). With the approval of the athletic director(s) a presentation may/will be made by the coach to the Boosters for their approval. It is permissible, however, to work directly with the Boosters when planning team meals, refreshments, etc., at the athletic director(s)'s request.

#### **F. BUDGETING AND PURCHASING**

The athletic director(s) will be in charge of all athletic accounts and will keep monthly records of all receipts and expenditures in addition to preparing the yearly budget for each sport.

The appropriations for each sport will be established by the athletic director(s) after consultation with each head coach. Coaches will bring to the attention of the AD all needs for appropriations in the budget. All items necessary to run the sport should be included in the appropriations. Requests for items not contained in the budget appropriations will be, in all probability, denied.

The Head Coach from each sport will first consult BSN Sports for a quote and provide an additional quote if a lower price can be secured. Coaches will requisition well in advance (minimum of 3 weeks) any item they need purchased for their sport. The AD will at this time either approve the request and start a Purchase Order or deny the request.

When actually purchasing items, the head coach will submit the order to the AD who will prepare all bills for payment. Coaches will be held individually responsible for purchasing items without prior written approval of the AD.

Coaches will not make direct requests to the Athletic Boosters for funds. All requests to the Boosters will be through the AD. Coaches will not accept any donations to individual sports without prior approval of the AD. **Any sort of shirts, awards, etc. to be given out at camps or to teams will be purchased through the athletic department. Shirts sold to the public in recognition of team victories (i.e. state playoffs, regional appearances) will be run through the athletic department and/or the athletic boosters.**

#### **G. CLINIC ATTENDANCE**

Coaching Clinics are a valuable tool in improving coaching skills. Coaches may attend one clinic per sport per year in which the athletic department will reimburse expenses. The following rules apply for clinics:

1. Request must be made and approval given by the athletic director(s) one month in advance of the clinic.
2. The principal will determine the number of coaches, not to exceed four in each sport, who may be absent on the same school day.

3. No coach may use more than one professional day per year for a school paid clinic. (Exception: Head coach in two sports)
4. The athletic department will reimburse expenses for registration and lodging fees.
5. The athletic department will not reimburse expenses that do not have proper receipts.
6. Total cost allotted for coaching clinics will be consistent with board policy.

#### **H. EQUIPMENT INVENTORY**

It is the responsibility of each head coach to collect and store all uniforms and equipment at the end of the season. A complete inventory will be taken at this time and presented to the athletic director(s). Needs for new equipment or reconditioning should be brought forth at this time.

All head coaches will use a system of uniform distribution that ensures an accurate record of what each athlete was given and what has been returned. Athletes who fail to return uniforms and/or equipment will be denied participation in other sports until all obligations are met. The coach should seek the assistance of the athletic director(s) in collecting past-due uniforms and equipment. The above inventory is to be completed prior to the head coach's evaluation.

#### **I. COACHING UNIFORMS**

Coaches are expected to look neat and presentable at all athletic contests unless weather conditions make this impossible. Any coaching uniform purchased by the athletic department will be added to the coach's W2 as compensation (per current tax code).

#### **J. OVERNIGHT TRIPS**

The athletic department will pay team expenses for overnight trips according to the following guidelines:

1. Overnight trips may be granted by the athletic director(s) for OHSAA sponsored tournaments based on level of competition, distance, or starting time.
2. The athletic director(s) may grant other overnight trips but not cover the expenses for such trips through the athletic department. Permission for extended field trips must be secured from the Superintendent and must be approved by the Board of Education.
3. Proper receipts must be kept for all expenses. Reasonable expenses will be allowed at the athletic director(s)'s discretion.
4. In cases when team sports are involved, expenses will be paid for the entire team, customary managers and statisticians, and the coaches of the team.
5. In cases when athletes are competing as individuals, expenses will be paid for those individuals and a minimum of one coach.
6. Meal allotment of \$5.00 per meal for athletes competing in state sponsored tournaments will begin at the second level of competition.

#### **K. STATE TOURNAMENTS**

If Edgerton athletes are not competing, the following guidelines will apply:

1. Head coach and one assistant from within our system may be excused a maximum of two board paid professional days to attend the state tournament in his/her sport.
2. The athletic department will pay the following;
  - a. Tickets for the head varsity coach and one assistant coach
  - b. Hotel fees and meals.
  - c. Mileage for one vehicle at board of education approved rate, if no school vehicles are available.

3. If school is not in session, the athletic department may send more than one assistant coach.
4. Total cost allocated for the state tournament (not including tickets) shall not exceed \$250.00

#### **L. SCOUTING**

Scouting assignments will be determined by the head coach. A schedule will be given to the athletic director(s). Scouts are encouraged to use a school vehicle whenever possible, after arranging such with the athletic director(s). If a private vehicle must be used, the athletic department will reimburse mileage costs from the school to the event scouted. Reimbursement will be at the board approved rate. Scouts are limited to the use of one car per scouting assignment.

#### **M. MILEAGE REIMBURSEMENT**

1. The athletic department will reimburse mileage cost at the board approved rate **one way** for the following:
  - a. All coaches' clinics, plus state tournaments.
2. The athletic department will reimburse mileage cost at the board approved rate both ways for the following:
  - a. Any contests that involve our athletes participating.
  - b. Scouting for varsity sports.
  - c. Trips for tournament draws and rules interpretation meetings.

The above applies only if there is no school vehicle available and the athletic director(s) approves the trip. There is no reimbursement for practices unless approved in advance by the athletic director(s).

#### **N. SCRIMMAGES**

All scrimmages will be in compliance with the rules of the OHSAA. They will be scheduled, including officials and arranged by the head coach after consultation with the athletic director(s). Transportation to away scrimmages will be by school transportation only and will be scheduled through the High School Principal. The athletic department will provide officials for one varsity football scrimmage with the possibility of a second scrimmage (i.e. Jamboree) and up to three varsity basketball scrimmages. The number of home and away scrimmages should be close to equal each year. Officials will be paid at the same rate as regular season contests.

#### **O. PRACTICES**

Practices will be conducted in an orderly fashion with coaches remaining present throughout the practice. A coach will remain at the school/practice facility until all athletes have left. No practices will go past 6:00 p.m. on Wednesday without the approval and consent of the administration. There will be no practices or the like on a Sunday without the approval and consent of the administration. This includes in season and out of season sports.

#### **P. PASSES**

All league passes will be distributed by the athletic director(s) to all head coaches. All coaches not receiving a league pass will receive a Staff Pass for all Edgerton Home events. Courtesy passes will be presented to local physicians and volunteer workers by the athletic director(s).

General admission passes are available to senior citizens who reside in the Edgerton School District through the Superintendent's office.

### **Q. LOCKER ROOMS AND PRACTICE AREAS**

The athletic program will benefit from locker rooms and practice areas that are kept clean, orderly, and secure. Coaches are responsible for locking all doors and gates at the end of practices. Coaches are expected to lock any door or gate at any time they find it open. Students or other persons found in our facilities under questionable circumstances should be brought to the school office.

Equipment will also be secured at the end of practices. Items left on the practice field or gym floor may not be replaced if lost due to negligence of the coaching staff. Coaches should see the athletic director(s) if they feel conditions cannot be made secure.

Athletes will not be permitted to abuse the condition of the locker room. The custodial staff will perform regular maintenance in these areas but will not be asked to clean up after irresponsible athletes who deliberately leave a mess.

### **R. WORKER PAY SCHEDULE**

Public address	\$30.00
Varsity Events	\$20.00
JV Events	\$15.00
Frosh Events	\$10.00
JH Events	\$10.00

\*Athletic Department may give out an athletic pass to a worker if he/she does not want paid provided the worker has worked at four events and/or worked an amount which is equivalent to the value of the pass.

\*Workers pay may increase to \$30.00 for volleyball/wrestling tournaments or any other special athletic event. (Athletic director(s) discretion)

\* 7<sup>th</sup> & 8<sup>th</sup> volleyball & basketball will be paid \$15.00

\*JV & Varsity volleyball & basketball will be paid at \$25.00

### **S. SUMMER CAMP**

Athletic Camp Policy:

Edgerton camps must emphasize fundamentals, teamwork, and an interest in Edgerton Athletics. Camps are worthwhile and encouraged at Edgerton, but proper steps must be taken to ensure camps are properly established.

1. All funds will be run through the school for camps and not the individual coach.
2. All requisitions/purchase orders must be completed and approved by the athletic department during the school year.
3. Coaches will communicate all summer camp information and details to the athletic director(s) at least 8 weeks prior to camp beginning. Items for discussion include but are not limited to: transportation, destination and cost. Final summer camp approval will come from the administration.
4. Head coach must secure transportation for camps with the director of transportation. Busses may not be available during bus inspection week.
5. Camps will be limited to parameters established by OHSAA.
6. Coaches' must establish camp dates and reserve facilities with the superintendent's secretary before the school year is out.

7. A flyer must be created by the coach explaining the purpose, cost, place and time of camp.
8. Distribute camp flyers to school building prior to school closing.
9. The flyer needs a place for a parent signature and phone number.
10. Camp checks should be written to Edgerton Local Schools or Edgerton Athletic Department and receipts issued.
11. If any cash is accepted by a coach from an athlete and or a parent for a camp, receipts must be issued.
12. When going out of town, coaches must have emergency medical forms with them at all times for athletes.
13. All participants must have a valid physical to participate in summer camps.
14. The head coach will be responsible for collecting all funds, preparing proper receipts, and completing pay in forms to present to the treasurer's office.
15. There will be no junior high leagues in the summer.
16. Junior high camps in the summer are permitted but the school will not provide transportation. All junior high camps must follow the policies established for high school camps.
17. All overnight trips must be approved by the school board.

#### **T. TEAM/INDIVIDUAL ATHLETIC PATCHES**

Patches will be given to individual athletes and team members if the following criteria are met:

1. Team wins GMC title: All team members will receive a patch
2. Individual wins a GMC title: individual champion will receive a patch (wrestling, cross country, track, and golf)
3. OHSAA Tournament Champion/Individual Qualifier: all team members and individual qualifiers will receive patch. (Example: sectional basketball champs, district wrestling qualifier, and football playoffs)

#### **U. NO CONTACT PERIOD**

A "no contact" period for coaches and athletes will take place during the week of the July 4<sup>th</sup> holiday. Camps, practices, weight-lifting, or any other school related sports' activity will not be permitted during this week starting on Sunday and finishing the following Saturday.

#### **V. COACH'S PAY**

Coaches can be paid in one lump sum or receive payments issued in thirds throughout the season. If wishing to be paid in thirds, coaches are responsible for notifying the treasurer's office prior to season beginning. Final payment (or lump sum payment) will not be issued until conclusion of season.

#### **W. COACHING CREDENTIAL GUIDELINES**

Coaches refers to all Junior High, High School, paid and volunteer coaches of the Edgerton Local School District. As such they must meet all certification criteria established by the Ohio Revised Code, the Ohio Department of Education, the Ohio High School Athletic Association and any other organization of the like. Coaches that are not certified by the official start date of their sports season will not be permitted to coach until they meet all certification requirements.

The following guidelines have been established for the credentialing of coaches/advisors:

1. Coaches will need to obtain the proper coaching credentials prior to supervising student athletes.
2. Coaches that participate in team summer camps, open gyms, and OHSAA summer practices must be properly credentialed and board approved on or before the June Board meeting of each year.
3. Coaches must be credentialed in the following areas: CPR, 1st Aid, Fundamentals of Coaching, FBI/BCII, Concussion, Pupil Activity Permit and Lindsay's Law.
4. Any certifications obtained by the coaches must be copied and kept on file with the Superintendent's secretary/office.
5. The athletic department will provide additional information and assistance to coaches regarding the credentialing process when needed.
6. Each head coach will support the administration with the credentialing process of their assistant coaches.
7. It is the responsibility of the coach to keep his/her credentials up-to-date.

Paid and volunteer coaches must have the previously stated certifications completed and turned into the Edgerton Athletic Department before coaching (preseason and/or regular season) can take place. The Edgerton Board of Education must approve all hirings whether the coach is paid or a volunteer. In the case of a late hire (i.e. shortly before the season starts or during the season), the superintendent can temporarily approve a hire until the Edgerton Board of Education can formally approve the hiring. A late hire has 30 days to complete the necessary paperwork and secure the proper certifications. No coaching can take place until the requirements have been met and submitted to the state in all cases.

The Edgerton Athletic Department will pay for and/or provide the means for the completion of:

1. First Aid (3 year certification)
2. CPR (2 year certification)
3. Concussion Training (3 year certification)
4. Fundamentals of Coaching (1 time certification)
5. Lindsay's Law (annual renewal)

It is the responsibility of the coach to pay for and provide the following to the Edgerton Local School District:

1. Ohio Pupil Activity Permit
2. FBI/BCII fingerprints/background check

### **X. ATHLETIC TEAM SPIRIT PACKS**

The following guidelines have been established for individual team spirit packs:

1. Spirit packs by definition include but are not limited to any item bearing the school's likeness in logo, mascot or wording (such as on t-shirts and other apparel, hats, and non-wearable items, etc.) that is being sold to athletes, parents, and/or the public at large.
2. Spirit pack forms must be reviewed by administration and/or athletic department prior to distribution of information to parents/athletes.
3. Administration will review vendor selection, merchandise, and overall financial

- obligation of the district. Administration will approve if spirit pack payments will be run through the school or the vendor directly.
4. Once approved, the coach/advisor will be responsible for all work associated with the spirit pack process from start to finish.
  5. Checks for spirit pack merchandise will be made out directly to the school or vendor. Coaches should not accept cash.
  6. It is the responsibility of the coach/advisor to deposit all funds with the treasurer's office or drop box outside of the treasurer's office within 24 hours.
  7. Coaches need to be mindful of the financial hardship these spirit packs may cause families.

### **Y. INDIVIDUAL TEAM FUNDRAISING**

The following guidelines have been established for team fundraising:

1. There will be no individual team fundraising through the Edgerton High School. However, individual teams may work with the Edgerton Athletic Boosters.
2. Prior to beginning any fundraising activity involving and/or representing any and all Edgerton High School sports and/or student-athletes, the head coach or club advisor must present the fundraising idea to the athletic department and administration for approval.
3. All aspects of the fundraiser will be reviewed by administration prior to approval including but not limited to: reason for the fundraising activity, vendor selection, cost, advertisements, payment method, product potential, and a number of other things.
4. If the individual team fundraising is approved by the administration, then the head coach can present their idea to the Edgerton Athletic Boosters for their approval.
5. Team fundraising is not an expectation of the administration and/or board of education.
6. Youth camps are the only exception to team fundraising and all aspects are to be run through the school and receipts issued so that the treasurer's department has the necessary information for auditing purposes.

### **Z. COACHES CODE OF CONDUCT**

All board approved coaches, paid or volunteer, are required to demonstrate high quality of ethics and professionalism while serving as a coach in the Edgerton Local District. Any and all misconducts, insubordination, unprofessionalism, and unethical violations determined by the administration may result in immediate disciplinary action including removal from any and all coaching duties. Misconducts are not restricted to only school related matters. Criminal offenses may result in disciplinary action by the administration and could include immediate removal from any and all coaching duties. All questionable matters that are criminal in nature should be directed to the ADs and/or high school principal for clarification.

**AA. SUSPENSION FORM COACH**

Date: \_\_\_\_\_

You, \_\_\_\_\_, are hereby notified that your duties as  
\_\_\_\_\_ have been suspended and/or terminated for the following length  
of time \_\_\_\_\_. The administration believes that the above action is  
necessary based on the following information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are to cease and desist all duties and interaction with the team and coaching staff for the  
above stated period of time. You may return to your athletic coaching obligation on  
\_\_\_\_\_. While suspended, your attendance at athletic events is strictly  
prohibited.

Please direct your questions to the administration.

Administration/Principal: \_\_\_\_\_

**PART V**  
**DRUG TESTING POLICY**  
**EDGERTON LOCAL SCHOOLS**

The EDGERTON LOCAL SCHOOLS Board of Education Drug Testing Policy was formed because of a concern that alcohol and illicit drugs may be used by EDGERTON LOCAL SCHOOLS High School students. The EDGERTON LOCAL SCHOOLS Board of Education desires to implement a policy which will attempt to provide this district with a safe and healthful student program. This policy reflects the EDGERTON LOCAL SCHOOLS Board of Education and the community's strong commitment to establish a truly drug and alcohol-free school program. Because of the pervasive nature of drug use in our local schools, EDGERTON LOCAL SCHOOLS have selected student athletes, students who participate in extra-curricular activities, drivers, and students who, along with consent from their parents, volunteer to be tested, for inclusion in the testing pool. This policy applies to all athletes, volunteers and extracurricular activities from grades 7-12.

**PURPOSE OF THIS POLICY SHALL BE:**

1. To provide a healthy and safe environment to all students participating in the athletic and extracurricular program.
2. To discourage all students from using drugs and alcohol.
  - a. Students will assume all responsibility for regulating their personal lives in ways that will result in their becoming healthful members of a team and worthy representatives of the school and community.
3. To provide students with the opportunity to become leaders in the student body for a drug free school.
4. To provide solutions for the student who does use drugs and alcohol.
5. To provide the school with positive guidelines and disciplinary policies for violations of the drug free policy.
6. To encourage those students who participate in athletic and extracurricular programs to remain drug free and alcohol free.

The program does not affect the current policies, practices, or rights of the District regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug testing policy is non-punitive. Students involved in extra-curricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although

students risk the loss of continued participation in extra-curricular activities, no student shall be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program.

No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic record.

Any student in grades seven (7) through twelve (12) and his/her parent(s) or legal guardian(s) must first sign a drug testing registration/consent form in order to be eligible to participate in any one (1) or combination of the following:

- A. drive a motorized vehicle to school
- B. athletics
- C. extra-curricular activities other than athletics
- D. curriculum related activities that do not receive a grade

## DEFINITIONS

1. **STUDENT ATHLETE**  
Any person participating in the EDGERTON LOCAL SCHOOLS High School athletic program and/or contests under the control and jurisdiction of the EDGERTON LOCAL SCHOOLS and/or the Ohio High School Athletic Association (OHSAA). This policy also includes Cheerleaders and Mat Maids.
2. **EXTRACURRICULAR**  
Any school-related activity that does not involve a grade, such as Quiz Bowl.
3. **CURRICULUM RELATED ACTIVITIES**  
Curriculum related activities may be connected with the classroom, yet may have expectations beyond the classroom. Curriculum related activities include, but are not limited to NHS, Quiz Team, FEA, FFA, Spanish Club, Field Trips, Band, and Choir. In the event a classroom activity occurs outside of the classroom, an alternative assignment will be given in place of events that receive a grade, e.g. marching at football games.
4. **INFORMED CONSENT**  
Students and parent(s)/guardian(s) must sign an informed consent prior to participation. Once entered, the student will participate in the drug testing program for 1 year from date of signing consent.
5. **ATHLETIC SEASON**  
In-season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and continue until the completion of awards program for that sport for the EDGERTON LOCAL SCHOOLS. There are three athletic seasons: Fall, Winter, Spring. Once entered, the student will participate in the drug testing program for 1 year from date of signing consent.
6. **RANDOM SELECTION**  
A system of selecting athletes for drug and alcohol testing in which each athlete shall have a fair and equitable chance of being selected each time selections are required.
7. **ILLEGAL/ILLICIT DRUGS**

Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer. We may also test for Nicotine and Steroids.

8. ALCOHOL

Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio Revised Code Section 4301.01. The term “alcoholic beverage” includes any liquid or substance, such as “near beer” which contains alcohol in any proportion or percentage. The term “alcoholic beverage” does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student’s name and directions for use or b) an over-the-counter medicine.

## TYPES OF TESTING

### 1. TEAM TESTING

At the beginning of each season, all eligible students will submit to drug and alcohol testing. This testing will be completed within the first two weeks of the season on a specified date and time. The collection process will take place on school property or at a Board of Education approved testing facility. The Head Coach is responsible for ensuring that all student athletes and their parent/guardian/custodian properly sign the INFORMED CONSENT AGREEMENT prior to testing. Any student moving into the District shall be tested prior to the time he/she joins the team.

### 2. RANDOM TESTING

In-session random testing shall be done throughout the season. Each team may have up to 100% of its eligible students tested per random selection. A student may be tested more than once per season. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results and a certified Medical Review Officer will determine the results.

a. Random selection of student athletes:

The Athletic Director, under the Principal’s supervision, will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible student athletes.

b. Scheduling of random testing:

Random testing will be unannounced. The day and date will be selected by the Athletic Director and confirmed with the building administrator. Random testing may be done weekly.

### 3. REASONABLE SUSPICION

School officials will have the right to have a student tested for use of drugs when there is “reasonable suspicion” of drug and/or alcohol use that does not rise to the level of discipline under the School Code of Conduct and/or the Student Participant handbook. This applies to all students participating in extra-curricular/club activities in grades 7-12.

### 4. DRUGS FOR WHICH ATHLETES MAY BE TESTED:

LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon), or Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

### 5. COLLECTION PROCESS (Urine Screens) Other testing types may apply.

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

All students must have a picture ID or be identified by the Athletic Director or Principal. No exceptions will be allowed.

Drug testing area must be secured during the testing.

Only lab technicians, designated school administrator and students will be witness to the test.

Privacy must be kept for all students.

The Athletic Director is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms, money and proper ID are completed.

When students arrive and cannot give a sample, they will need to start drinking water, pop or juice. After 36 oz. the human body will need to urinate.

No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.

Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test. They are not to have contact with anyone until after the sample is given.

Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.

Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.

Any and all adulterations of the specimen will be detected and considered the same as a test refusal or 1st time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.)

Adulterations: We will treat adulterations and diluted samples as first time offenses. They are not called positives but have the same consequences. A retest will be required within 24 hours.

Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering.

The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.

Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.

With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test.

Any student that tests positive will have to be tested weekly for the term of a 5 week program with drug counseling at the expense of the student and or parent. Testing will be done by Great Lakes Biomedical only so long as this is the company the school selects.

#### 6. REFUSAL TO TEST

Refusal to submit to a random or reasonable suspicion test will constitute a violation of the drug testing policy and will be treated as a positive result. If a student is unable to provide a sample after a reasonable amount of time, alternative methods may be available.

#### 7. RESULTS OF A POSITIVE TEST

Any positive drug test results will be made known to the building administrator, who in turn will notify the parents/guardians/custodians and student.

8. IF A POSITIVE TEST OCCURS:

***The first violation***

For the first positive result, the student athlete will:

- A) Make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the Athletic Department with documentation that the athlete completed all recommendations of the counselor. The student will be denied participation for a minimum of 20% of the athletic season and 30 days of the school year for all Extra-Curricular and Curriculum-Related activities. The parent/guardian/custodian and student will meet with the Athletic Director, the coach, and a building administrator to determine reinstatement. The student may be required, at parent/ guardian/ custodian expense, to submit to weekly or random testing for the remainder of the current athletic season.
- B) Otherwise, if a student does not complete counseling certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and follow the recommendations of the counselor, the student will be denied participation for 40% of the current season and 60 days of the school year.
- C) In either case, if fewer than 20% or 40% of the season contests remain, or fewer than 30 days or 60 days of the school year remain, the remaining denial of participation will be carried into the student's next season or school year and served to conclusion.

**The 2nd violation**

The student is denied participation for one calendar year from the date of notification of the violation.

**The 3rd violation**

The student is permanently denied participation in athletics/ extra-curriculars in the EDGERTON LOCAL SCHOOLS.

Violations are accumulative throughout the student's secondary school career.

#### 7. SELF REFERRALS

Participants in grades 7-12 may utilize self-referral one time. Self-referrals may occur before an announced testing day or after random selection has been made. The self-referral will be considered a 1<sup>st</sup> violation. After a self-referral, the student must complete a chemical dependency assessment, but no other punitive action is taken. The student will also be subject to, at minimum, three random drug tests. A positive result after self-referral will be considered a 2<sup>nd</sup> violation.

# EDGERTON LOCAL SCHOOLS INFORMED CONSENT AGREEMENT

STUDENT NAME \_\_\_\_\_

GRADE \_\_\_\_\_

## AS A STUDENT:

I understand and agree that participation in athletic activities is a privilege that may be withdrawn for violations of the EDGERTON LOCAL SCHOOLS Drug Testing Policy.

I have read the Drug Testing Policy and thoroughly understand the consequences that I will face if I do not honor my commitment to the Drug Testing Policy.

I understand that when I participate in any covered program I will be subject to initial and random drug & alcohol testing, and if I refuse, I will not be allowed to practice or participate in any covered program activities. I have read the informed consent agreement and agree to its terms.

I understand this agreement is binding while I am a student in the EDGERTON LOCAL SCHOOLS system.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

## AS A PARENT/GUARDIAN/CUSTODIAN:

I have read the EDGERTON LOCAL SCHOOLS district drug testing policy and understand the responsibilities of my son/daughter/ward as a participant in activities in the EDGERTON LOCAL SCHOOLS district.

I pledge to promote healthy lifestyles for all student athletes in the EDGERTON LOCAL SCHOOLS system.

I understand that my son/daughter/ward, when participating in any covered program, will be subject to initial and random drug and alcohol testing, and if he/she refuses, will not be allowed to practice or participate in any covered activities. I have read the informed Consent Agreement and agree to its terms.

I understand this agreement is binding while my son/daughter/ward is a participant in athletics in the EDGERTON LOCAL SCHOOLS district.

\_\_\_\_\_  
PARENT/GUARDIAN/CUSTODIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT GUARDIAN/CUSTODIAN PRINTED NAME

\_\_\_\_\_  
WORK PHONE

**INFORMED CONSENT AGREEMENT**

We hereby consent to allow the student named on the reverse side to undergo drug testing for the presence of illicit drugs, alcohol, or banned substances in accordance with Policy and Procedures for Drug Testing of the EDGERTON LOCAL SCHOOLS District.

We understand that testing will be administered in accordance with the guidelines of the EDGERTON LOCAL SCHOOLS District Drug Testing Policy for student athletes.

We understand that any sample taken for drug testing will be tested only by a Board approved company.

We hereby give our consent to the company selected by the EDGERTON LOCAL SCHOOLS Board of Education, its employees, or agents, together with any company, hospital, or laboratory designated to perform testing for the detection of drugs.

We further give our consent to the company selected by the EDGERTON LOCAL SCHOOLS Board of Education, its employees, or agents, to release all results of these tests to designated School District employees or agents. We understand that these results will also be available to us upon request.

I, the student, hereby authorize the release of the results of such testing to my parent/guardian/custodian.

We hereby release the EDGERTON LOCAL SCHOOLS Board or Education, its employees or agents from any legal responsibility or liability for the release of such information and records.

This will be deemed a consent pursuant to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g as amended, and the Ohio Revised Code 3319.321, for the release of the test results as authorized by the Informed Consent Agreement or as required by law.