

COSHOCTON HIGH SCHOOL

Athletic Handbook Policy 2023-2024



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(Revised - June 2023)

1.00 THE ADMINISTRATION OF INTERSCHOLASTIC ATHLETICS

1.01 Non-discriminatory Clause

- A. Participation in the Athletic Program of the Coshocton City Schools is open to all students who meet the eligibility requirements. No person shall, on the basis of race color, creed, age, handicap, religion, sex, ancestry, national origin, place of residence, or social or economic background, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the Athletic Program.

1.05 Method of Handbook Revision

- A. The Athletic Handbook will be reviewed annually in May by a committee of no fewer than three Athletic Council members and the Athletic Director, or by action taken by the principal and or athletic director.
- B. The committee will present revisions to the Athletic Council.
- C. The Athletic Director will present the revised Handbook to the Board of Education for adoption.

1.10 Statement of Purpose

- A. The primary aim of the Coshocton Athletic Department is to insure there are substantial educational outcomes from a soundly conceived and executed program for the student body and the school community as a whole. Specific purposes are to promote the idea of being humble in victory and gracious in defeat, to provide an opportunity for young people to develop ideas, habits of fair play, initiative, achievement and self control, to create good morale and enthusiasm within the student body and to develop a wholesome competitive athletic program in which the Redskins are “always competitors and often winners.”
- B. Relationship of the program to the academic programs of the district.
 - 1. Interscholastic activities shall be an integral part of the total secondary school educational program which has as its purpose to provide educational experiences not otherwise provided in the curriculum, which will develop learning outcomes in areas of knowledge, skills and emotional patterns and will contribute to the development of better citizens. Emphasis shall be upon teaching “through” activities in addition to teaching the “skills” of the activities.
- C. The generalized objectives of the athletic program
 - 1. Competition should be equitable in order that full learning and enjoyment may be realized from game participation.
 - 2. The major emphasis on interscholastic athletics should be good skilled play and good sportsmanship.
 - 3. Every attempt should be made to provide favorable playing conditions in order that the competitive experiences of the students may be wholesome and result in the attainment of desirable attitudes and conduct.
 - 4. The interscholastic program should be offered in conjunction with a comprehensive instructional physical education and intramural program.
 - 5. The program should be financed by budgeted organizational and school funds rather than solely by admissions.
 - 6. The contest rules, regulations and supervision of the program should ensure the maximum protection of the health and safety of the players.
 - 7. Limitations should be placed upon the length of the sport season, the number of practice periods and the number of interscholastic contests played.
 - 8. Athletic events shall be played according to the contest rules and regulations approved and adopted by the OHSAA’s Board of Control.

1.20 Objectives of Participation

- A. Participation in interscholastic activities is a privilege to be granted to those students who meet the minimum standards for participation adopted cooperatively by Coshocton City Schools and the OHSAA.
- B. Through interscholastic participation, students will gain an understanding of the importance of the following:
 - 1. Teamwork and cooperation with peers
 - 2. Enjoyment of participation
 - 3. Individual team and school pride
 - 4. Good sportsmanship (i.e. respect others, respect rules and learn how to win and lose gracefully)
 - 5. Self-confidence and poise
 - 6. Establishing goals and the self-satisfaction of accomplishing goals
 - 7. Team and school loyalty
 - 8. Self-discipline
 - 9. Personal desires and perseverance
 - 10. Individual and team skills

1.30 Coaches' Code of Ethics

- A. Sportsmanship - Ethical Conduct and Fair Play
 - 1. The Coach will coach within the bounds of the rules for the sport.
 - 2. The Coach will support and conform to decisions, school policies and procedures, after they have been established both in fact and in spirit.
 - 3. The Coach will establish and maintain good rapport with faculty, administration, coaching staff, students and the community.
 - 4. The Coach will practice acceptable personal conduct before, during and after a contest.
 - 5. The Coach will utilize proper coaching technique, drills, and training methods
 - 6. The Coach shall not violate the conduct of ethics code approved by the Coshocton City Board of Education.
- B. Value of Athletics
 - 1. When all is said and done, recognize that sportsmanship must be taught just as skills must be taught. The value of athletics comes not merely from participation in sports and games. It comes when the teacher-coach takes the time to teach the lessons of life through athletics.
 - 2. The most important objectives of all games – class, intramural and interscholastic – is to learn to play and root hard while being fair to opposing players and treating officials with dignity
 - 3. In a discussion of sportsmanship, ideas that should be stressed include:
 - a) Spectators, players, and coaches have an obligation to accept the official's decision without crying, objecting, complaining, arguing, or fighting.
 - b) Visiting teams and fans are guests in the home team's house.
- C. Coach's Relationship with Officials and Opponents
 - 1. The Coach will set a good example for players and spectators.
 - 2. The Coach will teach sportsmanship and expect his/her players to display good sportsmanship.
 - 3. The Coach will respect and accept the judgment of officials.
 - 4. The Coach will keep all disagreements with officials on a professional basis.
 - 5. The Coach will not criticize officials or opposing coaches publicly or through the media.
 - 6. The Coach will strive to establish rapport with officials and opponents.

D. Coaches' Expectations

1. Coaches will refrain from the use of non-prescription chemicals and drugs. Coaches will not use tobacco on school grounds and property except in designated areas and never in the presence of students.
2. The Coach will refrain from the use of profanity in the presence of students.
3. Coaches should dress appropriately for activities. Common sense is the best guideline. Extreme manners of appearance do not appropriately represent C.H.S. athletics.

1.40 Administrative Organization

A. The Athletic Council will serve as an advisory link for the following Athletic Line of Authority:

Board of Education
Superintendent
High School Principal
Athletic Director
Head Coach
Assistant Coach
Volunteer Coach

B. The Coshocton City Schools' Board of Education is ultimately responsible for the athletic program of the school district. While the Board accepts that responsibility, it chooses to delegate the day-to-day management to district administrators. The Board of Education directs the following operational guidelines for the athletic program:

1. The Board of Education is the policy making body for the athletic program and in that manner will provide overall direction for the athletic program.
2. The superintendent while not directly involved in the daily management of the program, represents the chief administrative authority of the school district and therefore will find times when athletic decisions must be made. The superintendent reports to the Board of Education.
3. The principal will serve as the administrator most directly responsible for the athletic programs. The principal is expected to develop and maintain a quality program. The principal is responsible to the superintendent.
4. The athletic director of the high school is charged with the daily management of the overall program. It will be his/her responsibility to schedule games and events, officials, purchase uniforms and equipment, arrange transportation and to carry out related planning and organize activities. The athletic director is responsible for the management of ticket sales and may delegate management of ticket sales to a ticket manager. All decisions and activities within the athletic department should be made with the safety of participants and those involved as the foremost consideration. All decisions and actions are also expected to be made within the bounds of the governing rules, policies and regulations. The athletic director is responsible to the principal.
5. The Athletic Council, consisting of all head coaches, high school administrators, the superintendent and one (1) BOE representative, functions as an advisory link to the principal and athletic director.
6. Each head coach will direct his/her assistant coaches and program. The head coach is granted the authority to make decisions within the rules of the Ohio High School Athletic Association, the policies of the Board Of Education, and the administrative regulations. All head coaches and assistant coaches are responsible to the athletic director.

C. The athletic council is created by the principal and exists to assure representation in athletic decision-making. The athletic council serves at the pleasure of the principal. The athletic council becomes the advisory body for the interscholastic athletic program of the Coshocton City Schools. The Athletic council may make recommendations to the athletic director, principal, superintendent, and Board of Education to establish regulations governing the athletic program coaches.

1. The council may recommend the regulations that govern all sports in terms of purchasing and expenditures, ticket sales, student awards, student conduct, travel, student eligibility, and adding or discontinuing of sports.
2. The council shall meet at the pleasure of the principal.
3. The high school principal will serve as the chairperson of the council. All business of the council will be conducted in accordance with Roberts Rules of Order. An assistant high school principal will serve as chairperson in the absence of the principal.
4. The athletic council shall elect a recording secretary at the beginning of each school year.
5. Positions granted full voting rights on Athletic Council are:
 - a. High School Principal, Chairperson
 - b. Assistant H.S. Principals
 - c. Athletic Director
 - d. All head coaches

1.50 Affiliations

A. State Athletic Association

1. Membership – School

Coshocton High School will be a member of the Ohio High School Athletic Association. The Board of Education will follow the procedure for continuing membership, which is adopting a resolution authorizing membership for all middle, junior high and high schools under its jurisdiction no later than July 31 each year for the ensuing school year. The high school principal must sign and submit to the OHSAA the required membership, sports participation, and classification form each year. The membership period will be August 1 to July 31 of the following year.

2. Membership - Coaches

Coaches are encouraged to join the state and district coaches' associations for their individual sport and the National Federation of State High School Coaches Association (NFHS). The respective coach will pay membership dues.

3. Purpose

When properly organized and conducted, interscholastic athletics provide numerous opportunities for students to participate in activities which promote growth and development, teach social and recreational skills and develop leadership qualities. These values are more readily attained practices developed by professional leaders in education and when competing teams are members of, and follow the regulations approved by, a state athletic association.

4. Regulations

Coshocton High School will adhere to the regulations set forth and stated in the OHSAA Handbook for all sports.

5. Publications

Because of membership the school will receive the "Athlete" published by the OHSAA. Coaches are encouraged to subscribe to this publication individually. Membership in the National Federation will entitle the coach to the monthly issue of the National Federation News.

B. Conference or League

League affiliation is desirable. If league affiliation does not exist, the high school principal is authorized to explore all reasonable possibilities to ensure league membership

1. Coshocton High School will adhere to league regulations, and representatives will attend all league meetings.
2. League Handbook/Constitution and by-laws are on file in the principal's office.

1.60 Staff Orientation

- A. The athletic director will implement an orientation at the beginning of each school year with all coaching personnel of Coshocton. At that time the handbook of the Athletic Council will be reviewed along with all regular operating procedures. The intent will be to provide an awareness of the expectation the system has for all coaches and to also provide the coach with an information base that will give direction to his/her decisions and actions.
- B. The athletic director may elect to have seasonal or periodic meetings of any or all coaches at any time it becomes necessary.

1.70 Criteria for the Addition or Deletion of an Interscholastic Sport

A. Criteria to add an interscholastic sport at any level

1. When considering adding an interscholastic sport, a survey shall be taken the previous spring for the next academic school year of competition. The survey instrument shall be designed and distributed by the building principal. Twice the number of student athletes needed to play a new sport or team must indicate on the survey intent to play. Those student athletes should then meet with the athletic director and be asked to sign a form indicating they are going out for the new sport or team.
2. When considering sport expansion, gender equity guidelines will be considered.
3. There should be 50% more student athletes out for the team than are needed to participate in the contest or to make a team. For example, if girls' cross-country needs five (5) for a team, then eight (8) must turn out during the first week of the season according to OHSAA starting date.
4. Within a seventy-five-- (75) mile radius there shall be enough varsity teams to schedule each school twice and fill the maximum number of games as established by the OHSAA.
5. If a sport has an existing program, expansion of teams may be given preference.
6. The athletic department must be financially solvent before adding a new sport. The athletic director and/or head coach shall provide a written estimate of expenses for the new sport which should include uniforms, equipment, supplies, officials, facility, transportation, and coach. All must be within budget constraints.
7. League competition should be available.
8. Personnel to provide competent coaching should be available.
9. The Athletic Council may recommend the addition of a new sport or team. However, the Board of Education shall have the final authority in adding sport or team.

B. Criteria to delete an interscholastic sport at any level

1. If student athletes total less than needed to participate, (according to the chart below) the sport or team may be deleted. The number of participants will be determined at the end of the first week of practices as designated by the Ohio School Athletic Association.

	Minimum number needed to continue team	
Football	13	teams x 13
Golf	5	5
Volleyball	10	teams x 10
Soccer	15	teams x 15
Wrestling – HS	13	13
- 7/8	15	15
Basketball	10	teams 10
Swimming	7	7
Track	15	15
Baseball	12	teams x 12
Softball	12	teams x 12
Tennis	7	7

2. If schools within a 75-mile radius do not sponsor teams needed for a full schedule, the team of sport may be deleted. For instance: if a sport can schedule sixteen (16) contests and less than

- eight (8) teams are within the suggested mileage radius, then the team of sport may be deleted.
3. The athletic department may need to revamp the program to meet the needs of the community. Therefore, a sport or team may be deleted.
 4. If the athletic department experiences financial difficulties a team or sport may be deleted.
 5. If the revenue of the sport or team is less than expenditures, then the sport or team may be deleted. Alternatives before deletion may include:
 - a. Up to a 50% reduction in the number of scheduled contests be implemented
 - b. A sponsoring group may be requested to donate money to the athletic department to pay for all expenses.
 6. The Athletic Council may recommend the deletion of a sport or team. However, the Board of Education shall have the final authority in deleting a sport or a team.

2.00 PERSONNEL POLICIES

2.10 Requirements for Coaching Employment

- A. Qualifications. All coaches, whether paid or volunteer, shall meet these standards:
1. Hold a current Pupil Activity Validation from the Ohio Department of Education. (see below – c)
 2. Have good moral character.
 3. Demonstrate competence to perform the duties as evidenced by:
 4.
 - a. Ability to work effectively with pupils as documented by recent successful experience as determined by the board of education.
 - b. Knowledge of the sport as documented by:
Successful completion of a college or university course on the direction, supervision, or coaching of such an activity.

AND

Successful experience as determined by the board of education

Knowledge of applicable rules and regulations as established by the Board of Education

- B . Requirements for employment. All coaches, whether paid or volunteer, shall meet these standards.

1. Submit an FBI and BCI background check.
(expense paid by applicant.) FBI renews every 5 years, BCI is completed once.
2. Complete coaching application (form 290A).
3. Copy of Current Pupil Activity Validation prior to first practice. (see below – c, expense paid by applicant and completed every 3 or 5 years depending on type of licensure).
4. Current CPR Certification prior to first practice (expense paid by applicant and renewed every 2 years).
5. NFHS Fundamentals of Coaching Class Certificate (expense paid by applicant, 1 time only).
6. Concussion in Sports Class Certificate (free on NFHS website, renewed every 3 years)..
7. Sudden Cardiac Arrest Training (Lindsay’s Law, free and completed every year).
8. PBIS training (either through Public Works or Coaches Tool Chest).
9. Public Works training as assigned by the Athletic Department.

- C. Requirements for Pupil Activity Validation.

1. Show evidence of successful completion of ONE of the following within the last two years:

- OR
 - a. A four-hour, first aid training course as approved by the Ohio Department of Education.
 - b. A College or University course on health and safety of participants in a Pupil Activity Program.
- OR
 - c. Coaches Tool Chest training courses

D. Obtaining Initial Pupil Activity Validation

- 1. Three year Pupil Activity Validation is processed upon:
 - a. Submitting application to the Ohio Department of Education
 - b. Paying the fee as indicated on the application.
 - c. Proof of completion of a program within the last two years.
- 2. Individuals who have had teaching certificates or licenses revoked or whose certificates are under administrative review will not be eligible for Pupil Activity Validation.
- 3. Employment as a coach, paid or volunteer, is contingent upon holding the validation.

E. Renewal of Pupil Activity Validation

- 1. Individual must show evidence of successful completion of an approved first aid program as specified within the last two calendar years prior to the expiration date of the validation.
- 2. Submit application and fee to the Ohio Department of Education.

F. Coaching contracts shall be for a period of one year.

- G. If a staff member and an established non-teaching coach apply for a coaching position, both will have the opportunity to interview with the Athletic Director and Administration, the Athletic director making the final decision.

Once a non-teaching coach has been hired, future contracts may not be awarded until staff members are given consideration. An established non-teaching coach will not necessarily be displaced by a staff member.

With the increased need to use non-teaching coaches, the following additional requirements will apply:

Non-teaching coaches will—

- 1. Demonstrate experience or high interest in the respective sport
- 2. Be able to make the time commitment which the job requires
- 3. Seek to develop good communication with the head coach and/or the Athletic Director.
- 4. Be responsible directly to the head coach and/or the Athletic Director
- 5. Adhere to all rules, regulations and policies that govern the athletic program and personnel within
- 6. Be paid according to salary schedule

- H. Volunteer coaches are subject to all regulations and procedures set down herein. "Volunteer" is defined as follows: "Volunteer—a person from the community who contributes his/her services on a regular basis."

1. Volunteers must meet all state and local regulations to direct pupil activity including:
 - a. Criminal record check
 - b. Pupil Activity Validation
 - c. CPR
 - d. Complete Application
 - e. NFHS Fundamental of Coaching Class
 - f. Concussion in Sports
 - g. Sudden Cardiac Arrest
 - h. PBIS Training
 - i. Public Works as assigned by the athletic department
2. Volunteer coaches will be assigned to help coaches provide better instructional services to students.
3. Volunteer coaches will not be assigned to relieve coaches of their teaching responsibilities.
4. All Volunteer coaches shall be under the direct supervision of a head coach who shall be responsible for their direction.
5. Under no circumstances shall volunteer coaches be assigned any of the following responsibilities:
 - a. Supervision of students without appropriate co-supervision by a duly hired member of the coaching staff.
 - b. Prescribing daily practice plans.
 - c. Directing and/or controlling the studies of pupils.
 - d. Evaluating an athlete's growth and development other than through communication with the head coach.
 - e. Making reports to parents, guardians or school administrators with respect to any teacher or other certificated employee's competency, level of preparation, classroom discipline, working environment or any other aspect related to the evaluation of certified personnel.
 - f. Prescribing disciplinary action in relation to pupils.
 - g. Excusing pupils from attendance or participation in any classroom or school related activity.
 - h. Control of keys
6. The head coach will provide training for volunteer personnel.
7. The superintendent will recommend volunteer coaches in the system and approved by the Board of Education.
8. Volunteer does not:
 - a. Receive any compensation for services
 - b. Treat any injuries sustained by students, though appropriate first aid may be applied. An exception could be made if the volunteer was trained to treat that injury.
 - c. Assume the sole responsibility for a student or group of students

9. A volunteer is liable for his/her actions as any citizen in conjunction with injuries, transportation of athletes,

2.20 Coaching Expectations and Responsibilities

- A. All coaches will strive for professional and personal relations with the building principal, district athletic director, coaching staff of the school, participants, student body, faculty, parents, community, news media, game officials, and opponents.
- B. The head coach will have responsibilities to attend league and district meetings, to motivate staff and players toward desired goals, to give quality instruction, to teach fundamental skills, to care for equipment and inventory equipment, to care for athletic injuries, to supervise and discipline participants, to follow purchasing procedures, to devote time and energy to coaching duties, to set goals for focusing improvement, to follow school district, league and OHSAA policies, and to care for the facilities.
- C. All coaches will support the Board of Education Policy on Sportsmanship (see Appendix 220A)
- D. Head Coaches are expected to ride the team bus to and from away contests unless prior arrangements are approved by the Athletic Director.

2.30 Professional Meetings

- A. Coaches may use their own discretion in the selection of clinics and state tournaments as long as they meet the following:
 1. Head Coach (limited to a maximum of five days of professional athletic leave annually regardless of number of sports)
 - a. Two day professional leave for clinics
 - Substitute teacher paid by Board of Education
 - Registration and mileage must be included in the athletic budget and noted as clinic expenses.
 - b. One day professional leave for state tournament as a spectator
 - Substitute teacher paid by Board of Education
 - No reimbursements for state tournament expenses
 2. Assistant Coach (limited to a maximum of three days of professional leave annually)
 - a. One day professional leave for clinics
 - Substitute teacher paid by Board of Education
 - Registration, mileage must be included in the athletic budget noted as clinic expenses.
 - b. One day professional leave for state tournament as a spectator
 - Substitute teacher paid by Board of Education
 - No reimbursements for state tournament expenses
 3. Coaches must apply through the building principal for leave approval both forms should be turned in one (1) month in advance.
- B. Exceptions to the preceding policy may be considered only upon application. Such exceptions must involve special honors, opportunities, or assignments, which may be considered too valuable or important to be missed.
- C. Professional meeting procedures are subject to change according to the financial condition of the school district.

2.40 Job Descriptions

- A. ATHLETIC DIRECTOR – Qualifications:
1. Ohio teaching certificate is preferred
 2. Training and/or extensive experience in general area of athletics
 3. Ability to work with people in a positive manner
 4. Ability to manage an overall athletic program
 5. Honesty and integrity
 6. Knowledge of OHSAA Rules
 7. Awareness of importance of public relations in an Athletic Program
 8. Other qualifications as the Board of Education may deem appropriate

B. RESPONSIBLE TO THE HIGH SCHOOL PRINCIPAL

Job Goal:

To manage the athletic program on a day-to-day basis in accordance with the OHSAA rules, the administrative regulations, and the policies of the Board of Education. To further assure that the athletic program is directed in a manner that achieves substantial educational outcomes.

Specific Duties of Athletic Director

1. Schedule all athletic events, officials for same, and the special programs related to athletics with approval of principal
2. Schedule the use of facilities for practices and contests.
3. Purchase equipment, services, and supplies in accordance with the Board's established purchasing procedures.
4. Maintain an accurate system of accounting for all monies, equipment and supplies, athletic events and all school records.
5. Keep all coaches well informed regarding procedures and responsibilities of the respective sports.
6. Assist the principal and central office administrators in filling all coaching positions.
7. Maintain, with the principal's approval, a uniform awards system for all sports.
8. Work cooperatively with the intramural director in scheduling and using facilities and equipment.
9. Approve and arrange for media coverage of athletic events.
10. Arrange transportation for all sports
11. Schedule auxiliary personnel
12. Schedule physical exams for the athletes.
13. Generally, responsible for supervision at home athletic events when there is significant public attendance.
14. Other duties as assigned by the principal.

B.Title: HEAD COACH – Qualifications

1. Ohio certification as a teacher is preferred
2. Maintain current Pupil Activity Validation
3. Maintain current CPR
4. Training/experience as a player/coach in the respective sport
5. Ability to work with youth and others in a positive manner
6. Honesty and integrity
7. Full compliance with the coaching requirements of the OHSAA
8. Other qualifications deemed appropriate by Board of Education

Job Goal of Head Coaches:

To direct the respective program by assigning duties to the assistant coaches and establishing training and other rules for students involved. The head coach is expected to develop and maintain a successful program, but to do so with integrity and within the bounds of the established rules and fair play.

RESPONSIBLE TO THE ATHLETIC DIRECTOR

Specific Duties:

1. Pre-Season

a. Review schedule

- Bus departure times to athletic director two weeks prior to season
- Ascertain where away contests are to be held

b. Check student eligibility

- Submit names of all players to the athletic director's secretary at least two weeks prior to the season opener. Athletes will be certified for academic eligibility.
- Students must be given, and sign, the athletic code of conduct prior to the first practice.
- Coaches must make certain all athletes have completed a physical exam. OHSAA physical forms are on file in the athletic director's office. Make certain all pages are signed by the athlete and parent.
- Coaches must have in their possession, the Emergency Authorization for each athlete whenever they are at practice or at a contest. Blank forms can be obtained from office personnel (or tear-out copies, if available). No student may participate without code of conduct, physical, emergency authorization on file.

c. Keys

- Obtain keys to appropriate areas from the office secretary or athletic director.

d. Purchasing equipment

- Determine equipment inventory and season needs.

--No items may be purchased without prior approval of the A.D. Purchase orders are required for all expenditures. Any expenses incurred without proper purchase order will become the responsibility of the individual.

- e. Review rules, OHSAA regulations, Athletic Handbook
- f. Two weeks prior to the beginning of practice provide the Athletic Director with a copy of any rules and regulations for approval. Provide a place for the athlete and his/her parents to sign they have received and will abide.
- g. Attend rules interpretation meetings.
- h. Work cooperatively with appropriate Booster Club on non-essential needs of the program.
- i. If off-site practices or games are held, have the student and parent complete the off-site practice form and a copy turned in to the Athletic Office. (Form 350I)
- j. Train all assistants, and at least two responsible players, in emergency procedures
- k. Submit a detailed Emergency Plan to the Athletic Director at least two weeks prior to first practice.

2. Season

- a. Develop regular communication with the Athletic Director.
- b. Check school mailbox and email on a regular basis.
- c. Devote time necessary for the job.
- d. Supervise students at all times. Students are never to be left unsupervised on premises, traveling to or from contests, or at away contests.
- e. Establish and publish practice schedules, bus times, and contest times.
- f. Submit a pass list for participants to the ticket manager if applicable.
- g. Notify the Athletic Director whenever a student athlete quits or is no longer on the team.
- h. Assume responsibility for student athletes at all practices and contests (pay particular attention to arrival and departure times of students).
- i. Assume responsibility for properly securing facilities used at the end of practice sessions and contests. (Lock first-aid room, stadium, rest rooms, storage rooms, outside gates, and doors, turn off showers and lights.)
- j. Announcements for P.A. must be submitted by 7:15 a.m. for the morning announcements to the school secretary.
- k. Absences from school for athletic reasons should only be through established procedures.
- l. Rigorously enforce transportation guidelines.
- m. Scheduled contest dates and times should not be changed without prior approval of the Athletic Director.
- n. Accompany the team to and from all contests unless prior arrangements are approved by the Athletic Director..

3. Post Season

- a. Collect and inventory equipment. Store all equipment at the school.
- b. Complete end of season report for Athletic Director prior to final pay.
 - evaluation of assistant coaches
 - inventory
 - awards' list
 - season summary
 - budget request for following season
 - season closing checklist (Form 240A)
- c. Conduct Awards' Presentation
- d. Return keys to Athletic Director if not returning to coach.

4. Assume other duties as assigned by the principal or athletic director.

C. Title: ASSISTANT COACH (includes 7th/8th/9th grade coaches)

Qualifications

1. Ohio certification as a teacher is preferred
2. Experience or interest in the respective sport.
3. Ability to work with youth and others in a positive manner.
4. Honesty and integrity.
5. Ability and willingness to carry out the assignments and expectations of the head coach.
6. Other qualifications as the Board of Education may deem appropriate.

RESPONSIBLE TO HEAD COACH OF RESPECTIVE SPORT

Job Goal:

To carry out assigned duties with integrity and to coach within the bounds of the rules and fair play.

Specific Duties:

1. Be familiar with and follow the pertinent OHSAA rules, administrative regulations and board policies.
2. Accept duties as assigned by the head coach and complete to the best of ability.
3. Assume responsibility for the coaching, safety and general well being of assigned students.
4. Accept other duties as assigned by the principal, athletic director, or head coach.

D. Title: TICKET MANAGER – Qualifications:

1. Experience or interest.
2. Ability to work with the public and school personnel in a positive manner.
3. Honesty and integrity.
4. Organizational skills.

5. Ability and willingness to carry out the assignments and expectations of the athletic director.
6. Ability to utilize technology to set up ticket sales and run game reports for online ticketing.
7. Other qualifications as the Board of Education may deem appropriate.

RESPONSIBLE TO THE ATHLETIC DIRECTOR

Job Goal:

To accurately and efficiently arrange athletic ticket sales

Specific Duties:

1. Arrange ticket publicity to newspapers, radio, tower communications, social media
2. Arrange ticket sales
 - a. season –ticket
 - b. season—student (H.S., Sacred Heart, grade schools)
 - c. pre-game single student tickets – home and away
 - d. order and pre-arrange ticket sales
3. Arrange for ropes for reserve seats when necessary.
4. Complete ticket sales report for each contest.
5. Employ and supervise ticket clerks and gate workers for all sport activities.
6. Get change before games.
7. Prepare a checklist of supplies to be taken to the ticket booth.
8. At the end of the season, prepare a list including payment due his workers—submit to the Athletic Director.
9. Supervise ushers.
10. Deposit all monies, giving duplicate copies to the school treasurer.
11. Order tickets during pre-season for all sports.
12. Attempt to renew prior season ticket holder’s requests first.

E.Athletic Trainer

See Appendix 240E for Athletic Trainer Guidelines

2.50 Evaluation (a conference and review of the written evaluation form)

A. Evaluation Procedures

1. Head coaches will evaluate all assistants in their program
2. The principal or his/her designee will complete a written evaluation of head coaches

The principal or his/her designee may evaluate any coach when he/she deems it necessary
3. The superintendent may evaluate any person in the athletic department when he/she deems it necessary

4. Evaluations will be completed at the end of the contract year
5. Evaluation forms will be filed at the Board of Education offices

B. Evaluation Form – See Form 250B1 in back of Book

2.60 End of Season Obligations

A. Team record and scores – Season summary – See Form 260A

The head coach will fill out a season summary sheet, awards sheet, inventory, budget request and coaches’ evaluation forms. The summary sheet and award sheets are due before the athletic banquet. Inventory and evaluation forms will be completed within two weeks after the last game. The budget form for the following year will be turned in as follows:

Fall sports-----January 1
 Winter Sports-----April 1
 Spring Sports-----May 1

- B. List of letter winners and participants –See Form 260B
- C. Inventory – See Form 260C
- D. Budget request – See Form 260D
- E. Season Closing Report – See Form 240A

2.70 Coaching Salary Schedule – (See the Master Contract)

2.80 Athletic Positions –

The following is a list of athletic department positions:

- All Sports
- Athletic Director
- Ticket Manager

FALL SPORTS

- Varsity Cheerleader and mascot advisor (also winter sports)
- 9th Grade Cheerleader Advisor
- 7th and 8th grade cheerleader advisor (also winter sports)
- Head varsity football coach
- Assistant varsity football coaches (4 positions; JV Coaches)
- 9th grade football coaches (2 positions)
- 8th grade football coaches (2 positions)
- 7th grade football coaches (2 positions)
- Head varsity golf coach
- Head varsity volleyball coach
- Assistant varsity volleyball coach
- JV volleyball coach
- 9th grade volleyball coach
- 8th grade volleyball coach
- 7th grade volleyball coach
- Head boys’ varsity soccer coach
- Assistant boys’ varsity soccer coach (JV)
- Head girls’ varsity soccer coach
- Assistant girls’ varsity soccer coach

WINTER SPORTS

High School cheerleader and mascot advisor (also fall sports)

9th grade cheerleader advisor

7th and 8th grade cheerleader advisor (also fall sports)

Head varsity boys' basketball coach

Assistant varsity boys' basketball coach

JV boys' basketball Coach

9th grade boys' basketball coach

8th grade boys' basketball coach

7th grade boys' basketball coach

Head varsity girls' basketball coach

Assistant varsity girls' basketball coach

JV girls' basketball coach

9th grade girls' basketball coach

8th grade girls' basketball coach

7th grade girls' basketball coach

Head varsity boys' and girls' swimming coach

Assistant boys' and girls' swimming coach

Head Varsity wrestling coach

Assistant varsity wrestling coach (JV Coach)

7th/8th grade wrestling coach

Assistant 7th/8th grade wrestling coach

SPRING SPORT

Head varsity baseball coach

Assistant varsity baseball coach

JV baseball coach

Assistant JV baseball coach

Head varsity boys' tennis coach

Head varsity boys track coach

Assistant varsity boys' track coach

7th/8th Boys' grade track

Head varsity girls' track coach

Assistant varsity girls' track coach

7th/ 8th grade girls' track coach

Head Varsity softball coach

Assistant varsity softball coach

JV softball coach

Assistant JV softball coach

2.90 Personnel Forms

- A. Coaching application – see form 290A
- B. Evaluation form – see form 250B
- C. End of season report forms – see form 260A and 260B
- D. Request to attend a professional meeting. (Required form may be secured in the principal's office and is to be submitted to the athletic director).

3.00 FINANCIAL REGULATIONS PURSUANT TO ATHLETICS

3.10 Annual Budget

- A. Head coaches will receive budget request forms two weeks before date of season-ending awards' programs
- B. Dates of preparation of budget and inventory are as follows:
 - Fall Sports -----January 1
 - Winter Sports-----April 1
 - Spring Sports-----May 1
- C. Annual budget will be prepared by the Athletic Director and reviewed by the Budget Committee.
- D. The Athletic Director on forms from the treasurer's office will submit Board of Education activities budget.
- E. Non-included items (e.g. utilities, field and building maintenance, and construction charges) are borne by the Board of Education.
- F. the Board of Education reimburses the athletic department in two areas:
 - 1. The current price of a general admission ticket for each activity pass admission to athletic events will be reimbursed. Each employee in the Coshocton City Schools who is a member of a recognized bargaining unit is issued an activity pass.
 - 2. The current price of a general admission ticket for each Golden Redskin pass used at athletic events will be reimbursed.

3.20 Purchasing

- A. All purchases will be authorized by the Athletic Director
- B. Coaches will recommend purchases.
- C. Requisitions will be used for all purchases. Requisitions for money should be turned in two weeks in advance of the date money is needed. Clinic requisitions need to be submitted a month in advance.
- D. Procedures to be followed in purchasing are:
 - 1. Review sport budget to determine item is included.
 - 2. Determine cost of items and vendor.
 - 3. Complete requisition and submit it to the Athletic Director for approval.
 - 4. If AD approves, he will send a requisition to the Superintendent and Treasurer.
DO NOT ORDER ITEMS UNTIL REQUISITION HAS BEEN ASSIGNED A NUMBER BY THE TREASURER'S SECRETARY. ALLOW TWO WEEKS FOR THE NUMBER TO BE ASSIGNED.
 - 5. When the numbered and signed white copy of the requisition is returned to you, you may contact the vendor to place an order. Make certain the vendor has the requisition number.
 - 6. When items arrive, inform the AD in writing that materials have been received.
 - 7. Failure to follow purchasing procedures may leave you liable for the amount of the purchase.

3.30 Financial Statement

- A. Annual statement will be submitted to the Board of Education for the July meeting.
- B. A fund balance (cash minus outstanding purchase orders) for the athletic department will be submitted at each athletic council meeting.

3.40 Inventory of Equipment

- A. Procedures for equipment control

The head coach of each sport is responsible for the equipment and the control of its use. The head coach will have a form signed and dated by the athlete for the equipment issued.

- B. All coaches are to maintain accurate records of equipment issued and returned.
- C. Date inventory due to the Athletic Director.

The inventory for each sport shall be submitted on the order form (form 260C) by the head coach to the athletic director two weeks after the last contests.

- D. Procedures for discard of equipment

The head coach, through documentation of date of purchase and years of usage, can discard equipment with approval from the athletic director. The equipment is not to be given to student athletes. Equipment, which is not safety equipment, may be sold.

- E. In- and out- of season storage

All equipment will be stored in designated storage areas in the school facility.

- F. Returning of equipment by student athletes

A student athlete shall return all equipment that belongs to the school to the coach on the designated date set by the coach. When a student fails to turn in equipment the coach will contact the parent after trying to get the student to return said equipment. The student will then be placed on the obligations list until he/she pays a replacement cost for particular equipment or the equipment is turned in to the coach. Students must clear athletic obligations prior to continued participation in interscholastic athletics.

3.50 Transportation Procedures

- A. The transportation of athletes and all teams will be via school buses. When special conditions arise, other arrangements may be made to lease or borrow an approved vehicle. In such circumstances the van shall not be rated any higher than nine passengers shall, and a coach or school employee will drive it only if properly certified. The Board of Education's' policy for Transportation by Private Vehicle is included see Form 350A.
- B. Two weeks prior to the beginning of each athletic season, the athletic director will submit to the Board of Education office the listing of trips for the season. The list will clearly indicate sport, date, destination, and departure/return time. If there are any changes or cancellations, the form (Request for Athletic bus or Change) should be submitted to the Board of Education office as soon as possible.
- C. When any athletic team is traveling the only individuals that should be on the bus are the coaches, adult chaperones, the team and the support personnel for the team. The persons responsible for deciding who may be transported are the head coach, principal, and athletic director. The coach will have a seating chart available. Fans, spouses of coaches, and coaches' children who are not members of the team are not to be transported on Coshocton City School buses. In case of special circumstances or emergencies the coach may place other students or adults on the bus by appointing them emergency passengers.

- D. Once the team and all personnel are on the bus, the driver is then in charge of the bus and the personnel on board. However, the coaches and school employees are expected to provide assistance to the driver, when necessary, to maintain good discipline on the bus.
- E. Drivers will be assigned to the athletic trips in accordance with the regular extra-trip procedure.
- F. Coaches are to validate trip tickets upon return. Show time of departure, travel time, and time of return. Indicate the exact time of return. Indicate exact time of return – driver will add extended time, if applicable.
- G. If coaches schedule clinic type events (including college or pro games) for their athletes it may be necessary to use drivers other than school personnel. In such instances, permission should include a clear statement that parent/adult volunteer drivers will be used.
- H. Parent transportation. On some occasions, it may be necessary for parents to transport their son/daughter home from a contest. Coaches must receive written notification from the parent indicating it. Athletes not on the return bus must be transported by their parents/guardian.
- I. If coaches schedule activities that require athlete attendance at competitive events that are indirectly related to their sport (e.g., weightlifting), the procedures in this should be followed.
- J. In a sport where the regular practice and/or home competition occurs away from the school site (e.g. golf, baseball, softball, soccer and football), a permission form must be signed by the parent at the beginning of the season. Such permission form would acknowledge approval for the athletes getting to such sites on their own. (see form 350I).

3.60 Gate Revenue

- A. Admission charges will be reviewed by the Athletic Council at the last meeting of the school year. The Athletic Council will accept the athletic league's admission prices. Further, they will submit to the superintendent for recommendation to the school board suggesting changes in admission charges.
- B. All gate receipts will be deposited in the athletic activity fund.
- C. All depositing and internal accounting of gate revenue will be done according to Ohio Revised Code.
- D. At the end of the winter season 10% of the gate revenues from fall and winter sports will be transferred to the Special Projects Account.
- E. Coshocton High School may charge to park for football, basketball and wrestling contests. The charge will be \$2.00 per vehicle. Parking passes can be purchased for \$5.00 from the athletic department for the year or will be issued free of charge with the purchase of any season ticket package.

3.65 Special Projects Account

- A. The Special Projects Account may be used for expenditures exceeding \$1000 which are not considered "operational" on an annual basis. Examples of possible purchases include weight room equipment, wrestling mats, goal posts, discus cage, bleachers, PA systems, etc. Examples of items not included are officials, uniforms, balls, transportation, scorebooks, first aid equipment, awards, entry fees, lodging, meals, clinics, etc.
- B. The Budget Committee of the Athletic Council will request expenditures of funds from the Special Projects Account with appropriate administrative authorization.

3.70 Ticket Information

- A. The Athletic Director is responsible for procurement of all tickets.
- B. In sports where there is a pre-season sale of tickets, first preference is given to previous ticket holders.

C. Ticket prices

1. Football
 - a. adult season reserved \$35.00
 - b. adult general at the gate \$7.00
 - c. student general at the gate \$5.00
2. Basketball
 - a. adult season reserved \$80.00
 - b. adult general at the gate \$7.00
 - c. student general at the gate \$5.00
 - d. GBKB adult season pass \$80.00
3. All Sports Package
 - a. All Events/All Levels \$150.00/Ticket
4. 7th/8th Grade Sports Package
 - a. All Jr. High Events Adults \$50.00
5. Other Varsity Sports
 - a. VB, WR, SW adult general admission \$7.00
 - b. VB, WR, SW student general admission \$5.00
6. Track, Seventh & Eighth Grade, Freshmen, Single JV Games
 - a. adult general admission \$5.00
 - b. student general admission \$3.00
7. Punch Cards
 - a. 10 punches - Varsity \$70.00
 - b. 10 punches – Lower Level (JV and below) \$50.00
8. Staff Activity Pass
 - a. covers general admission
9. Golden Redskin Pass
 - a. covers general admission
10. Lifetime Pass
 - a. covers general admission
11. In order to upgrade an Activity Pass, a Golden Redskin Pass, or a Lifetime Pass to a reserved seat, the bearer must pay the difference between season general admission and season-reserved seat.

3.80 Ticket Procedures

The Coshocton High School Athletic Council, recognizing certain individuals who by virtue of present or past affiliation and service to various student activities, and/or recognizing certain negotiated agreements by the Board of Education, establishes the following list of names or positions to be issued activity passes, season tickets for Boys' Basketball and Football, and/or life-time passes to all regular season home athletic events – (no tournaments.)

- | | | |
|----|---|--|
| A | Board of Education
. | 1 activity pass or
2 reserved tickets |
| B | Treasurer of Board of Education
. | 1 activity pass or
2 reserved tickets |
| C | Superintendent
. | 1 activity pass or
2 reserved passes |
| D | Director of Curriculum and Instruction
. | 1 activity pass or
2 reserved passes |
| E | Staff (classified and certificated)
. | 1 activity pass or
2 reserved passes |
| F | High School Principal
. | 1 activity pass or
2 reserved passes |
| G | Assistant High School Principals
. | 1 activity pass or
2 reserved passes |
| H | Stats, managers, players, and music students during their respective
season only via a list at the door and approved by the Athletic Director. | |
| I | Football field caretaker
. | 2 reserved tickets |
| J | Physicians who serve as team physician at games and for physical examinations
. | 1 reserved ticket |
| K | Mayor, Service Director, Law Director
. | 2 season tickets each |
| L | Visiting teams shall receive a number of passes consistent with league agreements
. | |
| M. | Head Coaches (take care of staff); band directors and others responsible for programs will be allowed a maximum of eight (8) individual passes to be distributed to family, out-of-town visitors, and college personnel. The above individuals must contact the Athletic Director or principal for such passes. | |
| N. | Clergy Pass – If clergy buys a season ticket in football and boys' basketball they may be issued a pass to all other sporting events if the clergy requests the pass. | |
| O. | <u>Tournament Ticket Policy for Coaching Staff</u> | |
| | 1. No State Tournament tickets will be purchased through the Athletic Department for attending the State Tournament when your team is not participating. | |

2. The following procedure will be used for purchase of tickets for Coaches when competing in the Sectional, District, and Regional Tournaments.
 - a. Head Coach – 4 Tickets
 - b. Assistant Coaches – 2 Tickets

3.90 Financial Forms

A. Budget Request

The budget request form is sent to each head coach at the end of the season by the Athletic Director (Form 260D)

B. Game Ticket Report

This is turned into the Athletic Director by the ticket manager at the end of each season

C. Professional Leave Request/Expense Request

The professional leave request form is received from the principal's secretary. Receipts must be attached to the reimbursement request. This should include the following: transportation and registration.

D. Game Workers' Pay

A requisition is written by the ticket manager to pay his/her workers at the end of each season.

4.00 General Athletic Policies

4.10 Scheduling of Events

- A. The Athletic Director is responsible for scheduling all interscholastic sporting events and related activities.
- B. The Athletic Director will follow the OHSAA rules and regulations in scheduling events.
- C. The Athletic Director will work within the league commitments to develop a full schedule of events.
- D. All contests will be by contractual agreements.
- E. Invitational considerations
 1. Each sport shall be permitted to participate in two away invitationals per season. If a sport hosts an invitational at Coshocton, that sport will be permitted to attend one additional invitational (beyond the two above). Any additional invitationals require approval from the Athletic Director. An invitational will be defined as five (5) or more teams. There is no limit on triangular or quads.

4.12 Thunder and Lightning

- A. If thunder and/or lightning can be heard and/or seen, stop activity and seek protective shelter immediately.

- B. In situations where thunder and/or lightning may or may not be present yet one can feel the hair stand on end of skin tingle, immediately assume the following crouched position: drop to the knees, place hands/arms on legs, and lower the head. Do not lie flat.
- C. In the event that either situation should occur, allow thirty minutes (30) to pass after the last sound of thunder and/or lightning strikes prior to resuming activity.

4.15 Publicity and Promotion

- A. The Athletic Director is encouraged to promote and publicize the athletic program of the Coshocton City Schools.
- B. Head coaches are expected to publicize and promote their individual sports.
- C. Any special promotion should be cleared through the Athletic Director.

4.20 Procedure for Hiring Officials

- A. The Athletic Director will follow the OHSAA procedure for hiring Officials.
- B. The Athletic Director will work with the head coach of each sport in evaluating officials for assignment.
- C. Contracting will be done by the Athletic Director.
- D. Conference or league procedures for assigners will be adopted.
- E. Officials pay scale (Appendix 420E):
 - 1. Consider what surrounding schools are paying
 - 2. Follow league adopted pay scales

4.30 Use of Athletic Equipment and Facilities

- A. Uniforms or athletic equipment are not to be used as regular wearing apparel.
- B. The Athletic Director will use discretion in lending equipment to non-school personnel.

4.35 Crowd Control

- A. It is the task of all involved to develop and maintain a wholesome and safe environment for all athletic contests.
- B. The people who share the responsibility for crowd control are security personnel, administrators, coaches, cheerleader advisor, band director, parents, students, and the game announcer.

4.40 Practice Sessions

- A. Coaches should use good judgment in scheduling practices. Sunday practices should be avoided and used only under special circumstances, and after having been cleared through the athletic principal. Coaches should be attuned to the need to observe family holidays.
- B. When school is closed to weather conditions, seventh, eighth, and freshman teams will not practice. A varsity coach's decision to practice must be respectful of safety conditions, parents' wishes regarding travel, and notification will be made by telephone or team app. No radio announcements are permitted.

4.45 Weight Training Program

- A. The weight training program at Coshocton High School is intended to be a comprehensive program. That is to say, it is totally open and available to all students, male and female; athletes and non-athletes. Because there are different weight training needs for different sports, the aim will be to provide weight training for the desired activities of the respective coaches. While the principal emphasis will be on bench and squat, other activities can be provided. Individual coaches should work with the weight training coach to establish specific programs.
- B. The following guidelines will direct the program:
 - 1. The program must be marked by a cooperative relationship among all coaches.
 - 2. Weight training is viewed as a supplement to the athletic program and not to be an end in itself.
 - 3. While weight training will be offered year-round, students will be urged to participate fully in the athletic program and not to forgo participation just to concentrate on lifting.
 - 4. The weight training coach will sincerely strive to meet the needs of other coaches.

4.50 Locker Room and Facility Responsibilities

This area is addressed under job description.

4.60 Athletic Injuries

- A. All students will have physicals prior to participating or playing a game.
 - 1. All physicals must be signed by the doctor, parent and student. (Coach check)
 - 2. All physical forms are to be turned in to the Athletic Director and kept on file in his office.
 - a. On the same date, waiver of premium, athletic agreement and travel permission shall be turned in to the Athletic Director.
 - b. Emergency medical forms shall be turned in to the Athletic Director. A copy must be with the team at both practices and games.
 - 3. A visual check of the athlete should be made by the coaches prior to the first practice. This is done in order to note any abnormality, difference in pupil size, rashes, sores, cuts, etc.
- B. All coaches must maintain a current Pupil Activity Permit and all other required certifications..
- C. A phone within 400 yards of practice or playing field shall be available at all times. Emergency phone numbers will be kept by all coaches.
- D. Each coach is required to have available an appropriately packaged first aid kit. (See Appendix 460A for first aid kit minimum contents)
- E. If there is one coach, the coach should stay with the injured athlete. A manager or other designated person should make the phone call. In a sport where there are two or more coaches, one of the coaches should be designated to make the call.
 - 1. Coaches shall have available a complete medical kit and water available at all practices and playing sites.

2. The emergency squad shall be notified and given a schedule of all athletic events. They will be requested to be at varsity football.
- F. Any injury must be recorded- one copy to remain on file with the trainer and one to the Athletic Director. Forms may be obtained in the principal's office.
- G. An injured athlete shall not participate until cleared (in writing when applicable) by an attending physician.
- H. Coaches must observe OHSAA Guidelines for Reducing the Risk of Contracting HIV and Other Blood borne Infections in the Athletic Setting. (See Appendix 460B)
- I. In the event of a student accident or illness, coaches should:
1. If properly trained, administrator first aid.
 2. Summon professional medical assistance if needed (See Emergency Procedures)
 3. Notify parents by telephone or written report. Contact parents immediately if an accident indicates professional medical care required.
 4. Notify the appropriate administrator.
 5. File with the school office an Accident Report as soon as possible detailing all pertinent facts.

4.61 Emergency Procedures- Immediate

- A. Determine if emergency medical assistance is required.
1. If yes, proceed to letter B
 2. If no, proceed to letter E
- B. Administer appropriate first aid if properly trained or if prudence requires. Stay with the athlete until medical assistance arrives.
- C. Send a responsible, previously trained individual to call 911 to summon medical assistance and to call parents/guardians.
1. When calling 911 be sure to indicate
 - Your name
 - Where the emergency is located
 - Telephone number where you are calling
 - Brief description of what happened
 - How many persons need help
 - What has been done, or is being done, for the victim(s)
 - Be sure to be the last to hang up
 2. When calling parents in a situation requiring 911 summons for Assistance:
 - Use the emergency authorization phone numbers
 - If possible, confirm with the athlete the current location of parents/guardians.
 - Remain calm and in control. Inform the parent an injury/illness has occurred and that medical assistance has been summoned.
 - Provide as much information as you can to the parent without diagnosing the injury/illness.
 - If the parent has no available transportation to school or the emergency room, discuss other alternatives (neighbor, friend, taxi, etc.)

- D. If parents arrive to accompany the athlete, the head coach should remain with remaining players. If parents are to meet the athlete at hospital, the trainer, an assistant coach, or other responsible adult should accompany the athlete to the hospital and remain until parents arrive.
- E. If emergency medical assistance is not required, administer appropriate first aid if properly trained or if prudence requires and notify parents to pick up student and provide whatever information is available to help parents decide whether or not the athlete should receive medical care.

4.65 Scouting

- A. Each head coach is responsible for developing a scouting plan for his/her season.
- B. Mileage will be paid at the going rate determined by the district treasurer. Coaches should check with the Transportation Department as to the availability of school transportation vehicles for scouting purposes. Mileage will only be paid by the Athletic Department if a school vehicle is not available.

4.70 Interscholastic Scrimmages

- A. Each head coach will schedule their own scrimmages with the approval of the Athletic Director.
- B. OHSAA regulations will determine the number permitted.
- C. The head coach will contact officials for each scrimmage.
- D. The mode of transportation will be by school bus or arranged by the Athletic Director.

4.75 Awards Program

- A. It is desirable to realize the achievement of the athletes through special programs at the end of the season.
- B. Each head coach, in cooperation with his/her Booster Club, will schedule and conduct an awards' presentation within at least three weeks following the end of the season.
- C. The Athletic Director may have the option of trying some variations in the above.

4.80 Athletic Booster Club

- A. A supportive booster club will make contributions to the athletic program financially, as well as in attitude, numbers of participants and in spirit.
- B. The identification of the needs of the athletic program should come from the head coach and/or Athletic Director.
- C. The head coach shall keep the athletic department informed of the activities of his/her Booster Club.

4.85 Fundraising

- A. Refer to administrative regulations on fundraising.
- B. The head coach must monitor the activities of his/her booster club. If he/she has any doubt about whether an activity might jeopardize eligibility, might be contrary to adopted policy or procedure, or might reflect poorly on Coshocton High School, he/she is obligated to report his/her concerns to either the Athletic Director or principal.

- C. Students may not participate in fundraisers which include games of chance (including raffles, etc.). Additionally, students should not be used for “something for nothing” fund raisers.
- D. Students are limited to participation in two fundraising activities per sport. This shall include school or booster activities.

4.90 Mileage

The athletic department will pay mileage at the following rates:

Location	Round Trip Mileage	Location	Round Trip Mileage
Ashland	140	Meadowbrook	90
Athens	184	Medina	160
Barnesville	130	Mount Vernon	80
Bellaire	180	John Glenn	50
Bellview	120	New Philadelphia	70
Bridgeport	160	Newark	80
Caldwell	120	Newcomerstown	32
Cambridge	80	Ontario	150
Canton	130	Orrville	120
Carrollton	110	Pittsburgh	280
Columbus	160	Ridgewood	16
Cadiz	136	River Greens	20
Delaware	150	River View	20
Dover	80	Sandy Valley	104
East Liverpool	224	Shelby	190
Fairless	110	Sheridan	120
Freeport	92	Steubenville	180
Garaway	60	St. Clairsville	160
Granville	100	Strasburg	90
Grove City	180	Tiltonsville	200
Groveport	180	Tri-Valley	40
Hickory Flat	15	Triway	100
Hiland	80	Tusky Valley	100
Lancaster	172	Uhrichsville	70
Loudonville	90	Wadsworth	102
Massillon	140	West Holmes	60
Marietta	160	West Muskingum	80
Mansfield	140	Wellsville	240
Marion	170	Westerville	150
Martins Ferry	180	Wooster	84
		Zanesville	70

Additional Sites

Akron	160	Toledo	340
Cleveland	200	Utica	70
Dayton	280	Wheeling	170
Indian Valley-Gnad	60	Buckeye Trail	90
Logan	180	Shenandoah	120
Maysville	80	Clearfork	140
Philo	90	Indian Valley- Midv	80
Cincinnati	360	Waverly	268
Hillsdale	120	New Lexington	104
Morgan	122	Crooksville	96

5.00 Student Athlete Guidelines

5.10 Ohio Rules and Regulations

-- Visit the OHSAA website at <https://www.ohsaa.org/Eligibility> for more information on the following:

- A. Academic eligibility
- B. Age
- C. Residence
- D. Guardianship
- E. Transfer Rule
- F. Semesters of Participation
- G. Independent Rule
- H. All-Star Competition

5.12 Open Enrollment

Coshocton City Schools' Board of Education Policy states that Coshocton will participate in Open Enrollment.

Students from neighboring districts wanting to participate in athletics should schedule an appointment with the Athletic Director/Principal prior to participation to discuss current procedures.

5.15 Requirements for Participation

- A. Athletic Code of Ethics

Participation as an athlete, cheerleader, or mascot in the Coshocton City Schools is a privilege, and participants must earn the privilege to represent Coshocton City Schools by conducting themselves in such a way that they would be a positive reflection upon themselves, the community, or the school.

5.20 Academic Eligibility

Eligibility for athletes (See OHSAA Handbook) at Coshocton High School will be determined in accordance with OHSAA requirements (In grades 9 - 12 students must have passed five credits toward graduation in the preceding grading period. Students in grades 7 - 8 must have passed 5 classes in the preceding grading period) and local Board of Education policy. Eligibility will be determined at the end of the grading period.

5.30 Physical Examination – Parental Consent

- A. Procedure for physical examination

The school will attempt to arrange for a physical exam day for students in grades 6-11. The exam will be for the following year.

- B. Emergency medical forms will be signed and returned to the Principal's office.

- C. Parents must sign all forms

- D. Physical examinations will be accepted from properly licensed Physicians and/or Chiropractors.

5.40 Athletic Code of Conduct -- See Form 540

5.60 Athletic Events and Other School Conflicts

If an athletic event conflicts with another school activity, the following procedure will be followed:

Athletic Event	Other School Activity	Go To
Practice	Rehearsal/Meeting	Athletic Practice
Practice	Dress Rehearsal	Dress Rehearsal
Practice	Performance	Performance
Final Practice	Rehearsal/Meeting	Athletic Practice
Final Practice	Dress Rehearsal	Athletic Practice
Final Practice	Performance	Performance
Game/Meet	Rehearsal/Meeting	Game/Meet
Game/Meet	Dress Rehearsal	Game/Meet
Game/Meet	Performance	**

** In this instance the student must make a choice. All staff members will accept the decision with no penalty to the student.

Any conflicts with practices, final practices, games/meets, rehearsal, dress rehearsals and performances should be called to the attention of the advisors, music directors and/or coaches immediately. In many cases compromises can be worked out if we know about it in enough time in advance. Although there are additions, deletions, and changes, we make every effort to announce those changes as far in advance as possible.

5.70 Cheerleaders and Mascot

Cheerleaders and mascots fall under the jurisdiction of the athletic department. Guidelines for cheerleaders and mascot are found in their constitution (see form 570) and this athletic handbook.

5.75 Supporting Organizations

- A. Pep Club

While the popularity of pep clubs has fallen off in recent years, the organization and functioning of such clubs is encouraged. Pep clubs demonstrate student support and provide a means to channel student cheering in a positive direction.

The pep club should be similar to other student organizations in that the activity should be consistent (not just a means of transporting students to tournament games), organized with a duly appointed sponsor and State accounting requirements must be followed.

B. Band

While the band (marching and pep) provide support for football and basketball it should not be viewed as their only function. They are there to perform just as the athletes are, and it is more proper to view the contest as a dual performance by athletes and music students.

5.80 Miscellaneous Guidelines

A. Use of Equipment

Equipment that is the property of the Coshocton High School Athletic Department is to be used by CHS athletic teams only. There are times owned by the athletic department that groups in the community may want to borrow from time to time. Permission must be granted by the Athletic Director. The Athletic Director should keep a written record of equipment loaned to people outside the Athletic department.

B. Overnight Trips

1. Regular season overnight trips must be cleared with the principal, Athletic Director, superintendent and Board of Education. The lodging and meals will be paid by that sport's booster club or by a cash guarantee from the contracted school to cover expenses.
2. OHSAA State Level Sponsored Tournaments - A team may stay overnight due to participation in an OHSAA State Level tournament with the approval of the Athletic Director and principal.
3. No coach is to plan, nor make reservations, for any overnight trip until making the request, in writing (form 2340 F5), to the Athletic Director for board approval.
4. Procedure - Once he/she is authorized, the coach shall make lodging reservations as soon as possible. Chaperones should be acquired and adequate supervision is required for the number of athletes participating. Meals will be planned by the head coach and Athletic Director. Transportation will be arranged by the Athletic Director.

C. College Recruiting Guidelines

1. Any college coach recruiting an athlete during the season should talk with the head coach and receive his permission. If the college coach wants to visit the student-athlete at school, he/she should make arrangements through the Athletic Director and/or the principal. The college recruiter should see the student during study hall or lunch time. Students who are recruited for trips on-campus should follow procedures by the Guidance Department. Any student being recruited should attempt to be aware of recruiting restrictions, e.g. NCAA guide.
2. College-bound athletes must be registered with the NCAA Clearinghouse. See Guidance Counselors for forms.

D. Pep Rallies

Pep rallies are to be scheduled and submitted to the principal at the beginning of the fall and winter seasons. These (Homecoming or Spirit Week, etc.) should be coordinated with the head coaches and special events during that season. Impromptu pep rallies should be kept to a minimum. There are times, however, when a pep rally cannot be planned at the beginning of a season (district tournaments, etc.). At such times, they may be scheduled. All pep rallies will have

an agenda provided by the cheerleading advisor or head coach. Copies of the agenda must be provided to the Athletic Director, and principal 2 days before the rally.

E. Feeding of Athletic Teams

1. Tournament Competition

a. Any individual or team may be provided with meal money according to the following:

- i. Distance traveled - 90 miles or more one way
- ii. Meal money will only be provided on overnight trips.
- iii. Coaches are required to request the meal money in advance. Provisions must be included in the budget.

2. Price per meal shall not exceed \$3.50 per meal. Coaches are to return receipts to treasurer's secretary.

3. The expenditure of money for meals of student athletes may be advanced to the responsible faculty representative.

F. Athletic Awards

1. a. An athlete must complete the season in good standing to be eligible for an award.

b. Athletes new to the district (transfers, new students, etc.) will begin earning letters at the first year level and progress from there.

2. Minimum requirements for earning a varsity award:

Baseball	50% of games played
Basketball	40% of all quarters
Football	50% of all quarters
Golf	50% of regular matches
Soccer	50% of the halves played
Softball	50% of games played
Swimming	5.5 points per meet -- swimmers 3.0 points per meet -- divers
Tennis	50% of the matches
Track	1 1/2 points per dual meet or 15 points at the discretion of the coach
Volleyball	50% of the games
Wrestling	50% of total matches not including OHSAA tournament

Coaches who wish to exceed the minimum requirements must submit their request to the Athletic Council during the pre-season. If approved, the coach must notify all players, in writing, during the pre-season of requirements.

3. A "Redskin" letter jacket may be purchased by those students who have earned a varsity letter. (The same Redskin letter jacket may be purchased by students who have earned academic or music letters.)
4. Seniors may be awarded a letter if they are a member of the team for at least two successive seasons. The discretion of the coach may be used to determine the awarding of a letter to a first year senior.
5. Managers are awarded a letter if they manage for one year in a varsity sport; statisticians are awarded a letter if they keep statistics for two successive years in a varsity sport. Statisticians are to be present at all designated events unless excused by a varsity coach.
6. Method of Awarding:

First year	- Varsity C plus chevron patch
Second year	- Chevron patch and certificate
Third year	- Plaque and chevron patch
Fourth year	- Picture plaque and chevron patch
Freshman	- Numerals (plus letter if earned)
Jr. Varsity	- Black and White certificate

Individual special awards: plaques

7. Cheerleaders and Mascots

One award will be earned at the completion of each sport season. Awards will be given at a fall and winter banquet according to Form 570

8. Maximum Special Awards which may be awarded and their suggested titles are:

Baseball (4)	Most Valuable Most Valuable Senior Most Improved Best E.R.A.
Boys' and Girls' Basketball (6)	Best Foul Shooting Percentage Most Rebounds Most Assists Best Defense Best Sixth Man Most Valuable Player
Football (6)	Most Valuable Offensive Lineman Most Valuable Defensive Lineman Most Valuable Offensive Back Most Valuable Defensive Back Most Valuable Player Most Improved Player
Golf (4)	Most Birdies Most Pars Fewest Putts Scoring Average
Soccer (4)	Most Valuable Offensive Player Most Valuable Defensive Player Redskin Award Coaches' Award
Softball (4)	Most Valuable Most Improved Best E.R.A. Best Batting Average
Swimming (4)	Most Valuable Most Improved Leadership Award

Tennis (3)	Most Points Most Valuable Player Most Improved Player Most Dedicated
Boys' Track (4)	Best Field
Girls' Track (4)	Best Sprint Best Distance Most Improved
Volleyball (4)	Most Valuable Player Best Spiker Best Setter Best Server
Wrestling (5)	Most Improved Most Takedowns Most Pins Quickest Pin Most Valuable Player

All Sports will present an additional award for Sportsmanship

Any changes in awards bestowed are to be cleared in advance with the Athletic Director. Only statistical ties will be awarded duplicate awards. **The Athletic Department will no longer purchase special award patches.** These award patches must be ordered and paid for by the individual booster clubs.

9. Other team awards
 - a. League Champions -- individuals receive a 4" League Patch (given to number of participants as determined by OHSAA tournament rosters plus coach and manager; additional must be purchased through donation)
 - b. Sectional Champions -- no awards bestowed
 - c. Play off Qualifier, District or Regional Championship -- individuals receive a 5" patch (given to number of participants as determined by OHSAA tournament rosters plus coach and manager; additional may be purchased through donation)
 - d. State Championship individuals receive a 5" State patch (given to number of participants as determined by OHSAA tournament rosters plus coach and manager; additional must be purchased through donation)
 - e. "Voted" teams -- no awards given
10. Other individual awards
 - a. State Placer (usually top 6) -- individual will receive a 5" state patch
11. Patches
 - a. Patches are limited to one per team or individual competitor and will be awarded for the highest honor achieved.
12. GAC Picture Display - Pictures will be displayed in the GAC using the following criteria:
 - a. High School Honors
 - 1st Team All-Ohio (UPI, Associated Press, Coaches' Association, or other individual Coaches' honors) will be displayed with an 8 x 10 picture plaque

-- State Champions (Team or Individual) will be displayed with an 11 x 14 picture plaque.

-- Team Playoff Qualifier, Team District, Regional Champion or State Runner-up will be displayed with 8 x 10 picture plaque

-- Individual sport participants "playing" (usually top six) at State competition will be displayed with an 8x10 picture plaque.

b. Post Graduation Honors

-- Collegiate All-Americans will be displayed with an 11 x 14 picture plaque.

-- Major League Professional Athletes will be displayed 11 x 14 picture plaque

c. Golden Redskins

-- An "Add-on Plaque" for names will recognize Golden Redskins.

13. McKissick Award (Athlete--Academic)

a. Candidate must have participated in at least two sports.

b. Candidate must have achieved All Conference, District, or State status.

c. Candidate's scholastic achievement for the four years of high school must be a 3.30 or better.

d. Candidate must not have been in any type of disciplinary difficulty with his coach, teacher, or school administrator. The candidate shall not have been convicted of any felony or misdemeanor.

e. Candidate's personal character must typify the ideal student - athlete.

14. Outstanding Senior Athlete (one male and one female)

a. Every high school coach will have the opportunity to nominate a senior athlete.

b. Nominations will be compiled and the following people will vote:

i. All high school coaches

ii. High School Principal

iii. Assistant High School Principals

iv. Athletic Director

v. Superintendent of schools

G. Communication

1. In order to facilitate lines of communication within the Athletic Department, coaches may use form 580G to report significant incidents at practices or contests.

SPORTSMANSHIP POLICY
COSHOCTON CITY SCHOOLS
POLICY # 2431

Adopted June 17, 1995

The Board recognizes that sportsmanship, integrity, and ethics are to characterize the manner in which the extra-curricular program is to be conducted. Promoting sportsmanship, ethics, and integrity in extra-curricular activities should be part of the challenge to students to excel.

Promoting sportsmanship includes for our students, administrators, and coaches:

- A. Treating opponents and officials with the respect that is due them as guest and fellow human beings;
- B. Shaking hands with opponents;
- C. Taking victory and defeat without undue gloating, or demonstrating disappointment;
- D. Controlling tempers on and off the playing field;
- E. Being positive with officials;
- F. Cooperating with the coaches and fellow players in trying to promote good sportsmanship;
- G. Being positive with opponents, refraining from making insulting remarks to their opponents;
- H. Letting student audiences know that inappropriate behavior reflects poorly on the team and school.

**COSHOCTON CITY SCHOOLS
SEASON CLOSING REPORT**

- _____ 1. Equipment collected.
- _____ 2. Obligations listed on form and submitted to Mrs. McVay.
- _____ 3. Equipment stored appropriately.
- _____ 4. Inventory completed and submitted.
- _____ 5. Evaluation completed.
(Assistants with head coach; head coach with Athletic Director)
- _____ 6. Season summary submitted.
- _____ 7. Awards' list submitted.
- _____ 8. Awards' presentation conducted.
- _____ 9. Budget requests submitted.
- _____ 10. Return Athletic Handbook.
- _____ 11. Return keys.

TO: COSHOCTON CITY SCHOOLS' TREASURER

FROM: Justin Smith, ATHLETIC DIRECTOR

_____ HAS COMPLETED THE ABOVE SEASON CLOSING RESPONSIBILITIES AND REPORTS. HE/SHE IS NOW ELIGIBLE FOR THE APPROPRIATE PAYMENT.

ASSISTANT COACH SIGNATURE

DATE

HEAD COACH AUTHORIZATION

SPORT

ATHLETIC DIRECTOR AUTHORIZATION

DATE

ATHLETIC TRAINER GUIDELINES

In June 1996, Coshocton County Memorial Hospital was authorized by the Board of Education to provide the services of a certified athletic trainer to Coshocton High School at no charge to the district.

The Athletic Trainer's duties will include:

1. Supervise and educate student athletic trainers.
2. Advice on equipment and training supply purchases.
3. Assist coaches to develop specific exercise programs for fitness, flexibility, and conditioning.
4. Assist coaches with prevention, evaluation, care, and rehabilitation of athletic injuries and illnesses.
5. Communicate with parents regarding selection of professional medical treatment for athletic injuries.
6. Maintain, organize, and supervise the training room.
7. Keep accurate records and reports of all injuries and athletes seeking treatment.
8. Organize and assist with sports' physicals.
9. Be on call in the high school during fall activities beginning at 1:00 pm; be on call in the high school during winter and spring Activities beginning at 1:30 pm.
10. Attend contests and practices on the following priority:

FALL

1. Varsity football games (H/A)
2. JV football games (H/A); Soccer (H); Football practice
3. Varsity volleyball (H); Freshmen football (H); Junior High Football and Volleyball (H)

WINTER

1. All home contests
2. Away varsity boys' basketball and varsity girls' basketball

SPRING

Schedule as possible because so many activities conflict.

Head Coach: _____

Sport: _____

Date: _____

Responses Codes/Scale:

- | | |
|------------------------|---------------------|
| 4 Exceeds Expectations | 2 Needs Improvement |
| 3 Effective | 1 Unsatisfactory |
| | N/O Not Observed |

ADMINISTRATION, COORDINATION, and MANAGEMENT

SELF		ADM EVAL
_____	1) Knows, understands and follows all OHSAA, MVL, and BOE Rules & Regulations.	_____
_____	2) Completes annual OHSAA Rules Interpretation meeting.	_____
_____	3) Organizes and coordinates all pre-season and off-season conditioning in compliance with OHSAA guidelines.	_____
_____	4) Maintains all certifications required by ODE, OHSAA, and CHS by mandatory dates.	_____
_____	5) Ensures that asst. coaches maintain all certifications required by ODE, OHSAA, and CHS by mandatory dates.	_____
_____	6) Ensures that all athletes practicing/playing the sport have completed all player forms by mandatory dates.	_____
_____	7) Completes EAP Form prior to season and conducts a mandatory practice drill with student athletes and coaches.	_____
_____	8) Conducts a necessary pre-season parent meeting that meets all OHSAA requirements.	_____
_____	9) Attends all required meetings for the MVL and District/Regional Coaches' Associations.	_____
_____	10) Communicates and enforces anti-bullying, anti-hazing, and all other aspects of the CHS Athletic Code of Conduct.	_____
_____	11) Provides proper supervision of athletes in locker rooms, during practice, game preparation and on bus.	_____
_____	12) Maintains building security and facility cleanliness. (Lights off, doors locked, area is clean.)	_____
_____	13) Cares for equipment and uniforms. (Issue, collect, inventory, etc.)	_____
_____	14) Follows appropriate purchasing procedures through the athletic director's office.	_____
_____	15) Attends athletic booster club meetings/participates/supports booster activities/fundraisers.	_____
_____	16) Uses athletic department funds and booster group funds in an appropriate and need based manner.	_____
_____	17) Requests that all monies related to the program are run through 501C3 Athletic Boosters or Athletic Dept.	_____
_____	18) Regularly communicates plans, developments, and problems of the sport to the athletic director.	_____

Coaching/Relationships

_____	1) Recognizes strengths, weaknesses and personality differences of athletes involved and adjusts coaching to reflect these differences.	_____
_____	2) Has concern for health, safety, and welfare of student-athletes in the program.	_____
_____	3) Provides high quality coaching techniques through multiple methods of instruction.	_____
_____	4) Maintains professional boundaries in regard to texting, social media, and other online communications/posts.	_____
_____	5) Teaches fundamental skills of the sport to lower level assistant coaches and student athletes.	_____
_____	6) Is well versed and knowledgeable in matters pertaining to the concepts and rules of the sport.	_____
_____	7) Develops knowledge of the sport through attendance at clinics.	_____
_____	8) Designs and implements a well-organized practice schedule to maximize individual and team development.	_____
_____	9) Involves assistant coaches during planning, practices, and athletic contests.	_____
_____	10) Has good rapport with coaching staff during practices and athletic contests.	_____
_____	11) Collaborates with assistant coaches to ensure program cohesion.	_____
_____	12) Has individual/team discipline and control. (Firm, but fair and consistent)	_____
_____	13) Is cooperative in sharing facilities with other programs in and out of season.	_____
_____	14) Is cooperative in sharing athletes during summer and off season. (Encourages multi-sport participation.)	_____
_____	15) Works cooperatively with teaching staff, athletic director, and other district administration.	_____
_____	16) Works cooperatively with parents, members of the booster club, and overall community.	_____
_____	17) Works cooperatively with athletic trainer and/or medical personnel.	_____
_____	18) Maintains proper sideline conduct at games toward players, officials and other workers.	_____

PROMOTING THE PROGRAM

- _____ 1) Is actively involved with the younger athletes in Coshocton City Schools who are interested in the sport through elementary school visits, youth camps, youth clinics, or individual youth instruction. _____
- _____ 2) Takes ownership of youth league program and provides leadership and instruction to youth league coaches. _____
- _____ 3) Develops long-range goals for the overall program in cooperation with athletic director. _____
- _____ 4) Participates in pep rallies, public relations, and community service events organized through CCS. _____
- _____ 5) Attends athletic booster club meetings/participates/supports booster activities/fundraisers. _____
- _____ 6) Responds to local news media in a timely and professional manner. _____
- _____ 7) Notifies local news media and MVL web director as to game or contest results. (Win or Lose) _____
- _____ 8) Maintains open line of communication with parents via memos, personal contact, meetings, reminds, etc. _____

EDUCATION BASED RESPONSIBILITY

- _____ 1) Works to provide an inclusive environment and sense of belonging for student-athletes. _____
- _____ 2) Designs specific opportunities for student-athletes to improve leadership skills. _____
- _____ 3) Encourages student-athletes to excel in the classroom and monitors team members with academic problems. _____
- _____ 4) Promotes sportsmanship between student-athletes, opposing athletic teams, and coaching staff. _____
- _____ 5) Shows an interest in student-athlete's off-season activities. _____
- _____ 6) Supports other coaches and directors of student activities at CCS. _____

COMMENTS:

Areas Of Strength:

Areas In Need Of Improvement:

Professional Goal # 1:

Professional Goal # 2:

Overall Evaluation and Recommendation

- _____ Skilled - Recommended for contract renewal.
- _____ Satisfactory - Recommended for contract renewal with work toward improvement in noted areas.
- _____ Unsatisfactory - Recommended for non-renewal.

Coach Signature: _____ **Date:** _____

Athletic Director Signature _____ **Date:** _____

Principal Signature _____ **Date:** _____

Coshocton High School Athletic Department Asst. Coach Evaluation Form 250B2

Assistant Coach: _____

Sport: _____

Date: _____

Responses Codes/Scale:

- 4 Exceeds Expectations
- 3 Effective

- 2 Needs Improvement
- 1 Unsatisfactory
- N/O Not Observed

SELF		HC EVAL
_____	1) Is willing to accept duties as assigned by the Head Coach.	_____
_____	2) Knows, understands and follows all OHSAA, MVL, and BOE Rules & Regulations.	_____
_____	3) Maintains all certifications required by ODE, OHSAA, and CHS by mandatory dates.	_____
_____	4) Communicates and enforces anti-bullying, anti-hazing, and all other aspects of the CHS Athletic Code of Conduct.	_____
_____	5) Provides proper supervision of athletes in locker rooms, during practice, game preparation and on bus.	_____
_____	6) Maintains building security and facility cleanliness. (Lights off, doors locked, area is clean.)	_____
_____	7) Recognizes strengths, weaknesses and personality differences of athletes involved and adjusts coaching to reflect these differences.	_____
_____	8) Has concern for health, safety, and welfare of student-athletes in the program.	_____
_____	9) Maintains professional boundaries in regard to texting, social media, and other online communications/posts.	_____
_____	10) Teaches fundamental skills of the sport.	_____
_____	11) Develops knowledge of the sport through attendance at clinics.	_____
_____	12) Has good rapport with other coaching staff during practices and athletic contests.	_____
_____	13) Works cooperatively with parents, members of the booster club, and overall community.	_____
_____	14) Maintains proper sideline conduct at games toward players, officials and other workers.	_____
_____	15) Works to provide an inclusive environment and sense of belonging for student-athletes.	_____
_____	16) Promotes sportsmanship between student-athletes, opposing athletic teams, and coaching staff.	_____

COMMENTS: _____

Areas Of Strength: _____

Areas In Need Of Improvement: _____

Professional Goal: _____

Overall Evaluation and Recommendation

- _____ Skilled - Recommended for contract renewal.
- _____ Satisfactory - Recommended for contract renewal with work toward improvement in noted areas.
- _____ Unsatisfactory - Recommended for non-renewal.

Coach Signature: _____

Date: _____

Head Coach Signature _____

Date: _____

Athletic Director Signature _____

Date: _____

**DUE TO ATHLETIC DIRECTOR PRIOR TO AWARDS' PRESENTATION
COSHOCOTON HIGH SCHOOL**

SEASON SUMMARY

Sport _____ Year _____

Record _____ League Finish _____ Sectional _____ District _____ State _____

Tournaments or Invitationals entered and places:

1. 3. 5.

2. 4. 6.

Coaching Staff: Head _____ Assistant _____ Assistant _____
Assistant _____ Assistant _____ Assistant _____

Conference, Sectional, District, or State "Team"

Name	Position	Rank	Team
_____	_____	0	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SCHOOL RECORDS:

Name	Position	Accomplishment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Outstanding Achievements: Team and/or individual:

Short Summary of Season:

**DUE TO ATHLETIC DIRECTOR
ONE WEEK PRIOR TO AWARDS' PRESENTATION
AWARDS SUMMARY**

<u>SPORT</u>	<u>DATE</u>	<u>YEAR</u>
<u>FIRST YEAR AWARDS</u>		
<u>Seniors</u>		
1.	5.	1.
2.	6.	2.
3.	7.	3.
4.	8.	4.
<u>Juniors</u>		
1.	5.	5.
2.	6.	6.
3.	7.	7.
4.	8.	8.
<u>Sophomores</u>		
1.	5.	9.
2.	6.	10.
3.	7.	11.
4.	8.	12.
<u>Freshmen</u>		
1.	5.	13.
2.	6.	14.
3.	7.	15.
4.	8.	16.
<u>SECOND YEAR</u>		
<u>Seniors</u>		
1.	3.	17.
2.	4.	18.
<u>Juniors</u>		
1.	3.	19.
2.	4.	20.
<u>Sophomores</u>		
1.	3.	21.
2.	4.	22.
<u>Freshmen</u>		
1.	3.	23.
2.	4.	24.
<u>THIRD YEAR</u>		
<u>Seniors</u>		
1.	3.	25.
2.	4.	26.
<u>Juniors</u>		
1.	3.	27.
2.	4.	28.
<u>FOURTH YEAR</u>		
1.	3.	
2.	4.	

SPECIAL AWARDS

Name	Type of Award
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

INVENTORY

Due two weeks following season

SPORT _____ DATE _____ COACH'S SIGNATURE _____

Item Description	Number Purchased	Number Lost or	Number	Condition & Seasons	Year Purchased

**COSHOCTON CITY SCHOOLS
COACHING APPLICATION**

ALL APPLICANTS ARE REQUIRED TO SUBMIT TO A CRIMINAL BACKGROUND CHECK, TO
MAINTAIN A CURRENT PUPIL ACTIVITY VALIDATION,
AND TO MAINTAIN A CURRENT CPR CERTIFICATION.

Coaching position applied for: _____ Date _____

Name _____ Phone Number _____

Address _____

Teaching certificate(s): _____

Present position: _____

Athletic experience(s):

High School _____

College _____

Other _____

Previous coaching experience(s)--(school, sport, years coached, record):

Professional organization memberships:

References:

Please answer the two questions on the next page.

For Office Use Only

Interview Date _____ Interviewed by _____

Date of Board Action _____ Position _____

1. Briefly describe your coaching philosophy.

2. Why do you want this position and what do you have to offer this program?

A personal resume may also be included and/or submitted.

I certify that the information given is true and complete to the best of my knowledge. I further authorize the investigation of all statements contained in this application as may be required in arriving at an employment decision. Any falsification of this information shall be sufficient cause for disqualification or discharge. References and information obtained which become part of this application will become the property of the Board of Education and remain confidential from the applicant. I so indicate the above in the affirmative by my signature.

Date Signed

Signature of Applicant

TRANSPORTATION BY PRIVATE VEHICLE

Reprint of:

POLICY OF
COSHOCTON CITY SCHOOL DISTRICT
BOARD OF EDUCATION
OPERATIONS 8660/PAGE 1

reprint dated July 18, 1991

The Board of Education authorizes the transportation by private vehicle of students of this District between the school and a school activity approved by this Board in accordance with this policy.

Any such transportation must be approved in advance and in writing by the principal. The writing must set forth:

- A. the date, time and reason for the transportation
- B. the places from and to which students will be transported; the name and address of the driver
- C. the names of the students to be transported
- D. the signature of the driver

The parent of the participating student will be given, on request, the name of the driver.

No person shall be approved for the transportation of students in a private vehicle who is not an employee of this Board, or the parent of a student enrolled in this District and the holder of a currently valid license to operate a motor vehicle in the State of Ohio.

No person shall be permitted to transport student(s) who are not the holder of automobile liability insurance to the extent of at least \$100,000 and personal injury insurance to the extent of at least \$300,000. The Board may withdraw the authorization of any private vehicle driver.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of teaching staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not teaching staff members are requested to report student misconduct to the building principal.

COSHOCTON CITY SCHOOLS

OFF-SITE PRACTICES

_____ is a member of the Coshocton High School
_____ team. As a member of that team, it may be necessary for him/her
to attend practices and/or home games at a location removed from the Coshocton High
School campus. I acknowledge that Coshocton City Schools will not be providing
transportation to such locations. I will assume the responsibility for such transportation
for my son/daughter as necessary.

Parent/Guardian Signature

Date

FORM 350I

I. Statement of Purpose

The Co-Curricular Program of the Coshocton City Schools encompasses all groups and organizations that include students and that conduct activities outside the normal school hours. It also includes those activities planned by the school system and conducted outside normal school hours. Primary goals of the Co-Curricular Program are the mental, moral, physical, and emotional growth of each individual. In growth, each participant must exercise a degree of self-discipline. Self-discipline requires compliance with guidelines, rules, and regulations concerning personal behavior.

Because rules are designed to promote order as well as safety, each participant must adhere to the rules of the school as outlined in the Student Handbook. Additionally, each participant represents both Coshocton City Schools and the community of Coshocton. Each should conduct himself/herself accordingly. Dedication and personal sacrifice by each participant promote a sense of group unity and common goals.

Participation in Co-Curricular activities is a privilege, and not a right, for each student. As a privilege for students, participation can be regulated. All students who participate in co-curricular activities at any time must meet the following regulations from the date of enrollment or the date of participation, whichever comes first. Failure to comply with the regulations could jeopardize a student's entire co-curricular career.

Non-discriminatory clause

Participation in the Co-Curricular Program of the Coshocton City Schools is open to all students who meet the eligibility requirements. No person shall, on the basis of race, color, creed, age, handicap, or economic background, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the Co-Curricular Program.

Proof

For the purposes of this policy, the following categories of individuals will be acceptable sources of evidence:

Self-admission, law enforcement officials, teachers, administrators, other staff, coaches, or parent/guardian of athlete whose signature appears in this document.

II. General Regulations

A. Conduct of a participant

An adviser or administration's representative has the right to expect participants to conduct themselves in a reasonably good manner. If the student displays unsportsmanlike conduct, personal misconduct (including verbal and/or physical abuse), insubordination, failure to follow the advisor's required attendance rules for school, practice, and meetings, or continued violations of the Coshocton City Schools' Student Code of Conduct, the student may be subject to disciplinary action. Such misconduct may result in the advisers or administration's representative denying the student the privilege to participate for a period of time, a game, or removal from the group.

B. School Rules

1. All school rules as outlined in the Student Handbook apply to all co-curricular activities.
2. Any student new to Coshocton High School currently denied the privilege of participation at his/her previous school will fall under the guidelines of the Coshocton High School co-curricular code of conduct.

C. Criminal Activity or Violations of Civil Law

Students adjudicated delinquent because of criminal acts or convicted of criminal activities or violation of civil law may be denied the privilege of participation in co-curricular activities. Consultation between the adviser and the administration's representative will be conducted before the denial of participation. If denied participation the student may petition the high school administration for reinstatement by following the process defined in Section J of the Co-Curricular Code of Conduct.

D. Attendance

Students must be in attendance in a regularly scheduled classroom by the beginning of 5th Period (10:52 AM) in order to be able to participate in any athletic activity that day. Habitual absence before and after activities may result in a denial of the privilege to participate. In extremely unusual circumstances the principal may make exceptions to this attendance rule.

E. Grooming and Dress

Students should dress appropriately for activities. Common sense is the best guideline. Extreme manners of appearance do not appropriately represent C.H.S. athletics.

There are times when a coach may require special attire while traveling. Student participants and coaches should remember that they are representing not only themselves but the school and community. Many times first impressions of schools tend to be long lasting.

F. Coshocton City Schools Academic Eligibility Policy

INTRODUCTION: While recognizing the value of co-curricular activities to the growth and development of students, the Coshocton High School Administration maintains that academic achievement is the foundation upon which success is achieved. Accordingly, the following co-curricular academic eligibility guidelines will apply to all co-curricular activities.

Students wishing to participate in any co-curricular activity (clubs, sports, music groups, etc.) must maintain a 1.0 grade point ratio in all courses during the preceding grading period.

Students with a nine week grade point ratio below a 1.499 must attend study tables for 1 1/2 hours per week to maintain eligibility. Consecutive nine weeks GPA of below a 1.499 will require the student to attend a minimum of 3 hours of study tables per week until the GPA is 1.5 or above for the nine weeks. Ineligible students must attend study tables.

G Ohio High School Athletic Association Academic Eligibility Policy

Eligibility

- a. All prospective athletes must meet the OHSAA's age, scholarship, and residency requirements
- b. All prospective athletes must have on file an annual signed physician's statement authorizing participation, an insurance verification, emergency authorization, a signed concussion information sheet and signed copy of the Code of Conduct prior to the first practice.
- c. Grade 7-12 -- during the preceding grading period, a student must have received passing grades in a minimum of five one credit courses or the equivalent which are counted for graduation. Students who do not pass 5 credits must attend study tables. Otherwise they can't practice, travel, or accompany the team at contests.
- d. Eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective.

- e. Summer school credits may not be used to substitute for failing grades from the last grading period of the regular school year.

H. Removal from the Team

In the event an athlete quits or is denied participation in a team sport before a season concludes, he/she may not be permitted to participate in another sport, sport's practice or conditioning until the previous season's team finishes competition. In an individual sport, an athlete who quits or is denied participation before a season concludes may not be permitted to participate in another sport, sport's practice or conditioning until the previous season's team completes the first round of tournament competition. Participation in another sport, sport's practice, or conditioning must be approved by the advisor of the previous sport and the athletic director.

I. Alcohol or Controlled Substances

Any student using or possessing alcohol or using, possessing, or buying illegal controlled substances, or inappropriately using legal substances as illicit drugs shall be denied the privilege of participation in interscholastic athletics. Since such use and activity is harmful to the student this rule is to be in effect and enforced for twelve months of the year. Written reports of violation will be accepted from coaches, teachers, administrators, law enforcement personnel, members of the Board of Education, or parents of students reported and should be made to the adviser, head coach, athletic director, and/or principal.

FIRST VIOLATION

Restriction from participation in scheduled activities for a period of 33.3 percent of the scheduled activities. In the case of athletics, any remaining percentage of the denied participation not served shall be recalculated and applied toward the next sport in which the athlete participates. Any student disciplined for the first violation will be encouraged to practice with his/her team. However, he/she may or may not travel with the team or sit the bench as per discretion of the coach. All training rules and requirements of the sport must be followed by the affected athlete.

1. If an individual is found to be in violation and he/she agrees to go through a student intervention program and to follow the intervention recommendations, the denial shall be reduced from 33.3% to 20%. Refusal, or failure to take intervention, or follow the recommendations, will result in the individual serving the balance of the 33.3%. Student intervention may include one, and only one, of the following:
 - a. Redskin Assistance Program (duration to be determined by RAP adviser and individual contract)
 - b. Community service equivalent to 30 hours in a program approved by an adviser and individual.
 - c. Private counseling arranged and paid for by the individual and/or his/her family.
2. If a student refuses him/herself, or a parent refers his/her son/daughter for intervention and follows through with the recommendations, there shall be no further denial of participation. Failure to follow through with intervention or the recommendations will result in the first violation penalty.

SECOND VIOLATION

Restriction from participation in scheduled activities for a period of 50 percent of the scheduled activities. (specifics are stated in 1st violation codes.)

1. If an individual is found to be in violation and he/she agrees to go through a student intervention and to follow the intervention recommendations, the denial shall be reduced from 50% to 33%. Refusal or failure to take intervention, or to follow the recommendations will result in the individual serving the balance of the 50%. Student intervention items are explained above.

THIRD VIOLATION

If an individual again violates the Alcohol and Controlled Substance section of the Coshocton Co-Curricular Code of Conduct, he/she may be denied the privilege of further participation in the Co-Curricular Program for a minimum of one calendar year from the date of violation.

REINSTATEMENT

1. A student who is denied the privilege of participation as a result of a third violation may petition to the principal for reinstatement after one calendar year. Reinstatement may be granted if there are no further instances of violation of the alcohol section of the code of conduct during the calendar year and the student has successfully completed a planned intervention program. A student reinstated after a second violation may have no further violations during his/her high school career. Any further violations shall result in permanent denial of participation.
2. The Code of Conduct will be separate for seventh/eighth grade and nine/twelve grades. Any violations occurring during the seventh/eighth grade years will be treated as seventh/eighth grade violations only. No accumulations of violations will be carried into the 9-12 grades. However, students with penalties from seventh/eighth grade violations will complete requirements of the penalties into the 9-12 grades.

J. TOBACCO POLICY

Any student using or possessing tobacco in any form (cigarettes, snuff, chewing tobacco, etc.) is a violation of Board Policy and will result in the following consequences.

FIRST VIOLATION

The athlete or individual will be denied participation in 20% of regular season contests of that sport. The athlete will be expected to practice, travel and sit on the bench with the team (not in uniform). The above consequence can be reduced to 10% if 6 hours of community service is performed as approved by school administration.

SECOND VIOLATION

The athlete or individual will be denied participation in 40% of regular season contests of that sport. The athlete will be expected to practice, travel and sit with the team (not in uniform). The above consequence can be reduced to 20% if an athlete or individual completes a tobacco education program as approved by school administration.

THIRD VIOLATION

The athlete or individual will be denied participation for 50% of regular season contests of that sport. The athlete will be expected to practice, travel and sit with the team (not in uniform). The above consequences will not be reduced and individual must complete both of the following conditions or be subject to denial of participation for 1 year from all extracurricular activities.

1. Tobacco Education Program as approved by school administration.
2. Community service equivalent to 30 hours in a program approved by advisor and individual.

FOURTH VIOLATION

If an individual again violates the Tobacco Policy section of the Coshocton Co-Curricular Code of Conduct, he/she may be denied the privilege of further participation in the Co-Curricular Program for a minimum of one calendar year from the date of violation.

REINSTATEMENT

1. A student who is denied the privilege of participation as a result of a second violation may petition to the principal for reinstatement after one calendar year. Reinstatement may be granted if there are no further instances of violation of the alcohol section of the code of conduct during the calendar year and the student has successfully completed a planned intervention program. A student reinstated after a second violation may have no further violations during his/her high school career. Any further violations shall result in permanent denial of participation.
2. The Code of Conduct will be separate for seventh/eighth grade and nine/twelve grades. Any violations occurring during the seventh/eighth grade years will be treated as seventh/eighth grade violations only. No accumulations of violations will be carried into the 9-12 grades. However, students with penalties from seventh/eighth grade violations will complete requirements of the penalties into the 9-12 grades.

K. Sale and/or Distribution of Controlled Substance

Individuals in violation of selling or distributing alcohol and/or drugs will be denied the privilege of participation in the Coshocton City School Co-Curricular Program for the remainder of his/her high school career. After one calendar year from the date of violation, the student may petition the high school administration for reinstatement. Before considering this petition, the following criteria must be met:

1. The student had no further criminal violation of the law.
2. The student had no further violations of the CHS code of conduct that results in suspension.
3. The student has maintained grades in accordance with the athletic eligibility criteria during his/her entire athletic suspension.
4. The student has maintained proper attendance in accordance with the Coshocton High School student handbook.
5. The student must present a clean drug screening at his/her expense and if reinstated must submit to random drug testing at his/her expense.
6. If reinstated, any violation of the above criteria will result in the immediate loss of privilege to participate.

III. Egregious Circumstances

The district reserves the right to lengthen an athletic suspension, or to impose a suspension in circumstances not addressed by this Policy, such as where a student's conduct is abusive, egregious, malicious, reckless, or where the consequences of the student's conduct are severe.

IV. Due Process

Students shall be given written notice of an adviser's or administration's representative intention to deny the privilege to participate and/or removal from the group as well as the reasons for such denial. Students will be requested to sign a form indicating their awareness of the notification. The signing shall not be an admission of any facts. Parents shall be notified by phone and subsequently by mail, if requested. Students

and/or their parents have the right to an informal hearing before the adviser or administration's representative to review the charges. The hearing request must be within two (2) days of student receipt of the denial of privilege to participate, and the hearing shall be held within two (2) days of receipt of the hearing request. Advisers shall make their decision within twenty-four hours. Administration's decision will be considered final.

STUDENTS SHOULD KEEP THE PRECEDING PAGES OF THE COSHOCTON CITY SCHOOLS CODE OF CONDUCT.

STUDENTS AND PARENTS SHOULD READ AND SIGN THE FOLLOWING PAGE IN ORDER FOR STUDENT TO PARTICIPATE.

Revised August 1st, 2019

V. Code of Conduct

ALL CO-CURRICULAR PARTICIPANTS COMPLETE AND RETURN TO ADVISER:

- A. I have read and understand the Co-Curricular Code of Conduct for the Coshocton City Schools. By this signature, I agree that I will be subject to its regulations.

Participant Signature

Date

Parent/Guardian Signature

Date

Address

Address

Please list your legal residence. You must also notify the school if you have a change of address. Failure to do this could result in ineligibility for co-curricular activities for the entire year in the Coshocton City Schools.

Insurance Verification

COMPLETE AND RETURN TO COACH/ADVISER

A. Statement of risk of participation with parental signature.

WARNING: As a result of participation in co-curricular activities, including interscholastic athletics, in Coshocton City Schools, an injury may occur. Parents (guardians) of athletes, cheerleaders, and the mascot must approve the following:

We the parents (guardians) of _____, hereby release the coaches, the high school, the administration, and the Board of Education of Coshocton City Schools of all responsibility and liability if an injury should occur to our son/daughter while participating in athletics.

B. Insurance Verification (Complete either 1 or 2 below).

1. We have adequate insurance to cover our son/daughter in the event an injury should occur. Our insurance carrier is:

Carrier: _____

Address of Carrier: _____

Policy No. _____ Name of Employer: _____

Signature

Date

.....

DO NOT COMPLETE PART 2 IF YOU COMPLETED PART 1.

2. We have purchased the group insurance policy made available at the school. (The "school insurance" is not issued by the Coshocton City Schools, but by an independent carrier. The school only distributes this information on the policy. Any further contact with the carrier is the responsibility of the carrier and the client.)

Signature

Date

OFFICIATING FEES

FORM 420E

		<i>Number Used</i>	<i>Amount Paid</i>	<i>TOTAL</i>
FOOTBALL				
	<i>VARSDTY</i>			
	<i>Junior Varsity</i>			
	<i>Freshmen</i>			
	<i>7/8 Grades</i>			
VOLLEYBALL				
	<i>JV/VARSITY</i>			
	<i>Freshmen</i>			
	<i>7/8 Grades</i>			
	<i>Invitational</i>			
SOCCER				
	<i>VARSDTY</i>			
	<i>Junior Varsity</i>			
BASKETBALL				
	<i>VARSDTY</i>			
	<i>Junior Varsity</i>			
	<i>Freshmen</i>			
	<i>7/8 Grades</i>			
WRESTLING				
	<i>VARSDTY</i>			
	<i>Invitational</i>			
	<i>7/8 Grades</i>			
SWIMMING				
	<i>1ST OFFICIAL</i>			
	<i>2nd official</i>			
	<i>Invitational</i>			
TRACK				
	<i>VARSDTY</i>			
	<i>7/8 Grades</i>			
BASEBALL				
	<i>VARSDTY</i>			
	<i>Junior Varsity</i>			
SOFTBALL				
	<i>VARSDTY</i>			
	<i>Junior Varsity</i>			

CONTENTS OF MEDICAL KIT

REQUIRED:

LATEX GLOVES

Assorted Band aids
Athletic Tape
Ace wraps (4" and 6")
Tape Adherent
Pre-wrap
Tape Cutters or Scissors
Antibiotic Ointment
Tongue Depressors
Vaseline
Antiseptic Wipes
Sterile Telfa
Disinfectant solution (1:10 bleach dilution)

RECOMMENDED:

MSG (bee stings for outdoor activities)
Second Skin
Foam or felt padding
Pen and Paper
Safety pins

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
4080 ROSELEA PLACE, COLUMBUS, OHIO 43214

COMMUNICABLE DISEASE PRECAUTIONS*

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

1. Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
2. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
3. The bloodied portion of the uniform must be properly disinfected or the uniform changed before the athlete/official may participate.
4. Clean all blood contaminated surfaces and equipment with a solution made from a 1-10 dilution of household bleach or other disinfectants** before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth to mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of or disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards, and other articles containing body fluids.

*1992-93 NCAA Sports Medicine Handbook

**Recommended Disinfectants

1. Phenolic germicidal detergent is a 1% aqueous solution (e.g. Lysol).
2. Sodium hydrochlorite solution (household bleach), one part bleach to 10 parts water (Example: 1 1/2 cups bleach to one gallon water) prepared fresh each time used.
3. Ammonium germicidal detergent in a 2% aqueous solution (e.g. Tri-quat, Mytar or Sage).
4. Iodophor germicidal detergent with 500 ppm available iodine (e.g. Wescodyne).
5. Sanitary absorbing agent (Chlora Sorb, X-O Odor Away).

The Ohio High School Athletic Association thanks you for your cooperation and understanding in view of this matter of concern. Please do not hesitate to contact the office if you have any questions.

COSHOCTON HIGH SCHOOL

INTRA-DEPARTMENTAL ATHLETIC COMMUNIQUE

Use this form to report significant incidents -- positive or negative -- at practices, at games, or related activities involving student athletes, parents, transportation, officials, etc. Use it to report and/or inform the administration and/or athletic director of incidents, concerns, etc., regarding a team or individual.

Name of person filing report _____ Date _____

Team _____

Nature of the report (check those that apply): Information only; Action Required

Student Misconduct; Parent Conflict; Schedule; Coach;

Transportation; Official; Opponent

Briefly describe the incidents you are reporting:

Signature _____
Phone number if not on teaching staff _____

Form must be filed by 8:00 am on the day following any unsportsmanlike penalties incurred, confrontations with officials, conflicts with/between officials, players, fans, parents, etc.

It should also be used to report any game worker, official, or other personnel whose performance is below expectations.

Conversely, if a team or individual is deserving of special commendation for a performance, please submit this form so appropriate recognition can be made.

COSHOCTON HIGH SCHOOL ATHLETICS

**TITLE IX POLICY INFORMATION:
NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES**

Introduction

The Board of Education of the Coshocton City School District (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District’s education programs and activities.

Coverage

This policy applies to Sexual Harassment that occurs within the District’s education programs and activities and that is committed by a member of the School District community or a Third Party.

This policy does not apply to Sexual Harassment that occurs off school grounds, in a private setting, and outside the scope of the District’s education programs and activities; such Sexual Misconduct/Sexual Activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws and/or Employee/Administrator Handbook(s) if committed by a Board employee.

Report of Sexual Discrimination/Harassment

Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator’s(s’) contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person’s oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s). Anonymous reports may be submitted using the online reporting form posted at www.coshoctoncitieschools.com.

Students, Board members, and Board employees are required, and other members of the School District community, and Third Parties are encouraged, to report allegations of sex discrimination or Sexual Harassment promptly to the/a Title IX Coordinator or to any Board employee, who will in turn notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

Title IX Coordinator(s)

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Matt Nicholas
Director of Curriculum and Federal Programs
(740) 622-1901
1207 Cambridge Rd.
Coshocton OH 43812
title.ix@coshoctoncitieschools.com

Todd Johnson
Director of Special Services
(740) 622-5514
1203 Cambridge Rd.
Coshocton, Ohio 43812
title.ix@coshoctoncitieschools.com

For the complete Policy please go to <http://go.boarddocs.com/oh/coshc/Board.nsf/goto?open&id=BSVLWJ5738FB>