



ATHLETIC PROGRAM MANUAL
RAVENNA PUBLIC SCHOOLS
2017 – 18



“HOME OF THE BULLDOGS”

Dear Student Athletes and Parents/Guardians,

As another school year begins, I would like to welcome you on behalf of the RHS Athletic Department. I want to wish you a successful school year. We hope you take advantage of this great opportunity to learn and grow academically. I wish, too, that you experience the renewal and making of friendships. Also, it is our goal that you experience success in the athletic programs in which you choose to participate. Remember, athletics is not about just winning, athletics is an opportunity to learn and to grow in important ways.

As a member of one or more of the athletic programs at Ravenna High School, you take on an important role. You become a very visible representative of Ravenna High School and of the community of Ravenna. You become a representative of the pride, excellence and tradition that has become a trademark of Ravenna High School's athletic programs. Along with athletes at the other seven schools in the West Michigan Conference, you represent one of the most recognized athletic conferences in the State of Michigan. I challenge you to continue to build on the tradition of pride, excellence and sportsmanship at Ravenna High School and in the West Michigan Conference.

Parents and guardians, you are not one of the athletes directly participating on one of our athletic teams; nevertheless, you play a significant role in our athletic program, too. I count on you to encourage your son/daughter to make responsible choices and decisions in all areas of their lives. I count on you to challenge your son/daughter in their athletic achievements. I count on you to give your child's coaches what they need to focus on their coaching responsibilities. I count on you to be the best fan representatives of Ravenna High School. All in all, I want you on our team.

This Manual is intended to serve as a summary of what is necessary to know as an athlete and as parents of athletes. Some of the information is based on MHSAA requirements and expectations and some of the handbook may be based on agreements and decisions made at the conference level. Much of the manual is based on agreements and decisions made by the Ravenna High School board, administration and staff. I ask all of you to read the manual carefully. Your familiarity with this document will make your experience with athletics more successful and enjoyable. Remember, that athletics is a privilege and I expect everyone associated with the athletic program to treat this privilege with pride, discipline and integrity.

The coaching staff and I look forward to meeting all of you. We want to enjoy participating with you in Bulldog athletic events. Please introduce yourselves to us and stop to chat if possible. Should any questions arise, please see a coach or myself. We thank you for the opportunity to work together to help each student-athlete have a positive, successful experience at Ravenna High School.

Sincerely,

Kyle Jawor
High School Athletic Director

All Ravenna Public School student athletes and their parents / guardians are urged to read this manual. If you have any questions, please contact the Athletic Department •

Ravenna High School
2766 S. Ravenna Road
Ravenna, MI 49451
231.853.2218

Athletic Department
Kyle Jawor, Athletic Director
Joan Iwaniw, Secretary
231.853.2218
231.853.6981 fax
rajaworkj@ravennaschools.org

TABLE OF CONTENTS

I. Mission Statement / Philosophy5
 A. Mission Statement 5
 B. Ravenna Public Schools Athletic Philosophy 5
 C. Core Beliefs 5
 D. Board Of Education/Program Objectives 6
 II. Conference Membership and Clearinghouse Information6
 A. Conference Affiliation 6
 B. NCAA Clearinghouse..... 6
 III. MHSAA Basic Eligibility Requirements7
 IV. School Eligibility Requirements8
 A. Academic Requirements – Ravenna High School student athletes .8
 B. Semester Academic Policy8
 C. Attendance at School.....8
 V. Rule Violations8
 A. Suspensions from Athletics.....8
 B. Training Rules9
 1. Tobacco Offenses 9
 2. Drug, Alcohol, Steroid, or other Offenses 9
 C. Duration of Training Rules 10
 VI. Appeals of Suspension from Athletics.....10
 VII. Policies, Requirements, Expectations11
 A. After Game Procedures 11
 B. Attendance at Practice..... 11
 C. Bus Transportation 11
 D. Cleanliness and Appearance.....12
 E. Communication with Coaches / 24 Hour Policy 12
 F. Days with No School..... 12
 G. Dual Team Membership 12
 H. Equipment 12
 I. Fundraisers/Funds Solicitations 12
 J. General Conduct 12
 K. Hazing..... 13
 L. Health Physicals 13
 M. Instructions to Student Athletes and Parents 13
 N. Insurance14
 O. Injuries/Illness.....14
 P. Preparation of the Student Athlete..... 14
 Q. Problem Resolution Protocol..... 14
 R. Quitting a Sport..... 15
 S. Supervision..... 15
 T. Sportsmanship 16
 U. Sportsmanship Announcement Before a Contest..... 16
 V. Tryouts..... 16

VIII.	Administrative Policies.....	17
	A. Athletic Training and First Aid.....	17
	B. Authorized Practice Days.....	17
	C. Budgets and Purchasing.....	17
	D. Code of Conduct (Student Athletes, Coaches, Parents, AD).....	17
	E. Contest Scheduling.....	17
	F. Pre-season Coaches Orientation.....	18
IX.	Athletic Fees (2017-2018).....	19
X.	Emergency Procedure Protocol.....	20
XI.	Athletic Awards	22
	A. Varsity Awards.....	22
	B. Junior Varsity Awards	22
	C. Criteria for Earning Awards.....	23
	D. Special Awards.....	23
XII.	Social Media Position	24
XIII.	APPENDIX	
	Appendix A.....	Alma Mater
	Appendix B.....	Student/Parent Contract
	Appendix C.....	Student Athlete Worksheet
	Appendix D.....	Student Athlete Survey
	Appendix E.....	Manpower Flow Chart
	Appendix F.....	Sample Coach Job Description
	Appendix G.....	Sample Coach Evaluation

NOTE: PLEASE BE AWARE THAT THE HANDBOOK IS A GENERAL GUIDELINE OF EXPECTATIONS AND REGULATIONS. IT CANNOT SPEAK TO EVERY POSSIBLE SITUATION AND EVERY INDIVIDUAL INCIDENT. EACH INDIVIDUAL IS DIFFERENT. THEREFORE, THIS HANDBOOK IS ONLY A GUIDELINE. SITUATIONS AND INDIVIDUALS MAY BE APPROACHED DIFFERENTLY. HOWEVER, AS A DEPARTMENT AND SCHOOL, WE WILL DO OUR BEST TO TREAT EVERYONE JUSTLY IN THE CONTEXT OF OUR GUIDELINES.

A. Mission Statement

The role of athletics in the Ravenna Public Schools is to provide an educational experience in the framework of competitive interscholastic athletics. By focusing on educational outcomes and student learning, athletics provide student athletes opportunities for physical, emotional, social and intellectual growth.

B. Ravenna Public Schools Athletic Philosophy

The Ravenna Athletic Department, Ravenna High School and Ravenna Public School District believe that athletic programs are a fundamental part of the educational process and play an integral part in the development of the life-long learner. These programs serve as extensions of the classroom, and promote the hands-on learning process to students in areas such as pride, character development, teamwork, respect, good sportsmanship, self-discipline, and honesty. We believe that interscholastic athletics is a privilege. This privilege must be earned by student athletes through academic responsibility, proper student behavior and adhering to athletic rules. We strive to help every student athlete to have a positive experience and to learn the many life lessons that participation in interscholastic athletics can teach. We also understand that the success of a program is measured by more than just the win/loss column. It is by guiding student athletes to mature as functioning, committed members of a community and to be the best that they can be in a way that the values of this community of learners will be best served. In the end, our hope is that our athletic program is instrumental in helping every student athlete become leaders in all areas of their lives.

C. Core Beliefs

1. Athletic participation is a privilege, not a right. Participation is earned through responsible membership in the school community.
2. Participation is permitted to students who first of all demonstrate that their first responsibility is academic achievement. Secondly, participation is for those student athletes who have the skills, attitudes, and willingness to work hard to improve themselves and their teammates.
3. Athletes are students first. Coaches are educators first.
4. The coaching staff, athletes, administrators, school employees, parents, and spectators should always act in a manner that will enhance the positive image of the team, school, and community.
5. Athletes are encouraged to participate in more than one sport throughout the year. Specialization at the high school level is not necessary or beneficial in the long run.
6. Participation in interscholastic competition must be earned! Work ethic, ability, academic standing, and behavior are all vital factors that will play a role.
7. The goals of the team must come before the needs of the individual.
8. Athletic participation is intended to benefit all student athletes by teaching fundamentals, strategies and behaviors that will enable teams and athletes to be successful on and off the playing surface.
9. High school participation is not intended to be an avenue for college scholarships or professional contracts. If those opportunities become available, the coaches and school will assist as they are able.
10. Promoting the safety and well-being of our student athletes comes first and foremost in all areas of athletics. Safeguards will be in place at all times to ensure our students perform in a safe environment.

D. Ravenna Board of Education / Program Objectives

Any program must have objectives to be meaningful. The objectives for the athletic department are basic and are applicable for all levels. Individual programs may have other objectives, but they should be consistent with the philosophy stated here and the educational objectives of Ravenna Public Schools and the Ravenna Board of Education. Each athletic program at Ravenna High School must strive to:

1. Promote character education (PRIDE), sportsmanship, ethical and socially responsible behaviors, and teamwork.
2. Strengthen the bond and importance between athletics and academics
3. Promote the value of life lessons learned in athletics for our students and for the school itself.
4. Provide all student athletes with the best teaching and coaching personnel possible.
5. Provide all student athletes with the best facilities and equipment possible.
6. Provide an opportunity for all student athletes to participate in the best interscholastic programs possible.
7. Provide all student athletes an opportunity to grow physically, emotionally, socially, and intellectually through participation in athletic programs. Our goal is to help develop lifelong leaders.

II. CONFERENCE MEMBERSHIP AND CLEARINGHOUSE INFORMATION

A. Conference Affiliation

Ravenna Public Schools is a member of the Michigan High School Athletic Association (MHSAA) and the West Michigan Conference (WMC). The WMC is comprised of eight (8) member schools:

Hart	Mason County Central
Montague	North Muskegon
Oakridge	Ravenna
Shelby	Whitehall

B. NCAA Clearinghouse

Many graduating athletes who wish to compete (or in line to receive athletic scholarships) are discovering that they will be academically ineligible to participate in Division I and II colleges and universities because they have failed to meet the academic standards set by the NCAA Initial Eligibility Clearinghouse. If you see any possibility that your son/daughter might want to participate in collegiate athletics, please check with the counseling office for current NCAA Clearinghouse information, or check their website at www.eligibilitycenter.org.

III. MHSAA BASIC ELIGIBILITY REQUIREMENTS

Michigan High School Athletic Association (MHSAA) eligibility rules for student athletes. (These are condensed statements of the complete regulations on eligibility).

- 1. Enrollment** - Have been enrolled in a senior high school by Monday of the fourth (4th) week of the present semester.
- 2. Age** - Be less than nineteen (19) years of age at time of contest unless nineteenth (19th) birthday occurs on or after September 1 of a current school year, in which case student is eligible for balance of that school year in all sports. Any student born before September 1, 1999, is ineligible for interscholastic athletics in Michigan.
- 3. Physical Examinations** - Have passed a current physical examination (**after April 15**). Record must be on file with the athletic department office.
- 4. Semester of Enrollment** - Not have been enrolled for more than eight (8) semesters in grades nine to twelve (9-12), inclusive. Seventh and eighth (7 and 8) semesters must be consecutive. Three weeks enrollment or participation in one (1) or more athletic contests constitutes a semester of enrollment.
- 5. Semester of Competition** - Have no more than four (4) first and four (4) second semester seasons of competition in a sport in a four (4) year high school, including present season. When two seasons leading to a state championship or the same sport are offered, an athlete may participate in only one.
- 6. Undergraduate Standing** - Not be a high school graduate.
- 7. Previous Semester Record** - Have received at least twenty (20) credit hours for work taken during the previous semester of enrollment. (In other words, you must have earned 2 credits.)
- 8. Current Semester Record** - Academic eligibility checks of not more than ten weeks are required. If a student is not passing at least two-thirds (2/3) of their credit hours when checked, that student is ineligible for competition until the next check, but not less than for the next Monday through Sunday. If the next eligibility check reveals the student is still not passing at least two-thirds (2/3) credit hours, that student is ineligible for competition for not less than the next Monday through Sunday, and so on until the student is passing two-thirds (2/3) credit hours from the start of the semester through the most recent eligibility check.
- 9. Transfers** - Generally, a student who transfers into a new school district is ineligible for one semester unless the student qualifies under one or more specific exceptions. Transfer students must contact the athletic office to request that an Education Transfer form be completed.
- 10. Undue Influence** - The use of undue influence for athletic purposes shall cause an athlete to become ineligible for a minimum of one (1) semester and a maximum of one (1) year.
- 11. Awards** - Must not have accepted any award or merchandise exceeding \$25.00 in value for athletic performance. Athletes accepting memberships, privileges, services, negotiable certificates or money are in violation.
- 12. Amateur Practices** - Not have accepted money, merchandise, memberships, privileges, services or other valuable consideration for participating in any form of athletics, sports or games, or for officiating interscholastic athletics contests, or have signed a professional baseball contract. (Reinstatement will not be considered for one (1) year).
- 13. Limited Team Membership** - A student who, after practicing with or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three (3) days of competition and maximum of remainder of that season in that school year.
- 14. All-Star Competition** – Students shall not compete at any time in any sport under MHSAA jurisdiction in all-star contests or national championships, regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a maximum period of one year of school enrollment.

IV. SCHOOL ELIGIBILITY REQUIREMENTS

A. Academic Requirements – Ravenna High School student athletes

Weekly eligibility checks will be made to check the academic standing of student athletes. In order to maintain eligibility, a student may not be failing more than two (2) class at any time. If at a weekly check a student athlete is failing two (2) or more classes, they will be given a warning. If at the next weekly eligibility check the student athlete is still failing two (2) or more classes, they will be ineligible for the next week of competition, beginning with Monday and continuing through Sunday. The student will continue to be ineligible until they are failing **less than two (2)** classes.

Student athletes who are ineligible may complete a weekly progress report sheet that will be signed by an administrator and a parent / guardian. Student athletes who are ineligible may be asked to complete studies during team practice time, and student athletes with multiple weeks of ineligibility may be asked to leave the team.

NOTE: A student must be given a warning the week preceding an ineligibility rating is to be given. If the teacher does not report a grade for the week, it will be assumed that the student athlete is in proper academic standing.

B. Semester Academic Policy

Along with the weekly eligibility checks, there will be a semester eligibility policy. Any student failing two (2) or more classes per semester will be ineligible for the following semester.

C. Attendance at School

An athlete must attend a complete school day in order to participate in practice or an interscholastic athletic contest that day. **PLEASE NOTE -- Seniors who sign themselves out during any part of the day, or athletes that leave for any reason (including to get a jersey from home) will be ineligible for that day.** The only exceptions normally granted are if the athlete is pre-excused by the office for an appointment, funeral, legal matter, college visitation, school-required activity, or by administrative approval. A medical release will be required for medical appointments. Other absences may qualify for an exception to the attendance rule upon appeal to the athletic director. Any student athlete who is on suspension from school attendance (OSS) may not practice, participate, or attend interscholastic competitions during the time in which the student athlete is serving the suspension. For a suspension that ends on Friday, a student athlete may not participate on Saturday.

If the absence is overlooked and the athlete participates, he/she will be required to miss the next scheduled contest/practice. For your protection, it is recommended that absences of any length be reported to the athletic office for review.

V. RULE VIOLATIONS

A. Suspensions from Athletics

The athletic training rules upheld by Ravenna Public Schools require the student-athlete to adhere to the principles of responsible behavior through athletics and that participation in the athletic program is a privilege, not a right. Violation of the training rules does result in a penalty that restricts the student from eligibility.

All suspensions are based on a percentage of the season in which the student is participating. If the student is not participating in a sport at the time of the violation, the suspension will be assessed during the next season in which the student participates. All students must complete the season in good standing for a suspension to be counted. A student who quits or is removed from a team will forfeit any suspensions served during the season of play and be required to serve the suspension during the next season in which the student participates.

All suspensions will be calculated based on the number of regular season event dates. Sporting event dates that consist of multiple contests (i.e., volleyball tournament or baseball double header) will be considered as a single event date. Post-season event dates will not be included in the formulation for determining the length of suspensions. However, any student whose suspension for violations of the athletic training rules coincides with any post-season play will be suspended from the post-season play as well.

A student found in violation of multiple offenses listed below will serve the appropriate penalties for each violation individually, not simultaneously.

B. Training Rules

The Ravenna School Board has authorized administrators to investigate incidents that may involve the breaking of athletic training rules. Each student-athlete at Ravenna Senior High School must comply with all athletic training rules to remain eligible to participate as a member of any of our interscholastic teams. The athletic training rules are as follows:

1. **Tobacco Offenses** -Students shall not use or possess tobacco. A student proven to be in violation of this training rule shall be subject to the following penalties:

1st offense - Suspension from 50% of all scheduled athletic events for the season in which the student is participating. If the student is not currently participating in an athletic sport, the penalty will be served commencing with the next sport in which the student participates. Should the suspension exceed the remaining length of the current sports-season, the remaining percentage will be served during the next season in which the student participates.

2nd offense - Suspension from 100% of all scheduled athletic events for the season in which the student is participating. If the student is not currently participating in an athletic sport, the penalty will be served commencing with the next sport in which the student participates. Should the suspension exceed the remaining length of the current sports-season, the remaining percentage will be served during the next season in which the student participates.

3rd offense - Suspension from participation in any Ravenna Public School sponsored sport for the remainder of his/her career.

2. **Drug, Alcohol, Steroid, or Performance Enhancing Drug Offense** - Students shall not use or possess alcohol, controlled substances, steroids, or look-a-likes. If it is evident that a student has violated the athletic training rules involving alcohol and/or drugs, the student shall be subject to the following penalties:

1st offense - Suspension from 50% of all scheduled athletic events for the season in which the student is participating. If the student is not currently participating in an athletic sport, the penalty will be served commencing with the next sport in which the student participates. Should the suspension exceed the remaining length of the current sports-season, the remaining percentage will be served during the next season in which the student participates.

The student must submit to a substance abuse assessment provided by a licensed provider acceptable to Ravenna Public Schools at the expense of the student and his/her parent/guardian. The student must follow through on the recommendations provided by the substance abuse assessment, at the expense of the student and his/her parent/guardian. The student may continue to actively participate in practice sessions at the discretion of the coaches and administrators. Should the recommendations provided by assessment require a time-line for completion that exceeds 50% of season penalty, the student will be allowed to be reinstated so long as progress reports indicate satisfactory progress is being observed.

Should the student elect to decline the recommendations provided by the assessment or should the student discontinue any rehabilitation treatment recommended by the assessment, the student will lose participation rights in Ravenna athletics until such time as the school is satisfied that the student has successfully re-enrolled in treatment.

2nd offense - Suspension from 100% of all scheduled athletic events for the season in which the student is participating. If the student is not currently participating in an athletic sport, the penalty will be served commencing with the next sport in which the student participates. Should the suspension exceed the remaining length of the current sports-season, the remaining percentage will be served during the next season in which the student participates. The student must submit to a substance abuse assessment provided by a licensed provider acceptable to Ravenna Public Schools at the expense of the student and his/her parent/guardian.

The student must follow through on the recommendations provided by the substance abuse assessment at the expense of the student and his/her parent/guardian. The student may continue to actively participate in practice sessions at the discretion of the coaches and administrators. Should the recommendations provided by assessment require a time-line for completion which exceeds 100% of season@ penalty, the student will be allowed to be reinstated as long as progress reports indicate satisfactory progress is being observed.

Should the student elect to decline the recommendations provided by the assessment or should the student discontinue any rehabilitation treatment recommended by the assessment, the student will lose participation rights in Ravenna athletics until such time as the school is satisfied that the student has successfully re-enrolled in treatment.

3rd offense - Suspension from participation in any Ravenna Public School sponsored sport for the remainder of his/her career.

C. Duration of training rules.

The Athletic training rules apply twelve (12) months of the year, twenty-four (24) hours per day, on and off school property. A Ravenna student-athlete shall abide by the eligibility rules and athletic training rules beginning the first day of official practice in a sport, or the first day of enrollment at Ravenna Public Schools in grades 9 -12.

VI. APPEALS OF SUSPENSIONS FROM ATHLETICS

Appeals Process – An athlete who has been suspended or dismissed for athletic training rule infractions is entitled to a hearing. The following procedure shall be followed:

1. The athlete must give written notice to the high school principal within three days of the suspension stating his/her desire for a hearing with the principal.
2. The parent or guardian and legal counsel may be present at the meeting.
3. The athlete shall be given an opportunity to present his/her case regarding the suspension. He/She shall be allowed to offer all evidence necessary to his/her defense.
4. The athlete shall be allowed access to all evidence offered against him/her and be allowed to question any witness.
5. The hearing shall be conducted by the high school principal. The principal shall make his/her decision based upon the evidence presented at the hearing.
6. The decision of the principal may be appealed to the superintendent and subsequently to the Ravenna Board of Education.
7. The appeals process shall take no longer than one week following the date written notification is received by the principal. No punishments shall be carried out during the appeals process.

VII. POLICIES, REQUIREMENTS, EXPECTATIONS

A. After Game Procedures

The following procedures will be adhered to after the conclusion of each contest:

1. No team member should linger behind to take issue with anyone.
2. Parents are NOT to conference with coaches after games. The coach/school can be contacted at a later time and a meeting can be scheduled.
3. Coaches must provide supervision for their team at all times.
4. Coaches shall check for any injuries and advise the trainer or take appropriate action

B. Attendance at practice

Notification of first day of practice/try-outs: Athletes and parents must have an opportunity to be informed of the first day of practice/try-outs through announcement *two weeks* prior to the first day of practice/try-outs. An athlete is expected to be at all practices on time. If an athlete misses practice without notifying the coach prior to practice, it will be regarded as an absence. Generally, absences will be handled in a manner similar to the following guidelines:

First Absence:	The athlete may be removed from the starting line-up or benched for some part, but not all, of the next contest.
Second Absence:	The athlete may be benched for one full game at the next contest.
Third Absence:	The athlete may be benched for 10% of the remaining contests.
Fourth Absence:	The athlete may be removed from the team for up to the remainder of the season.

NOTE: Each coach may formulate and enforce more stringent rules.

The first official day of practice for each sport is determined by the MHSAA, the coach of the sport and the athletic director. An athlete must attend the first organized day of practice for that sport with a physical on file. If an athlete is not allowed to participate after the first day of practice, he/she must make up all regular practice days missed or be subject to a team penalty. Exceptions to this rule are students who transfer into the district. All other exceptions must be cleared through the athletic director.

C. Bus Transportation

When school transportation is provided, all team members are **required** to ride the bus to and from the contest to be eligible for participation. Whenever an athlete plans to not ride the bus, the athlete must provide the coach with a transportation release form signed by the athlete's parents/guardians and a school administrator. If the athlete fails to submit a transportation form, they will be penalized. In case an emergency or extenuating circumstance causes an athlete to not be able to ride school transportation, a note signed by the parents/guardians must be given to the Athletic Director the following day. Copies of this form may be found on the school website. When no bus transportation is provided after athletic contests, athletes must sign out with their coach. If an athlete fails to sign out with their coach, they will receive a warning the first time with the possibility of ineligibility for future violations.

D. Cleanliness and Appearance

As the appearance of an athlete can bring credit or discredit to a school, all Ravenna athletes are encouraged to maintain personal cleanliness, and take pride in personal grooming and wearing apparel.

E. Communication with Coaches / 24 hour policy

Good communication is essential to a quality athletic program. Coaches are to lay out team expectations, rules, and goals during a parent meeting at the beginning of the season. If there is a misunderstanding during the season it is expected that the following procedures will be followed.

1. Student athlete and coach resolve situation.
2. Student athlete, parent, and coach meet to resolve situation.
3. Student athlete, parent, coach, and athletic director meet to resolve the situation.
4. Student athlete, parent coach, athletic director, and principal resolve the situation.

If there is a situation that arises during a contest it is expected that parents will wait 24 hours after the incident to discuss it with the coach. This allows for post-game emotions to cool, and will make for a more productive meeting.

F. Days with No School

When school is closed due to transportation hazards, contest will be cancelled. All gyms will remain closed this day. Exceptions may be permitted by the athletic director or building principal for practices only.

G. Dual Team Membership

Any student athlete who wishes to participate in 2 sports in the same season must complete a request from the athletic office. When the request form is received, the Athletic Director will arrange the necessary conference with the coaches involved to determine if dual team membership is possible. The athlete presenting the request may also be asked to attend the conference.

H. Equipment

Equipment will be issued as specified by the head coach and in accordance to Michigan High School Athletic Association. All athletes are responsible for equipment issued to them and are expected to take good care of that equipment. Failure to return all of the equipment issued may result in their award(s) being held or not being allowed to participate in the next sport. **All equipment not returned within 14 days of the collection date will be billed to the athlete.** NOTE Students will be billed for the cost of new equipment; this could differ from the value of equipment not handed in.

I. Fundraisers/Funds Solicitations

NO fund drives or solicitations of funds from businesses or individuals are permitted without administrative approval.

J. General Conduct

Good conduct is expected of athletes, in season or out of season, in their relationship with teachers, classmates, opponents, and adults. Therefore, conduct considered unbecoming of an athlete and deemed detrimental to the team, school, or community, is a violation of the Athletic Code of Conduct and the athletic director and principal will determine the penalty.

K. Hazing

Hazing in all forms is prohibited. This includes conspiring to haze, being a participant in a hazing incident, engaging in hazing, or committing any act that injures, degrades, or disgraces any fellow student. Hazing includes both physical acts and verbal abuse.

“Hazing is any act committed against a student who is trying to join a group that is humiliating, demeaning or endangers the student’s health and safety. It can occur regardless of consent or willingness to participate. If you choose not to take part but knew what was going on, you are part of the problem. It’s called passive participation. Even the creation of an environment that promotes or allows hazing can be considered hazing.”

Michigan Law: P.A. 111 and P.A. 112 of 2004 prohibit and penalize hazing in the State of Michigan. Hazing is defined as an intentional, knowing or reckless act by a person who acted alone or with others that was directed against an individual and that person knew or should have known would endanger the physical health or safety of the individual, and that was done for the purpose of affiliation with, participation in, or maintaining membership in any organization.

Hazing violations according to the law:

- If physical injury, the person is guilty of misdemeanor and can be jailed and fined.
- If impairment of bodily function, the person is guilty of felony and can be sent to prison (5 years) and fined (\$2,500.00).
- If death occurs, the person is guilty of felony and can be sent to prison (15 years) and fined (\$10,000.00).

Hazing is a serious issue. Make your athletic experience fun, not dangerous. Consider community service as a bonding exercise that can bring your team together.

L. Health Physicals

Each athlete must have a physical examination once a year (after April 15) **before** participation in athletics.

M. Instructions to Student Athletes and Parents

Keeping athletes and parents well informed encourages an environment that greatly reduces the potential for injury.

- A. Parents and athletes must accept a degree of risk from participation in any sport.
- B. Staff members must communicate to athletes the full extent of and reason for rules of safety related to their chosen sport.
- C. Safety regulations appropriate to each sport shall be established for every activity, and taught to all participants.
- D. Open lines of communication (through meetings, written correspondence, phone calls, email, etc.) must be established and maintained between staff and parents to make them aware of risks and how to reduce them.
- E. Parents shall be informed in writing that minimal health requirements for full participation are:
 1. Satisfactory medical history and physical examination.
 2. Permission to participate form on file.

3. Medical insurance coverage, or signed waiver by parent or guardian on file.
 4. Acclimation period. (7 – 10 days with gradually increasing activity.)
 5. Proper nutrition and hydration before and during the season.
 6. Strict adherence to safety rules and regulations.
 7. It is strongly recommended that students participate in a year-round conditioning program.
- F. Provide information between parents, athletes, and staff regarding all injuries and illnesses.

N. Insurance

All athletes should be covered by school insurance or a waiver signed by the parent or guardian. Student athletes who wish to purchase insurance through the school, may obtain information at the central office. **No athlete shall participate in any practice or contest until the insurance requirements have been fulfilled.**

O. Injuries / Illness

All athletes must submit a note to the Athletic Director from their physician and/or parent/guardian giving them permission to return to participation following an injury or prolonged illness.

P. Preparation of the Student Athlete

An athlete that is mentally, emotionally, and physically conditioned for an activity is less susceptible to injury. Preparation requirements include the following:

1. An MHSAA policy approved interscholastic physical examination is a requirement for participation in any sport.
2. A Ravenna Interscholastic permission form, signed by the parent, is a requirement for participation in any sport.
3. Prior to participation, each Head Coach must be satisfied that every athlete is mentally, emotionally, and physically suited for that particular activity.
4. Head Coaches shall distribute written recommendations for off-season conditioning programs to all interested parties within three weeks of the conclusion of the respective sport season.
5. To properly prepare athletes, all coaches should participate in continuing education including attendance at seminars, clinics, workshops, and study appropriate materials related to safety procedures, sportsmanship, coaching techniques, and medical concerns.
6. Athletic preparedness is a concern throughout the season. Athletes must not be required to perform beyond their level of ability with regard to physical condition, performance techniques, or level of competition.
7. Adequate bodily fluids are critical. Coach must provide an adequate water supply at all times.
8. Returning to athletic activity after a serious injury or illness requires a written consent of the athlete's physician. Even then, the final discretion rests with the Coach and Athletic Director. Special concerns are head injuries, heat illness, diabetes, and communicable diseases (mononucleosis, etc.)

Q. Problem Resolution Protocol

Communication is the most vital aspect of heading off potential problems. Any concern a student or parent has must always be addressed by following the "Extra Curricular Conflict Resolution Process." The first step of this is to contact the source. Whenever possible the student should initiate, but whether the parent or the student begins the process there are some suggestions on how to handle this conversation.

Student Contacting the Source: The student should talk directly with the coach, in private, face-to-face, away from the practice site or game arena. A telephone call may be necessary to arrange an appointment. Email,

voice mail, text message and letters are good methods for communicating information, but they are not as effective for communicating feelings, and concerns. By their nature they tend to distance coaches and athletes.

Parent Contacting the Source: Contact the coach to talk directly, in private, face-to-face, away from the practice site or game area. Making an appointment, sitting down and listening to both sides is far more productive in reaching a mutually satisfying resolution. Our coaches are expected and encouraged to meet with individual parents to discuss concerns that affect that parent's child. Our coaches are not expected to meet with groups of parents to discuss issues of concern. Please DO NOT attempt to confront a coach before or after practice or a contest. These can be emotional times for both the parent and the coach. Our coaches are NOT expected to endure yelling, verbal or physical abuse from parents. Make an appointment. Help teach your child the skills of mature conflict resolution.

Resolution Protocol Steps

If patrons, parents, students or employees have concerns that need to be expressed, in order to maintain continuity and best resolve issues of concern, the following district protocol is to be followed:

1. The first step is to take the concern to the assistant/head coach of the specific sport at that level. It is the goal to resolve the issue at this level. Call the coach/school to make an appointment.
2. If there is still a concern, it will be taken to the Athletic Director.
3. If the concern persists, it will be taken to the Building Principal.
4. If the concern still has not been resolved to the satisfaction of all concerned, then it will be taken to the Superintendent.
5. If the interested party still feels the concern has not been properly resolved, then he/she may appeal to the Board Athletic Committee. The Board Athletic Committee will present the situation to the entire Board at the next regularly scheduled Board meeting with a recommendation. The entire Board will then make a final decision.

R. Quitting a Sport

An athlete who quits a sport following the grace period shall not be allowed to participate in that sport for the remainder of the season **or in any other sport that is being played** during that season. The athlete shall also forfeit any award for the dropped sport and time served for suspensions. Exceptions may be allowed with agreement of the athletic director and coaches involved.

An athlete has until one week before the first game to decide whether he/she wishes to stay out for that sport. If an athlete quits a sport during the grace period, he/she must practice two full weeks before he/she will be allowed to participate in another regular contest in a sport being held during the same season. An athlete may not quit one sport during the grace period and join a second sport unless the coach of the second sport has given permission.

S. Supervision

Supervision of all activities by the assigned coach, building athletic director, and/or administrator is necessary to reduce the risk of injury and assure proper handling of emergency situations. The following guidelines should be observed:

1. Proper supervision requires immediate physical presence of an authorized adult during all period of activity.
2. Emergency occurrences require the suspension of all student activity until proper supervision is provided. Primary attention must be given to the injured athlete.
3. Unique situations must be covered by a supervision plan as developed and authorized by the building principal for the supervision of locker rooms and all other facilities.

4. Primary supervision responsibilities must be completed prior to becoming involved in other assigned duties or unassigned personal or school activities.

T. Sportsmanship

All schools and athletic programs will comply with Michigan High School Athletic Association sportsmanship guidelines. Coaches, administration, athletes, and spectators should exhibit sportsmanship.

U. Sportsmanship Announcement before a Contest

TO BE READ AT ALL VARSITY CONTESTS:

“Good evening ladies and gentlemen and welcome to Ravenna High School for tonight’s contest with our visitors from _____. As member schools of the Michigan High School Athletic Association and the West Michigan Conference, we remind you that sportsmanship and the objectives of educational athletics are what set this event apart from other levels of competition. Your cooperation and support of the values promoted by our two schools is appreciated.”
The privilege of this game was made possible by those who have fought and continue to fight for the freedoms we enjoy. Let us honor and respect our country by gentlemen removing your caps, everyone standing at attention, as we proudly sing our National Anthem.....

At this time we would like to introduce the starting line-ups...

First the (_team mascot_) from (_school name_).....

The _____ are coached by Mr./Mrs. _____

And now, the starters for YOUR Ravenna Bulldogs.....

Your Bulldogs are coached by Mr./Mrs. _____

The officials for tonight’s contest are _____, _____, _____

V. Tryouts

The program head coach, with the assistance of the coaching staff, shall implement and evaluation process tool. The tool can aid in the justification process when reducing participant numbers during tryouts for those sports that necessitate smaller numbers. The evaluation process and requirements need to be discussed with each athlete and explanations given to parents when requested. A pre-season parent meeting is required by all sports. During the tryout period, student athletes should be given equal attention with daily progress of skill, attitude, and ability noted and documented.

VIII. ADMINISTRATIVE POLICIES

A. Athletic Training and First Aid

Ravenna High School has a Licensed Athletic Trainer on staff that will be present for nearly all practices and home events. Athletic Trainers are nationally certified and licensed in the state of Michigan to practice athletic training. They have education and experience in a number of facets including but not limited to orthopedic evaluation, injury prevention, rehabilitation, kinesiology, sports performance, concussion management, first aid, and CPR. They are the first "line of defense" for athletes across the nation.

In the event that a significant injury that occurs during a competition, the Athletic Trainer will evaluate the injury, treat as necessary, and communicate to the coach and parent(s) as available if/when the athlete can return to play. At this time, the Athletic Trainer will recommend a plan of action based on the clinical impression of the given injury. This plan of action may or may not include referral a doctor or other specialist.

B. Authorized Practice Days

There will be no practice / games on Sundays or after 6 p.m. on Wednesdays without permission from the Superintendent. An exception may be authorized by the Building Principal for the purpose of preparation for district / state playoff games. Each sport will follow MHSAA rules and guidelines for authorized dates to begin and end sports seasons.

C. Budgets and Purchasing

Budgets shall be prepared by the head coach for that particular sport using the proper budget request format with remittance to the building athletic director and principal. Budget request shall reflect all planned expenses to be incurred in the respective sport season. The principal must approve budgets. No purchases can be made without a purchase order, which must be obtained from the building principal or his designee prior to making a purchase. Before a purchase order can be obtained, an approved budget must be on file in the building athletic director's office and in principal's office. No purchase of goods, service, merchandise or equipment can be made prior to obtaining a signed purchase order. Inquiry as to cost, quality, quantity, and location of goods, service or equipment maybe made at any time. The purchase order must be complete and must be signed by the coach, the building athletic director and building principal.

D. Code of Conduct (Student Athlete, Coaches, Parents, Athletic Director)

Student Athlete

- I will emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- I will eliminate all possibilities which tend to destroy the best values of the game.
- I will stress the values derived from playing the game fairly.
- I will show courtesy to visiting teams and officials.
- I will do my best to establish a happy relationship between visitors and hosts.
- I will respect the integrity and judgment of sports officials.
- I will try to achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- I will encourage leadership, use of initiative and good judgment by the players on the team.
- I will recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players.
- I will remember that an athletic contest is only a game--not a matter of life or death for player, coach, school, official, fan, community, state or nation.

Coaches

- I shall be aware that I have a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- I shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the media, and the public. The coach shall strive to set an example of the highest ideals of character.
- I shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- I shall avoid the use of alcohol and tobacco products when in contact with players.
- I shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- I shall master the contest rules and shall teach them to my team members. I shall not seek an advantage by circumvention of the spirit of the letter of the rules.
- I shall respect and support contest officials. I shall not indulge in conduct, which would entice players or spectators against the officials. Public criticism of officials or players is unethical.
- I should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- I shall not exert pressure on faculty members to give students special consideration.

Parents

- I will encourage good sportsmanship by being a good role model.
- I will try my best to make athletics a positive experience for everyone involved, i.e., participants, coaches, officials, and spectators.
- I will insist my players treat other players, coaches, officials and fans with respect.
- I will reinforce the school's drug and alcohol free policies and refrain from use of alcohol and other drugs before or during contests.
- I will do my best to understand and appreciate the rules of the contest.
- I will show appreciation for an outstanding play by either team.
- I will be a "team" fan, not a "my child" fan.
- I will help my child learn that success is measured by the development of skills, not winning or losing.
- If I have a concern, I will talk to the coach at the appropriate time and place, i.e., never before, during, or immediately after a contest.
- I do my best to remember a ticket to a school athletic event provides me with the privilege of observing the contest, not berating officials, coaches, or players.

Athletic Director

- I agree to implement a quality athletic program that encourages high standards of integrity for participants.
- I agree to make the appropriate decisions that will be in the best interest of all participants.
- I agree to endorse the principle of due process that protects the rights of all participants
- I agree to organize, direct and promote athletic activities that are a direct reflection of the school district's values, policies and procedures.
- I agree to work with coaches, faculty and school officials to establish, implement and support school policies.
- I agree to act as an impartial party in the execution of all local, state and national rules and regulations.
- I agree to fulfill my duties to the best of my abilities with honor, respect, integrity and loyalty.
- I agree to advocate the values of the school district and represent the student-athletes, colleagues, coaches, school officials and the general public in the highest regards.
- I agree to seek participation in local, state and national athletic organizations to enhance professional development.

- I agree to promote good citizenship principles, values of sportsmanship, standards of ethics and personal conduct by encouraging coaches, school officials, faculty, student-athletes, parents and the public to commit to these standards.

E. Contest Scheduling

Scheduling of all games and contests will be directed by the Athletic Director, and finalized by the Building Principal. Consultation with the program Head Coaches will be included when considering season schedules.

F. Pre-season Coaches Orientation

The Athletic Director will schedule and facilitate an orientation meeting for all coaching staff prior to the beginning of each sport season. Attendance of all coaching staff is required. The following are required agenda items:

1. Alignment: Grades 7-12
2. Identify specific goals and objectives for each program that are measurable; time sensitive; and support the mission statement of the Ravenna Athletic Program.
3. Staff input.
4. Review the Athletic Manual.

IX. ATHLETIC FEES

With the adoption of the 2017-2018 budgets in June, the Ravenna Public Schools Board of Education approved an athletic fee that will help balance the athletic budget and maintain the athletic programs at the current levels for the school year. This fee will assess a charge to any high school or middle school student athlete who wishes to participate in athletics. Any questions regarding athletic participation fee should be directed to Kyle Jawor, Athletic Director, Ravenna Public Schools, in the athletic office or by calling 853-2218.

1. An athletic fee will be assessed to all student participants in athletic programs for middle or high school levels.
2. The athletic fee will be based on the following scale:

High School (Grades 9-12)	
<u># of Sports</u>	<u>Fee</u>
1	\$50
2	\$50
3	<u>\$50</u>
Total	\$150

3. Prior to the first day of practice, each athlete must report to the athletic department office. At that time, it will be confirmed that a physical form is on file or that a physical form needs to be submitted. Also, three forms, including the Student/Parent Contract, the Student/Athlete Worksheet, and the Concussion Awareness form needs to be submitted. In addition, the participation fee payment must be paid or arrangements for payment must be made. The athletic office will then issue each athlete a personal receipt to give to their coach. The coach’s receipt will allow the athlete to begin practice. NOTE: If you turned in a concussion awareness form at either the high school or middle school, you do not need to submit another form.

4. **High school fees must be paid prior to the deadline published by the athletic office. Failure to pay the fee prior to the deadline will result in student ineligibility.** The deadline for Fall sports is Monday, August 10th. The Winter sports deadline will be November 9th and the Spring sports deadline will be March 14th.
5. All fees may be paid by cash or check at the athletic office. **Fees will not be accepted by coaches.** Checks should be made out to Ravenna Public Schools, and a confirmation receipt shall be given at the time of payment.
6. Student athletes who qualify for free or reduced lunch programs must make arrangements with the athletic office for alternative payment plans. This arrangement will be determined by the athletic director in cooperation with athletes and/or parents. In most cases, we will request a minimum payment of \$20.00. Questions should be directed to Kyle Jawor, Athletic Director, Ravenna Public Schools, in the athletic office or by calling 853-2218, x. 1410.
7. A \$25.00 fee shall be assessed for any check returned due to insufficient funds.
8. **THE ATHLETIC FEE IS NON-REFUNDABLE AND DOES NOT GUARANTEE PLAYING TIME.**

X. EMERGENCY PROCEDURE PROTOCOL

Handling all injuries requires detailed preparation including emergency information, instruction for staff and athletes, proper equipment, and coordination with authorized medical personnel, fire department, and emergency response units. All coaches will have available:

Phone numbers:

- | | |
|-----------------------------|--|
| 1. Emergency Response Units | 5. District Athletic Director/Superintendent |
| 2. Hospital / Clinic | 6. Poison Control |
| 3. Police | 7. Parents/Guardian of Athlete |
| 4. Building Principal | 8. Athletic Director |

Cardiopulmonary Resuscitation and First Aid Certification:

By MHSAA requirement and Michigan Compiled Law, all coaches will have a Current CPR and First Aid certification card.

A copy of each season's athletic schedule will be provided to the local ambulance provider and a request will be made for an ambulance to be on site at all athletic functions.

The head coach or designee must have at all times the district approval list of all related emergency equipment and supplies for the proper care of the athlete.

The Athletic Director will provide / make readily available, emergency contact information to each coach prior to the beginning of each season.

Emergency Follow-up Procedure

When an emergency or injury incident occurs in practice or during a contest, the following procedures will be followed:

- G. A written report of material facts and eyewitnesses, and the collection of involved equipment and photographic evidence must accompany a catastrophic injury.
- H. An accident report form and (when applicable) a Student Insurance form will be filed with Central Office.

- I. An independently prepared narrative supplement report with factual observation of all events leading to, during and following the incident within 24 hours will be filed. (Do not include opinions).
- J. A list including all witnesses, names, addresses, and phone numbers will be provided. An attached roster of any team members involved in the incident, as well as assigned staff and officials.
- K. Notification of proper authorities with dates, times and process of how they were notified.

Basic First Aid and Communicable Diseases

First Aid Treatment

- A. Basic Treatment for Injuries
 - a. Treat for life first, but respect other injuries.
- B. If in doubt, do not move victim.
 - a. Monitor vital signs (breathing, etc.).
 - b. Be prepared to administer necessary life support (CPR, rescue breathing).
 - c. Activate E.M.S.
 - d. Treat life threatening injuries and shock (keep lying down).
- C. For general injuries:
 - a. Rest – Ice – Compression – Elevation
- D. For bleeding using a barrier (latex gloves):
 - a. Direct pressure
 - b. Elevation – above heart, if possible
 - c. Pressure point (arm/thigh)
 - d. Pressure bandage
- E. Never be afraid to activate E.M.S. When E.M.S. is contacted, the following information should be given:
 - a. Where is the emergency?
 - b. Phone number you are calling from.
 - c. What happened?
 - d. How many people are involved?
 - e. What is being done?
- F. Emergency Action Principles
 - a. Survey the scene
 - i. Is it safe?
 - b. Do a primary survey
 - i. Check for unresponsiveness
 - ii. Airway
 - iii. Breathing
 - iv. Circulation
 - c. Phone E.M.S.
 - d. Do secondary survey
 - e. Interview (what happened?)
 - f. Vital signs (breathing, pulse, temperature)
 - g. Head to toe exam

Communicable Disease Precautions

- A. Care and Handling
 - a. Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids. Wash hands....

- b. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids is anticipated.
 - c. The bloodied portion of the uniform must be properly disinfected or the uniform changed before the athlete may participate.
 - d. Clean all contaminated surfaces and equipment with a solution made from a 1:10 dilution of household bleach or other disinfectants before competition resumes.
 - e. Practice proper disposal procedures to prevent injuries caused by needles, scalpels, and other sharp instruments or devices.
 - f. 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.
 - g. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
 - h. Contaminated towels should be properly disposed of/disinfected.
 - i. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards and other articles containing body fluids.
 - j. Refer to the specific sport rules for additional information.
- B. Coaches Responsibilities
- a. Parents will be notified immediately.
 - b. A coach or any responsible member of the school's personnel should accompany the student to the hospital unless doing so would leave other players without supervision. This person should remain in attendance until the parent of the student arrives. The student should not be left at the hospital at the completion of the activity unless the parent/guardian has arrived or there is first-hand confirmation that they are in route.
 - c. If the athlete requires attention beyond minor first aid, the Principal, Athletic Trainer, and/or Athletic Director will be notified immediately.
 - d. Students receiving an injury that may warrant future professional medical care must be transported home by a parent/legal guardian or other arrangements approved by the school administration.

All accidents involving medical attention should be reported on a district student accident report form and turned into the school district Athletic Director and Principal within twenty four hours

XI. ATHLETIC AWARDS

- A. Varsity Awards – A varsity letter and certificate may be earned by participation in a varsity sport for one season.
 - 1. Each season thereafter, a certificate and a pin will be awarded for participation in the same sport.
- B. Junior Varsity Awards – A Certificate may be earned by participating in a junior varsity sport. Each season thereafter, a certificate will be awarded for participation in any junior varsity sport.
 - 1. No award shall be given to a player who drops from the team or is dismissed for disciplinary reasons.
 - 2. In case of injury, the coach and athletic director shall determine the award to be given.
 - 3. Junior Varsity or Freshman players who are brought up to the varsity for post season play are typically not eligible to receive a varsity letter in that sport.
- C. Criteria for Earning Awards – The criteria for earning awards are to be determined by each coach. Athletes shall be told the minimum criteria for earning an award prior to the season beginning.

D. Special Awards – Special recognition for athletic achievement shall be given to selected athletes at the end of the school year.

1. An Oscar is awarded to a senior athlete who has earned 6 varsity awards.
2. A Male and Female Scholar/Athlete award will be presented at the close of each school year.

These selections will be based on:

- a. The student’s cumulative grade point average.
 - b. Community Leadership.
 - c. Athletic achievements.
 - d. The number of seasons the athlete participates in..
3. Most Valuable Senior Male and Female Athlete Award – The recipient of this award must meet the following requirements:
- a. Superior athletic ability and performance.
 - b. Emphasis shall be given to the number of sports participated in during his/her high school career.
 - c. The athlete must be a senior.
4. Alonzo Stagg – This is an award that is given to a senior athlete. This award is not necessarily given every year. The recipient of this award must meet these requirements:
- a. Superior academic achievement.
 - b. Cooperation, dedication and representation of Ravenna athletics.
 - c. Adherence to the Athletic Code.
 - d. Superior athletic ability and performance.
 - e. The athlete must be a senior.

XII. RAVENNA DISTRICT SOCIAL MEDIA POSITION STATEMENT

Social Media has become engrained in today’s society. The wide variety of social networking tools presently available provides students easy access to share important news and events with each other. Social media technologies such as Twitter, Facebook, Internet forums, weblogs, social blogs, micro blogging, Wikis, podcasts, photographs, video rating, social bookmarking, and others have many benefits in our world; however, they can also be disruptive when inappropriate social media postings occur. Using these communication tools in an inappropriate manner can have negative consequences, especially if unkind words or threats are used with intent to hurt others.

The Ravenna High School Athletic Department recognizes and supports its student-athletes’ and coaches’ rights to freedom of speech, expression and association, including the use of social networks. In this context, each student-athlete and coach must remember that participating and competing for the Ravenna Public Schools is a privilege, not a right. The student-athlete and coach represent his or her high school and the Ravenna District, and therefore, they are expected to portray themselves, their team and their high school in a positive manner at all times. Any

online postings must be consistent with federal and state laws, as well as team, school, school division and Ravenna District rules and regulations (including those listed below).

Specifically prohibited behaviors include but are not limited to:

- Sexually explicit, profane, lewd, indecent, illegal or defamatory language/actions.
- Derogatory language regarding school personnel or other students.
- Comments designed to harass or bully students and/or school personnel.
- Nude, sexually-oriented, or indecent photos, images or altered pictures.

Also prohibited are all on-campus connections to off-campus violations of the policy.

- Use of school computers to view off-campus postings.
- Students accessing posts at school on their own devices.
- Distribution of hard copies of posts on school property.
- Re-communication on campus of the content of the posts.

Any authorized or unauthorized use in school or out of school of computer software, computer networks, telecommunications devices, information technology, and related technologies, which disrupts or interferes with the educational process in any manner is prohibited and may result in removal from the team or activity and a recommendation for expulsion.

Social Media Guidelines for Student-Athletes

1. Be careful with how much and what kind of identifying information you post on Social networking sites. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Remember – once posted the information becomes the property of the website.
2. Be aware that potential current and future employers and college admissions offices often access information you place on online social networking sites. Realize that any information you post will provide an image of you to prospective employers and/or schools. The posting is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited e-mails asking for passwords and PIN numbers. Reputable businesses do not ask for this information online.
4. Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. Social networking sites are NOT a place where you can say and do whatever you want without repercussions.
5. Remember that photos once put on the social network site's server become the property of the site. You may delete the photo from your profile, but it still stays in their server. Internet search engines like Google or Yahoo may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.

One of the biggest lessons social networking users can learn is that anything you post online enters the public record. High school students should carefully consider their profiles and ask themselves how they would look to a future college admissions officer or potential employer.

Hail Ravenna

Oh We Hail Our Alma Mater,
Dear Ravenna High, Brave And True.

We Salute You Alma Mater,
Faithful To Our White And Blue.



Banners High, Win Or Die.
Let The Chorus Swell To The Sky.
As We March, March, On To Victory,
Pledge Our Hearts To Loyalty.



Interlude:

Go, Go, Go, Go,
Win, Win, Win, Win,
Team, Team,
Fight, Fight, Fight.
Repeat chorus

STUDENT – PARENT CONTRACT

1. I realize that it is a privilege to participate in athletic activities.
2. I understand that attendance and punctuality at all practices and meetings are important to morale and performance. I will make every effort to be in attendance and on time. Missing (or repeated tardiness) could affect my chances of participation and could result in suspension from the team.
3. I realize that my appearance is important and will keep myself clean and well groomed in accordance with the handbook.
4. I realize that I am an ambassador for the team in and out of school, and will partake in activities that not bring discredit or embarrassment to myself, my parents, my school, or my team.
5. I will work hard in the classroom and will conduct myself according to school rules.
6. I will conduct myself in an acceptable and sportsmanlike manner at all times.
7. I understand that all equipment and uniforms are the property of Ravenna High School and are not to be worn except for approved events.
8. I am responsible for the care and cleaning of all issued equipment and uniforms and will return all equipment and uniforms in good condition at the scheduled time after the conclusion of the season.
9. I understand that all disciplinary action will follow the guidelines established by the MHSAA or held within the Ravenna High School Athletic Handbook.
10. I understand that the Athletic Code of Conduct is in effect 365 days a year. I also understand that I must have a current physical (completed after April 15) on file and must pay the athletic fees before becoming eligible for participation.

I have read and understand the meaning and purpose of the Athletic Code of Conduct and this contract. I agree to abide by the rules established and understand the penalties that will be administered for failure to abide by the rules.

Signature of Student Athlete

Date

Signature of Parent/Guardian

Date

*****THIS FORM IS TO BE RETURNED WITHIN 2 DAYS TO THE ATHLETIC OFFICE*****

Student Athlete Worksheet

Last Name _____ Middle Initial ____ First Name _____

How many years (high school only) have you participated in athletics (include this year)? _____

What insurance company is covering your athletic participation? _____

What is the name of your family doctor? _____

Emergency contact and telephone number(s) _____

What special medical information should we be aware of?

By signing below the athlete and parent / guardian agree to:

1. Take full responsibility for accident insurance for athletic participation.
2. Read the Athletic Code of Conduct and abide by its rules and regulations.
3. Recognize that as a result of athletic participation, medical treatment on an emergency basis may be necessary and further recognize that school personnel may be unable to contact the parent / guardian for their consent for emergency medical care. The parent / guardian do hereby consent in advance to such emergency care, including hospital care, as may be deemed necessary under the then existing circumstances.

Student athlete signature _____

Date _____

Parent / Guardian signature _____

Date _____

*****THIS FORM IS TO BE RETURNED WITHIN 2 DAYS TO THE ATHLETIC OFFICE*****

Credibility Athlete Assessment

Using a scale from 1-10, rate your coach on the following characteristics.

Strongly Disagree	Disagree	Agree	Strongly Agree
1 2 3	4 5	6 7	8 9 10

- _____ 1. **Character Based**- My coach acts in an ethical, honest and trustworthy manner.

- _____ 2. **Competent**- My coach has a solid understanding of the rules, mechanics and strategies of my sport.

- _____ 3. **Committed**- My coach works hard and is committed to building a successful program.

- _____ 4. **Caring**- My coach genuinely cares about my overall success and me.

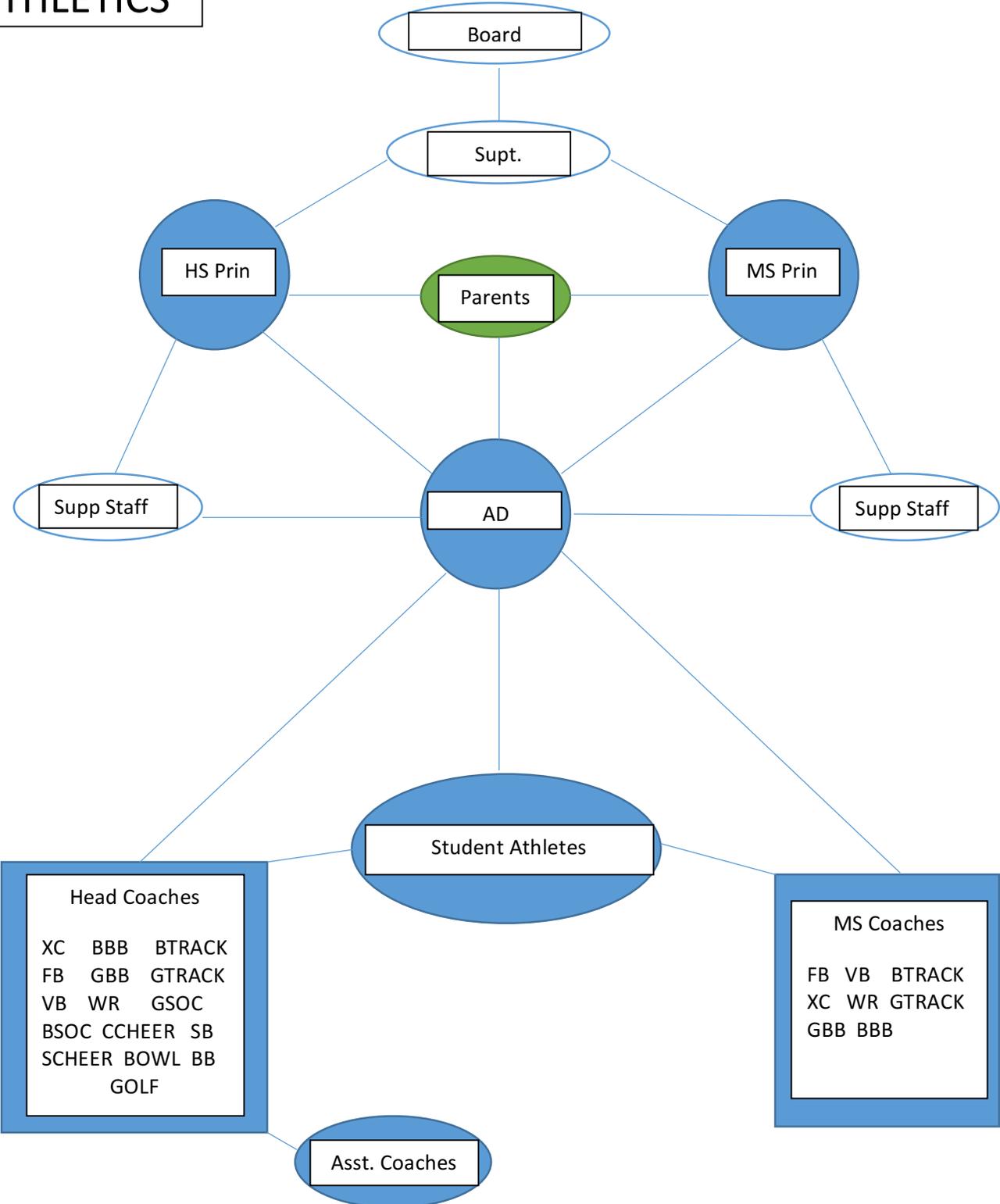
- _____ 5. **Confidence Builder**- My coach is effective at building and maintaining my confidence.

- _____ 6. **Communicator**- My coach is an effective communicator and listener.

- _____ 7. **Consistent**- My coach is consistent in terms of his/her mood and approach to team discipline.

MANPOWER Flow Chart – Great people make great programs. Increase the efficiency of your workforce by following some best-practices in management.

ATHLETICS



Job Description

Job Title: Head Football Coach

Supervisor: Principal & Athletic Director

Job Summary

Position is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport.

Essential Duties

1. Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.
2. Assesses player's skills and assigns team positions.
3. Develops a regular practice schedule and organizes practice time to provide both individual and team development.
4. Works with the athletics director in scheduling facilities for practices and competition.
5. Assigns duties to an assistant coach as necessary.
6. Coaches and instructs players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
7. Observes players, during competition and practice to determine the needs for individual or team improvement.
8. Determines game strategy based on the team's capabilities.
9. Establishes and maintains standards of pupil behavior and provides proper supervision of athletes at all times.
10. Monitors the academic performance of team members to ensure that eligibility requirements are met.
11. Follows established procedures in the event of an athlete's injury.
12. Conferences with parents/guardians, as necessary, regarding the athletic performance of their student.
13. Follows state, regional, and district regulations governing the athletic program.
14. Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
15. Acts as a team representative and promotes the sport by communicating with the news media, booster clubs, service clubs, and other organizations.
16. Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.
17. Works with the athletic director to develop a policy for awards and submits a list of award winners at the end of the season.
18. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
19. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
20. Models nondiscriminatory practices in all activities.

Other Duties

1. Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
2. Performs any other related duties as assigned by the school principal, athletic director, or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Some experience as a football coach or assistant coach at the high school or college level preferred. Must possess effective coaching techniques and skills. Must possess a thorough knowledge of the rules, regulations, strategies, and techniques of the sport. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors. Duties may be performed away from school. The noise level in the work environment is usually moderate to loud.

Supervision Responsibilities: Assistant Coaches, Athletes

Immediate Supervision: Principal and Athletic Director

This job description in no way states or implies that these are the only duties to be performed by this employee. The head coach will be required to follow any other instructions and to perform any other related duties as assigned by the Principal, Athletic Director or appropriate administrator. Ravenna Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date