

# **COACHES HANDBOOK**

FOR

## **ADMINISTRATIVE REGULATIONS INTERSCHOLASTIC ATHLETIC PROGRAM**



**FORT RECOVERY HIGH SCHOOL  
AND  
FORT RECOVERY MIDDLE SCHOOL**

ADOPTED 1992

REVISED November 2016

# **CODE OF ETHICS FOR COACHES OF FT. RECOVERY LOCAL SCHOOLS**

1. The athletic staff of Fort Recovery Local Schools must maintain friendly relationships. Coaches should refrain from criticizing other coaches. All staff members shall be cautious of what is said in front of students or adults of the community.
2. Coaches shall not attempt to influence an athlete to select one sport over another, nor to require a student to participate in one sport and not another. Do not influence an athlete to drop out of other sports in order to concentrate on one sport.
3. Coaches shall not infringe upon another coach's season unless permission is granted by the coach of the current sport, the Athletic Director, and the Fort Recovery Local Schools Administration.
4. The attitude of the coach is reflected by his/her athletes. The way a coach acts on the bench will often influence the way the athletes behave on the floor/field.
5. All coaches shall be consistent in following the rules and regulations of the Fort Recovery Local Schools Athletic Department and the Ohio High School Athletic Association.
6. Coaches shall inform the athletes of their responsibilities to the school and community as responsible students and citizens. Coaches shall inform athletes they may lose the privilege of participating in our program if their actions, in school and out, are undesirable in nature.
7. A coach shall not allow the desire to win overcome his/her sense of fair play.
8. All training rules are to be explained fully at the beginning of each sport's season.
9. Coaches shall promote good relations between coaches and other faculty and non-teaching staff members.
10. Coaches should strive to live within the spirit as well as the letter of our rules and regulations. The name of the game is not special interest or beat the system, but united we can be fair and consistent.

## **PREFACE**

This booklet sets forth existing rules and regulations governing the administration and control of interscholastic athletics at Fort Recovery Local Schools.

The primary purpose of this publication is to serve as a guide to the administrators, supervisors, and coaches in interpreting the athletic program of the junior high and senior high of Fort Recovery Local Schools.

Its secondary purpose is to show the need and value of athletics in the light of current educational practice. As an integral part of the total educational program, the place of athletics must be clearly defined.

Changes in policy and procedures will be made at various times to improve the overall athletic program at Fort Recovery Local Schools. These changes automatically become part of this booklet.

The athletic program at Fort Recovery is greatly aided by the Athletic Boosters Organization. The help and support that this organization's members give in time, work, and financial aid is greatly appreciated.

## **PHILOSOPHY**

Athletics are an integral part of the total educational program and do contribute to the learning experiences of all students. Through interscholastic athletics an opportunity is provided for students to achieve beyond the normal physical education curriculum. Our program is tailored to provide meaningful learning experiences that fit harmoniously into the overall educational program. We recognize that vigorous physical activity is vital to healthful living and participation in athletics should be founded on a clean and disciplined life. We endeavor to develop young athletes to the fullest extent of their capabilities.

Athletic participation is a privilege -- not a property right. It is, therefore, under a set of rules for suspension, awards, etc., that are not the same as academics.

# ATHLETIC COUNCIL

## A. Membership

The Athletic Council shall consist of one school board member, the superintendent of schools, the high school principal, the middle school principal, the athletic director, the assistant athletic director, the cheerleading advisor, and all head coaches.

## B. Purpose

The purpose of the council is to make recommendations to the Administration for the administrative and/or Board policy changes which govern interscholastic athletic programs at Ft. Recovery Local Schools for adoption by the Board of Education. Also it shall interpret the guidelines established in this handbook. All recommendations to the Board must be made to allow the Board plenty of time to discuss and act upon them.

## C. Voting

On matters which require voting, each of the members will be entitled to one vote: all head coaches, the cheerleading advisor, who is directly affected by the proposed change, the superintendent, the high school principal, , the middle school principal, the board member ,the athletic director, and the assistant athletic director on matters pertaining to the junior high and the high school. The principle of one person to one vote will be in effect and a simple majority will rule.

## D. General Regulations

1. The aims and objectives of the athletic program of the Ft. Recovery Local Schools are:
  - a. Sportsmanship
  - b. Self-reliance and self-discipline
  - c. Physical fitness
  - d. Development of mental and physical skill in school for use in later life.
2. The athletic program consists of as well-rounded and organized program of interscholastic, intramural sports as possible, and a comprehensive physical education program. The education department will be responsible for the interscholastic sports program. The junior high and senior high schools will be responsible for the intramural sports program and the physical education program.
3. Varsity athletics in the senior high school shall include: football, cross country, basketball, baseball, track, golf, softball, swimming and volleyball. Other sports may be added by **majority** agreement of the council and the approval of the Board of Education. Athletics in the junior high shall include: football, basketball, track, volleyball, and cross country.
4. Minimum eligibility shall be as outlined by the training rules which appear later in this manual.
5. O.H.S.A.A. Constitution and Rules shall be followed **rigidly** in all respects, including practice sessions, practice games, physical fitness programs, open gyms and summer leagues and camps.

6. A coach's first obligation is to the sport in season.
7. Each sport, in season, shall be considered a major sport during that particular season.
8. A student who is participating in a sport in season may not participate in the practice or meet of another sport, **unless by mutual consent of the coaches involved, and the final approval of the athletic director and principal involved.**
9. No student shall be required to participate in any sport or activity as prerequisite for participating in another sport.
10. A student must be present at school for a half day as recorded on office attendance to be eligible for practice or a game. Special arrangements may be made with the principal to participate if the student must be absent the entire day. Participation in school projects and field trips is not considered absent.
11. A coach **must be** present at all games and practice sessions and must not leave the locker room or gym until every participant has left. If the head coach cannot be present at a game or practice session, the athletic director should be notified in advance.
12. All athletic squads shall dress in a presentable fashion at all athletic contests they attend as a team. The standard of dress shall be determined by the head coach. The students should keep in mind they are representing the student body and the community of Fort Recovery.
13. A person is employed as a **teacher first** and a coach second. The coach is expected to master the principles of teaching in the classroom.
14. The athletic funds will be administered in such a way as to provide safe and adequate equipment and still remain fiscally solvent. To this end an amount approximating \$1,000 as a cushion for emergencies will be maintained. Distribution of funds will be accomplished, based **on need**, by the athletic director.
15. All athletes must be covered by insurance. Those students who do not wish to subscribe to the school insurance must submit a waiver from their parents to the principal.
16. There will be award ceremonies each year. Coaches may hold their own individual ceremony at the consent of the Athletic Director and Fort Recovery Local Schools Administration. Awards will not be given out except at these ceremonies:
 

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Basketball	Track
Golf	Cheerleading	Baseball
Volleyball	Swimming	Softball
Cheerleading		
17. Regular athletic council meetings are scheduled as follows:
  - a. First teacher day of school year or thereabouts
  - b. One week after the fall season closes or thereabouts
  - c. One week after the winter season closes or thereabouts
  - d. The last teacher day of the year or thereabouts

18. All head coaches will have the complete athletic inventory to the athletic director no later than two weeks after the end of the season. All equipment should be stored at this time. Supplemental checks will not be issued until head coaches have completed all end of season obligations (uniforms and equipment stored, evaluations completed, etc.)
19. Requests for equipment should be submitted to the athletic director within two weeks after the end of the season. Failure to turn in requests on time could result in the equipment not being purchased.
20. The head coach will submit a list of all students to the athletic director before they can participate in any sport, i.e., conditioning or practice, etc. The A.D. will check to make sure the following are on file:
  - a. Physical card signed by a physician
  - b. Emergency Medical Authorization form signed by the student and parents
  - c. Subscription for school insurance or a waiver of insurance signed by parents
  - d. A copy of the training rules agreement
21. If a student participates in one sport and then quits after the first contest, that student shall not be eligible to participate in another sport during the season of the sport he/she quit.
22. All new sports shall begin at the beginning of that season as identified by O.H.S.A.A.
23. No coach shall approach the Booster's Club with a request for equipment, supplies, or help without the approval of the athletic director. All requests of this nature to the Booster's Club should come only after approval from the A.D.
24. The members of the cheerleading squads, although not a sport, shall fall under the jurisdiction of the Athletic Council and the guidelines of the athletic handbook and its rules and regulations.
25. Providing the head coaches have turned in the inventories and requisitions on time, the Athletic Director will see that they have their equipment three (3) weeks before their season starts.
26. If a player starts the season, i.e., dresses for one contest and then quits the team without having talked to the head coach or athletic director, and quits during an athletic event in a manner which brings embarrassment or disrespect to the team or the school, that individual shall have forfeited the privilege of participating in the athletic program at Fort Recovery Local Schools for the next two sports' seasons (e.g. quits during a fall sport, not eligible winter and spring seasons.)
27. Programs which have camps should abide by board policy concerning fundraisers. Each sport can have 1 camp and 1 fundraiser for the year. Camp money must be deposited through the school club account while fundraiser money may still be deposited through booster account.
28. Fort Recovery Local Schools policy on team selection is to encourage coaches to inform the team and parents of their philosophy and procedure for selecting prior to the act.
29. If during any athletic season a participant should become pregnant, then the following guidelines must be followed in order to participate:
  1. The athletic director must receive a written permission slip, signed by the parent/guardian of the student permitting participation
  2. The athletic director must receive, at the beginning of each month, written permission from the student's doctor permitting participation without danger to the student or the unborn child (this permission is good only for that one month.)

3. The student will be required to participate in all regular and normal practices and game activities expected of all participants.
30. On days when school is canceled due to poor weather, discretion concerning practice will be used by the athletic director and administration. If the weather is improved enough during the day not to endanger the students in getting to school, High School practices can be held. This decision will be made by the athletic director and administration by 1:00 on those days. If school is canceled, there will be no Junior High practices on that day. On days when school is dismissed early due to poor weather, all practices for that day will be canceled. Coaches should contact the athletic director for questions concerning severity of weather and practice.
31. On a day when school is canceled due to poor weather, an interscholastic game will not be canceled just because there was no school. If the weather conditions improve enough by game time to insure safe travel, the game may be played.
32. Coaches wishing to utilize Open Gyms/Instructional Programs are to abide by the following:
  - a. Secure building administrator approval--in advance
  - b. Submit a calendar of dates and times
  - c. Coach or assistant coach is to be in attendance for liability reasons
  - d. Abide by O.H.S.A.A. regulations for the programs, namely:

#### ***Open Gyms***

An "open gym" is a facility in which the doors or gates are unlocked and open for unstructured free play, and no one is restricted from observing the play. The school may designate the sport to be played.

Coaches may:

1. Supervise an open gym at any time except during the no-contact period.
2. Remove participants for disciplinary reasons but may **NOT** limit participation to a select group of students, ex.:girls on the volleyball team.
3. **NOT** designate team make-up, use regulation timing of games or written score keeping
4. **NOT** issue individual invitations to any players either orally or in writing
5. **NOT** require or suggest that participation will influence a player's chance to make the team.
6. Participate as long as there is no organization or instruction.
7. **NOT** organize, instruct, or coach athletes.

If a coach does any of the above the activity will count toward 1 of the 10 allowable coaching days.

#### ***Instructional Program***

These regulations apply to coaches in all sports.

A member of a coaching staff (grades 7-8 and grades 9-12 considered as separate staffs) may:

1. Have contact in an Instructional Program as a director or employee with players from the school where employed for no more than 10 DAYS from June 1-July 31.
2. **NOT** have contact in an Instructional Program with a squad member for either individual or group lessons except during the school season and from June 1-July 31.

*Please note: Coaching instruction is limited to 10 days between June 1 and July 31. Outside of these 10 days, if instruction is taking place, it must be limited to 4 players only(7 in football) regardless of how many coaches are in attendance or where the instruction is taking place.*

### ***Mandatory No Contact Period***

Any coach, paid or unpaid, approved by the Board of Education, is prohibited from athletic or athletic-related contact with squad members in the same sport for the periods of time specified by the OHSAA as “No Contact” times. In the sports of basketball, volleyball, and football no coaching, instruction, or conditioning for 28 days beginning the day following the school’s last interscholastic contest. Between August 1 and August 31, baseball, softball, and basketball coaches are to have no coaching, instruction, or conditioning. Outside of the No-Contact period and outside the sports playing season, individual instruction may take place but is 4 players only (7 in football) regardless of how many coaches are in attendance or where the instruction is taking place.

The following activities are permitted: coaching an All-Star contest sponsored by an O.H.S.A.A., affiliated school or association; award ceremonies; contact with a senior at the school for the purpose of facilitating college recruiting; teaching in the regular school curriculum, working as an athletic trainer contracted by the school.

### ***Non-Interscholastic Programs***

Bylaw 10-3-3 allows athletes to participate in non-interscholastic competition prior to and after the school season during the school year under specific conditions.

Members of a school coaching staff may not coach or participate with athletes from their school during the school year in non-interscholastic programs. Coaches may have 10 days of contact in non-interscholastic programs from June 1-July 31 only. These 10 days include any combination of Instructional Program and non-interscholastic program contact which exceeds the 50% limitation.

33. The athletic department highly recommends membership by its coaches in the various Ohio High School Associations as well as the District Associations. Coaches pay their own annual dues to such professional organizations.
34. Sports which have camp funds must abide by the following policies:
  - a. Each year the balance of the fund should be emptied (become less than \$100).
  - b. The money that goes in per group should go out in an approximate proportion to what came in whenever feasible.
  - c. Each of the two fundraisers must be conducted by board policy for fundraisers.
  - d. A summary sheet should be completed for income and expenses for each fiscal year (July 1- June 30). This sheet should include a description of income and expenses, not just the sum of the amounts. This sheet should be sent home with players for parents to see.
  - e. The fund must satisfy the auditors who will want to see, among other things:
    1. Purpose and budget statement must be submitted. Objectives and goals should be set carefully.
    2. Sales Project Potential forms must be completed before and after the fundraiser.
    3. Student participation must be present in the processes mentioned above.
35. Weight lifting by an athlete during a season shall be governed by the coach of the sport in season. If the coach agrees to allow lifting, he/she may specify the type of lifting.

36. Ohio Law requires all coaches to have CPR and Pupils Activity Certification. Each coach must fulfill the certification requirements of this training.

### **Duties of the High School Principal**

The principal shall have the following duties pertaining to the athletic programs:

1. Act as a chairperson of the Athletic Council
2. Keep the Superintendent of Schools informed on all activities of the Athletic Department affecting the overall school system and the general public.
3. Serve as a general supervisor and coordinator of activities in connection with the athletic program and arrange time for gym use.
4. Administer the rules of the O.H.S.A.A.
5. Certify the eligibility of all students participating in all interscholastic contests.
6. Assign or arrange for operation of the concession stands. At the present time the Athletic Booster Club operates the concession stands. Any other fund raising activities at the athletic contest must have prior approval of the athletic director and principal.
7. Arrange for Athletic Council meetings and give notice to all parties involved.
8. Keep an accurate check of eligibility on all participants as specified by the O.H.S.A.A. and keep the coaches informed of the eligibility. The principal will inform coaches of any athlete who receives an interim report so that any deficiencies can be checked up on.
9. Send signed eligibility certificates to the O.H.S.A.A. and keep a copy on file for all interscholastic sports.
10. Arrange with the cheerleaders for pep rallies.
11. Additional duties may be assigned by the superintendent.

### **Duties of the Middle School Principal**

The middle school principal shall have the following duties pertaining to athletic programs:

1. Oversee and supervise all Junior High contests.
2. Arrange for gym use in the Elementary/Middle School gym.
3. Keep the Superintendent informed on all activities of Junior High athletics.
4. Work with the H.S. Principal and the AD in administering the entire athletic program of Fort Recovery Schools.

5. Administer the rules of the O.H.S.A.A.
6. Certify the eligibility of all Junior High students participating in athletics.
7. Assign or arrange for the operation of concession stands for Jr. Hi. contests when appropriate.
8. Arrange with the cheerleaders for Jr. Hi. pep rallies.
9. Work with the H.S. Principal and the AD on hiring, supervising, and evaluating coaches of Junior High sports.
10. Additional duties may be assigned by the superintendent.

### **Duties of the Athletic Director**

The athletic director shall cooperate with the administration and coaches in performing the following duties related to the school athletic program:

1. Shall serve as the secretary of the Athletic Council.
2. Cooperate with the administration, coaches and students to promote the best interests of the entire program.
3. Supervise, sign all contracts, and develop a schedule for varsity, JV, freshman, and JH athletic contests to eliminate conflicts and maintain a proper balance in all sports areas, in cooperation with the head coach and the principal.
4. Administer and coordinate the entire interscholastic athletic program.
5. Contract all contest officials for athletics, except those assigned by the MAC Commissioner, and notify them prior to the game.
6. Provide the superintendent and principal with copies of the schedule of all athletic contests.
7. Approve the purchase of all supplies from the athletic fund upon written request from the head coach of any sport.
8. Distribute passes to the proper officials.
9. Arrange for physical examinations for athletes.
10. Arrange for police supervision at games as needed.
11. Provide for game physician and/or rescue squad.
12. Arrange for stadium and gym facilities for the proper execution of the program such as:
  - a. Dressing quarters and showers (home and visitors)
  - b. Marking of the field-maintenance men
  - c. Gym and playing field maintenance

- d. Lighting
  - e. Coordinate schedule of the facility
13. Write all pay in and pay out orders for the athletic department along with the ticket manager.
  14. Record all receipts and expenditures to date. Check each month with the school treasurer to note if accounts balance.
  15. Prepare seasonal financial statements of the athletic department for the administration and Athletic Council as requested
  16. Have authority to represent the school in athletic decisions.
  17. Distribute all tournament passes.
  18. Supervise the activities of the assistant athletic director. If there is none, then assume those duties.
  19. Athletic director, in coordination with the administration and/or assistant athletic director, shall supervise home games as needed.
  20. Conduct all presale of tickets for home and away contests in cooperation with the ticket manager.
  21. Supervise and evaluate all head coaches and assist in evaluation review of all assistant personnel.
  22. Cover for the assistant athletic director if needed.
  23. Work with the media in getting stats sent after games, coordinating picture days for the sporting seasons, communicating changes in sports schedules, and all other necessary communications throughout the year.
  24. Gather, input and update football, volleyball, basketball (B/G), baseball and softball rosters on Arbiter. Accurately label each athlete by sport(s) and their competitive balance tier for OHSAA competitive balance divisional alignments.
  25. Update kiosk/website information after each sporting season and prior to each sporting season.
  26. Additional duties may be assigned by the administration.

### **Duties of the Assistant Athletic Director**

The position of assistant athletic director will involve the following responsibilities:

1. Assist the athletic director with scheduling of contests.
2. Assist the athletic director with administration of home contests.
3. If requested, attend and help supervise banquets.
4. If requested, attend Athletic Council meetings.

5. Report directly to the AD on any matters regarding the Athletic Department or athletics.
6. Perform the duties of the AD if absent from school or home contests.
7. Help cover supervisory duties of away contests if needed.
8. Additional duties may be assigned by the athletic director or administration.

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### **Duties of the Ticket Manager**

The position of ticket manager will involve the following responsibilities:

1. Serve as ticket manager for all athletic events, which involves:
  - a. Prepare and supervise all publicity for ticket sales.
  - b. Purchase game tickets.
  - c. Prepare and plan for sale of tickets for home and away contests, for adults and students both, for reserved seats, at the gate and pre-sale students.
2. Distribute and collect the sign up sheet for ticket sellers and takers.
3. Supply ticket seller with change and tickets.
4. Collect money and prepare required reports showing attendance statistics, receipts, number of tickets sold, and financial reports after each home game for which admission is charged.
5. Deposit money collected, game ticket sales at home and from visiting schools with the treasurer.
6. Report directly to the athletic director on any matters regarding the Athletic Department or athletic matters.
7. Additional duties may be assigned by the athletic director or administration.

### **Duties of the Athletic Secretary**

The position of the athletic secretary will involve the following responsibilities:

1. Type team schedules when requested by the AD.
2. Type eligibility sheets for middle school and high school when requested by the AD and distribute copies to the head coaches.
3. Type practice schedules when requested by the AD.
4. Provide copies of the aforementioned to the principal.
5. Type and mail letters if requested by the AD.
6. Type registration of O.H.S.A.A. tournaments.
7. Additional duties may be assigned by the principal.

8. Place in permanent record folders a sheet listing all athletic awards each athlete has earned upon their graduation.

## **Duties of Head Coaches**

The head coach of each sport shall cooperate with the athletic director and the administration in the performing the following duties related to the school's athletic program:

1. Cooperate with the administration, athletic director, assistant coaches, and students to promote the best interest of the athletic program.
2. Have necessary meetings with all assistant coaches to coordinate the total program at all the high school and junior high school levels.
3. Assume the responsibility for the conduct of the contestants in the sports involved.
4. Plan practice and game sessions so that a coach is in the gym or on the field at all times during Play or practice sessions. In an emergency situation a faculty representative, the building principal, or his designee shall be appointed in charge.
5. Assume responsibility for securing all equipment rooms, dressing rooms and gym facilities. If an assistant coach position exists, he /she will assume the responsibility for his/her part of the program.
6. Accompany the team to and from all athletic events.
7. Require physical examinations, using the student participation form provided by the O.H.S.A.A. The emergency medical authorization form and insurance or waiver of insurance shall be completed and on file before the first conditioning session. No student shall be allowed to participate in any conditioning session or practice until these forms are on file. Collect training rules agreement from each athlete.
8. Complete the provided form on athletic injuries and submit to the office.
9. Submit a completed roster of players to the A.D. one week prior to the beginning of practice for eligibility and insurance purposes.
10. Assume the responsibility for the care, checking out and checking in of all equipment before, during, and at the end of the season. Within two weeks of the close of the season, submit inventory together with a reconciliation sheet. Assistant coaches who have responsibility for specific program will submit forms.
11. Be responsible for actual game conditions, such as fundamentals, execution of plays , attitudes of players, team conduct and team sportsmanship.
12. Assign scouting responsibilities for assistant coaches, and community personnel.
13. Keep an accurate record of player participation for recommendation of letter awards and submit them to the athletic director for approval.

14. Arrange for publicity to the newspapers and radio.

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15. Will have the medical authorization forms completed and available at all contests and/or practices.

16. Contact the scheduled bus driver to arrange departure time.

17. Arrange practice schedules and file copies of them with the principal and athletic director at least one week in advance.

18. Assume responsibility for the video equipment, camera, etc.

19. The head coach or his designee of each respective sport will be responsible for securing the athletic facility which has been utilized.

20. Abide by the rules and regulations of the O.H.S.A.A.

21. Evaluate all assistant coaches.

22. Complete all required certifications set forth by the OHSAA and FR Local Schools.

23. Report all scores and results to the athletic director following the contests for media usage.

24. Additional duties may be assigned by the athletic director or the administration.

### **Duties of Cheerleader Advisor**

The cheerleader advisor shall cooperate with the athletic director and principal in performing the following duties related to the school athletic program:

1. Cooperate with the administration and athletic director to promote the best interest of the athletic program.
2. Be responsible for the purchasing and collecting of uniforms , and the collecting of uniform rental fees.
3. Distribute and enforce the rules and regulations of the Fort Recovery Athletic Department and the cheerleading squad.
4. Arrange for any pre-season clinics for the squad members. Also arrange transportation to the clinic.
5. Organize and supervise all money-making projects. Collect and record all profits in the activity fund.
6. Approve all purchases of ‘spirit’ materials (paints, paper, poster, tape, etc.)
7. Attend all practice sessions and games. Offer comments, guidance, and suggestions to improve the quality of cheers. High school events will take priority over the junior high.

8. Be responsible for all cheers performed by the squad.
9. With the principal, arrange all pep assemblies, and approve of their content.

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10. Organize and supervise the selection of the high school cheerleading squad in April or May.
11. Submit a list of all cheerleaders to the A.D. as soon as tryouts are completed so eligibility can be checked.
12. Organize and supervise the selection of the junior high basketball and football cheerleading squads.
13. Additional duties may be assigned by the athletic director or the administration.

### **General Duties of Assistant Coaches**

Assistant coaches of each sport shall cooperate with the head coach in performing the following duties related to the school athletic program. Assistant coaches are defined so as to include--JV, Freshmen, and Junior High school coaches.

1. Follow all instructions and plans of the head coach.
2. Promote good public relations whenever possible.
3. Assume responsibility for use, care, inventory and storage of all athletic equipment and uniforms along with the head coach and give report to the athletic director.
4. Junior high school, freshman, and reserve team coaches will be responsible for the development of the athletic program along the same plan as suggested under the duties of the head coach.
5. Assume the responsibility for the development and guidance of a specific team within the total program as assigned by the head coach, or other assigned person.
6. Scouting assignments when deemed necessary by the head coach.
7. Complete all required certifications set forth by the OHSAA and FR Local Schools.
8. Report all scores and results to the Athletic Director following the contests for media usage.
8. Additional duties may be assigned by the head coach or athletic director.

### **Athletic Facility Scheduling**

In the event of a conflict of scheduling any athletic facility, it is highly recommended that the coaches involved anticipate the conflict, meet to work out a mutually acceptable solution, and then present the principal with a scheduling calendar for the season.

If all else fails, the following may be used as a priority guide:

1. Any sport **in season** has priority over a sport out of season, i.e. practice has started but no contest played.
2. In the event a mutually acceptable solution cannot be reached, the athletic director and the principal will resolve the conflict.

## **Clinics**

Coaches planning to attend coaching clinics must observe the following regulations. A clinic is defined as a **program** of instruction with at least a one day duration, involving coaches from two or more schools. All O.H.S.A.A. state tournaments shall be classified as a clinic for the coaches of that sport only.

1. Must obtain prior approval from the athletic director, principal, and the superintendent.
2. The Board of Education will provide a substitute teacher for two professional days for the head coach and one professional day for all other coaches per school year per sport coached. Coaches may have subs provided for personal days for clinics. These days do not accumulate from one year to the next. Other professional days may be requested and will be given only with board approval.
3. The head coach of each sport will determine the clinic to be attended by his assistants.
4. Each coach will be allowed the following expenses for approved clinics which will be paid by the athletic department.
  - a. For lodging —Paid at established Board rate.
  - b. For registration--Fee charged for clinic
  - c. Mileage--paid at the established Board rate. Limited to 1 vehicle.
5. Coaches should give two (2) weeks notice if a day of school will be missed.
6. Mileage shall be paid at the established board rate for the following athletic business.
  - a. Scouting (statement of games scouted and mileage to be submitted one week after the season.) Limited to one car per game and 100 miles one way. Mileage will only be paid one way.
  - b. Team transportation
  - c. Other meetings upon approval of the athletic director.
7. Expenses paid for coaches to attend the state tourney in the sport they coach include:
  - Up to 2 hotel rooms for basketball; 3 for football; at the established Board rate.
  - One set of tickets for each coach
8. Coaches must keep appropriate receipts and do appropriate requisitions, leave requests, and other paperwork before payment is made.
9. Volunteer coaches can request payment for one clinic. This clinic may be the state tournament.
10. If registration, motel bills, or other expenses are prepaid for a clinic but the coach does not attend, the coach shall reimburse the athletic department for any expenses not recovered.

### **PETITION FOR VARSITY STATUS**

When a club activity has proven successfully that it is competitive in an interscholastic circuit and it meets criteria established by the Board of Education, it MAY petition the Athletic Director for consideration for Varsity status. Upon receipt of the request, the Athletic Director shall meet with the Administration and determine the validity of the request and either grant or deny varsity status to the club.

The petition for a club sport to become a varsity sport will only be considered if the requirements that have been established have been met.

### **INTERSCHOLASTIC ATHLETICS**

The Board feels that participating in athletics and related activities for students is an integral part of the educational process. Because of that philosophy, the Board feels that activities should be offered to students at all skill levels. The sequence for new sports to be added at Fort Recovery High School will be club status, then ultimately, interscholastic competition, if criteria is met.

1. The Board shall determine whether an activity becomes a sport using sound judgement in regards to the best interest of the school. Factors include school size, fiscal considerations, and, on a yearly basis, the athletic director will ask M.A.C. members their status of starting new sports.
2. Fort Recovery High School will participate in OHSAA sponsored tournaments in those sports approved by the Board.
3. An athletic activity may be recommended for approval as a school-sponsored sport if the following criteria are met.
  - A. The sport is sanctioned by the Ohio High School Athletic Association.
  - B. Facility availability can be coordinated with practices and contests of existing problems.
  - C. Funding for the sport is available and does not affect existing teams.
  - D. A competent, qualified coach can be employed.

### **Schedule**

1. School-approved teams/OHSAA tournament registered must comprise at least 60% the maximum schedule permitted by the OHSAA.
2. Potential teams must come from schools identified by the OHSAA within the Northwest District and Northern Division Southwest District. (Outside these guidelines must have administrative approval.)
3. Scheduling can be completed at least six months prior to the first day of official practice.
4. Contests on a school night shall be within a 50 mile radius unless a league contest. Weekend contests can be no more than 120 miles.

5. All exceptions must meet approval of the high school principal

**Requirements for a Club Sport to be Recognized as Interscholastic Sport**

1. Maintain 100% of required participants for that sport for three consecutive calendar years.
2. During club status each participant is responsible for all expenses.
3. The Athletic Department must be able to sponsor the new sport in a financially responsible manner without effect the current sports.
4. The petition for a new sport must meet the approval of the Athletic Council.

**\* Agreement by Superintendent, HS Principal and Athletic Director can override these stipulation with a recommendation to the Board of Education.**

**Requirements for an Activity to Become a Club Sport**

1. Adult supervision and leadership must be provided.
2. The sport will be evaluated at the end of every season by Administration.
3. The Club Sport Activity Application must be turned in by the appointed timeframe and approval of the Club Sport must be approved by those listed on the form (form enclosed).

**Cancellation of Athletic Programs**

1. The Board shall determine whether an approved program should be canceled using sound judgment in regards to the best interest of the school.
2. Athletic teams may be canceled if one or more of the following occur:
  - A. a qualified, competent coach cannot be employed;
  - B. there is no available facility;
  - C. lack of a reasonable number of school-sponsored teams to compete against within a reasonable geographic area;
  - D. withdrawal from OHSAA tournament becomes necessary for team sports because of number of athletes and/or
  - E. number of participants drops below the established number for three consecutive years.

**SPORTS**

**PARTICIPANTS**

Baseball	14 per team
Basketball	8 per team
Boys Bowling	8 per team
Girls Bowling	8 per team
Cross Country	7 athletes
Football (Var. or J.H.)	30 athletes
Boys Golf	7 athletes

Girls Golf	7 athletes
Soccer	16 per team

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Softball	14 per team
Swimming/Diving	12 athletes
Boys Track	14 athletes
Girls Track	14 athletes
Volleyball	9 per team
Wrestling	15 per team

**\*Each program is evaluated annually by Superintendent, HS Principal and Athletic Director to determine if participation, financial obligation or simply program development deem it worthy to remain a varsity sport.**

### **Requirements for Individual Competition for Non-Recognized Interscholastic Sports**

1. The Athletic Director will determine approval of any individual applications for individual competition. Individual competition includes OHSAA tourney competition and regular season competition to qualify for OHSAA tourney only, i.e., qualifying times for seeding purposes.
2. Individual must provide information supporting successful qualification into the OHSAA tourney at the state level to the Athletic Director.
3. Applications must be received by March 1<sup>st</sup> of the year prior to wanting to compete.
4. The individual is responsible for all related expenses of competition.
5. The Club Sport Activity Application form must be submitted in the appropriate timeframe for consideration.

# Fort Recovery Local Schools Club Sport Activity Application

I would like to submit our application for \_\_\_\_\_ to be officially recognized by the Fort Recovery Local Schools as a Club Sport Activity and be eligible to participate in the Ohio High School Athletic Association tournaments. I have reviewed the qualifications and requirements and accept full responsibility for this club activity.

## Requirements

- 1) Sport is sanctioned by the OHSAA.
- 2) Facility availability can be coordinated with practices and contests of existing problems at no cost or concern to the Fort Recovery Local Schools.
- 3) A competent, qualified coach will be supervising at all times and meet the requirements of the OHSAA and Fort Recovery Local Schools.
- 4) The club will follow all requirements as they are established in the Athletic Handbook adopted by the Fort Recovery Board of Education.
- 5) Transportation will be made available at no cost to Fort Recovery Local Schools. Transportation liability will not be of the Fort Recovery Schools. All transportation will be the liability and responsibility of the person signing this application and the club members.
- 6) All costs will be the responsibility of the person completing this form and the club members. No costs will be passed on to the Fort Recovery Local Schools.
- 7) All penalties and fines will be the responsibility of the person signing this form and the club activity.
- 8) The club will follow all requirements as they are established by the OHSAA.
- 9) The person signing this form and the club will be responsible in meeting all requirements and timelines. It is not the schools responsibility to notify the club.
- 10) Scheduling will be the responsibility of the person signing this form and the club members.

## Fort Recovery Local Schools Responsibilities

- 1) Signing the club up for participation in the OHSAA tournament.

---

Signature of Applicant and Responsible Person

---

Date Submitted

---

Coach's Signature

---

Date Signed

---

Number of participants signed up

---

Signature of Building Principal

---

Date Received

---

Signature of Superintendent

---

Date Approved by BOE and/or Superintendent

**TRAINING RULES FOR ATHLETICS**

A. Citizenship of Athletes

1. Athletes are generally leaders of student opinion and easily impress others. Being a good citizen is extremely important. Athletes are expected to set good patterns of conduct and citizenship rather than merely conform to school regulations. A true Ft. Recovery Indian is the best student and citizen he/she can be. Misbehavior by a few athletes can spoil the image athletes should create for the school and the community. Therefore, unbecoming behavior during the season may be the basis for disciplinary action. Unbecoming behavior after a season ends and before the awards banquet may result in forfeiture of awards for the season.

B. Rules and Regulations

1. All athletes must meet the eligibility requirements as determined by the O.H.S.A.A.
2. An athlete shall not behave in such an unsportsmanlike manner that could cause physical injury or damage to other athletes, students, school personnel or school property, or anything than can be unbecoming as an athlete(theft, vandalism, etc.).
3. The athlete shall not fail to comply with directions of the coaches during the sports season. This includes practices, attitude, appearance, curfew, eligibility, and conduct.
4. If a conflict occurs between attending athletic practices and/or games and work, the participant might need to make a choice between the 2. The coach sets the rules for attendance at practices and games beyond regulation D. below.
5. All students/athletes are required to ride school transportation to and from athletic events, unless prior consent is given by the Athletic Director and Principal. The student-athlete and parent must request and submit a Transportation by Private Vehicle Form to the Athletic Director and Principal to gain permission. This must be done 24 hours prior to departing unless unforeseen circumstances arise. The Athletic Director will notify the coaching staff of any adjustments to the travel roster.
6. If an athlete misses the bus to an athletic contest, the athlete **CANNOT** drive themselves to the contest. Your parent (s) or a parent designee **MUST** drive the athlete to the contest. The coach has the right to deny participation for missing the bus.
7. All athletes are given 5-day recess between sports. Only exception to this rule is if your team goes to state then a 3-day recess is awarded. Athletes may attend practices during the recess days and take part in only self-guided workouts. The athlete may not do any drill work, instruction or work outs directed by the coaching staff. Coaches cannot force or threaten athletes to forgo the recess days.
8. Dying hair, other than natural colors, will prohibit the athlete from competition.

C. Classroom Conduct

1. To be eligible, each athlete must maintain a C-(1.500 GPA) average for the preceding nine week grading period. The eligibility of students on IEPs, in relation to the GPA, is to be determined by the Special Education Teacher assigned to the student. A student may receive an "F" and remain eligible if the GPA requirement and number 2 below are met. 20
2. All Athletes must be passing courses at the end of the preceding nine week grading period that earn a minimum of 5 units of credit per year. There is 1 exception to this. All students are eligible the first 9 weeks of their 7<sup>th</sup> grade year.

#### D. School Attendance

1. No student athlete will be absent and/or tardy more than 10 days per season. The season is defined as the first day that teams may practice to the day the team is eliminated from the tournament.
  - a. For each day missed over 10, a one game suspension will be imposed. (Exception: Hospitalization or prolonged illness of 3-4 days or more as approved by the principal.)
  - b. All students/athletes must be at school for a half day to participate in practice/game that day. Participation is defined by competing in the contest/practice or being in uniform. A half-day is defined by the absence policy. Tri-Star students must be in attendance at FRHS for 1 full period. Only the principal can waive this with prior permission.

#### E. Suspension/Detention/Alternative School

1. In school detention--can practice and play.
2. Alternative school and out of school suspension--no practice or contests.

#### A. Ejection For Unsportsmanlike Conduct (This is an OHSAA requirement)

Any player ejected from a contest shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection.

If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next sport in which the student participates. A student under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during or traveling after the contest(s).

A student who is ejected a second time shall be suspended for the remainder of the season in that sport.

A student who has been ejected for unsportsmanlike conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contests subject to the discretion of the Commissioner of the Ohio High School Athletic Association. The period of ineligibility shall commence during the next sport in which the student participates.

The Superintendent, Principal and Athletic Director have the ability to review each situation and impose further discipline deemed necessary by the school.

#### G. Drug, Alcohol, and Tobacco Possession, Use, Abuse and Penalties

Participation in sports at FR Schools is a privilege and responsibility, which requires all participants to adhere to athletic training rules. Adherence to training rules ensures that all student athletes are in

top physical condition, minimizes potential for injury, and further ensures that all members of school athletic teams are appropriately represented by their student athletes. Therefore, the possession or use

of any controlled substance, alcohol, or tobacco products by a student athlete, who is in season, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth herein. For purposes of this policy, season is defined as beginning on the first day of practice allowed by the OHSAA and ending when the last game of the season is complete.

1. First Violation: Denial of participation for 25%\* of scheduled contests.
2. Second Violation: Denial of participation for 50%\* of scheduled contests.
  - a. Student-Athlete must present documented attendance at a dependency counseling class, at his or her expense, prior to being reinstated to the team.

\*All suspensions will round up.

3. Third and Subsequent Violations: Denial of participation for 1 calendar year
  - a. Suspension will begin the calendar day he or she meets with school administration.
  - b. Student-Athlete must present documented attendance at a dependency counseling class, at his or her expense, prior to being reinstated to the team.
    - A. Reinstatement date will be the corresponding date the following calendar year.

4. Cumulative Effect and Carry Over of Suspensions: Multiple suspensions of a student's athletic eligibility based on violations of this regulation shall be considered as cumulative over the length of each student's athletic career for grades 7-12. Violations to this rule are not per sport. They accumulate consecutively over the athlete's JH and HS career. Suspensions not completed because a season ends will be carried over to the next season in which the athlete participates. Prior to entering high school a junior high student's athletic violation record will be reviewed by the Athletic Council.

5. Procedures – All possible infractions of these rules will be investigated by coaches and/or the administration. When reasonable evidence exists that a violation has occurred, the coach, athlete involved, and an administrator will conduct a meeting into the matter. The parent will be notified of the meeting prior to it being held.
  - A. If disciplinary action results in denial of participation, the student athlete will be informed in writing of the intended penalty and the reason for the action. Denial of participation will begin 24 hours from receipt of this notice.
  - B. The student athlete will be given the right to discuss the decision to a committee if the request is made within 24 hours of the official notice. This meeting must be held within 72 hours of the request.
  - C. The committee will consist of the Athletic Director and 2 other Athletic Council members. This committee will be set up at the first Athletic Council meeting of the year. A bank of 5 committee members will be formed. The 2 chosen will be chosen by the AD(1) and the athlete(1). The Head Coach of the sport the athlete is participating in may not be on this committee.
  - D. The committee will be responsible to make a recommendation relative to the appeal to the FRHS or FRMS Principal. During the process, the athlete will not be permitted to participate in any contests.
  - E. The final authority to accept or deny the appeal will be the responsibility of the building principal.

#### H. Coach Rules

1. Coaches may add other additional rules (Examples: curfews, missed practices, etc.) which are pertinent to the sport/activity.
2. Coaches may not deviate from the established specific Training Rules as listed in section G above.

#### I. Denial of Participation – Team Rules other than G above

If any athletic participant removes him/herself from a team (quits) either voluntarily or through noncompliance with team rules, the following guidelines are to be followed:

1. The coach must notify the athletic director immediately of that player's intentions to quit or the coach's intention to dismiss.
2. The coach must know if and when that player broke the team rules that removed him/her from the squad or when he/she stated he/she was quitting.
3. The principal must be notified of the situation by the AD.
4. The athletic director or principal must communicate with that participant's parents and notify them of the situation.
5. Dismissal is made by the athletic director or principal with the filing of the denial of participation form.
6. Students convicted of crimes during the season may be removed from the team.

#### J. Sports Banquet

All athletes are required to attend the sports banquet to receive any awards unless prior approval is given by the athletic director or principal. Athletes must dress in "special occasion clothes", (no jeans, shorts etc. will be accepted).

## Awards for Athletics

In the following instances letter awards are issued by the Fort Recovery High School. The student must complete successfully (determined by the coach) the sport to be eligible for any awards.

- |                  |   |
|------------------|---|
| 1. Football      | Participate in $\frac{1}{2}$ of the quarters of scheduled varsity games as defined by Head Coach  |
| 2. Basketball    | Participate in $\frac{1}{2}$ of the quarters of varsity games   |
| 3. Baseball      | Participate in $\frac{2}{3}$ of the games played (pitchers need to pitch $\frac{1}{5}$ of innings)  |
| 4. Softball      | Participate in $\frac{2}{3}$ of the games played (pitchers need to pitch $\frac{1}{5}$ of innings)  |
| 5. Track         | Score 20 points in regular meets, 7 points in county meet or 5 points in MAC meet   |
| 6. Cross Country | Finish $\frac{3}{4}$ of the meets and be a member of the first seven in $\frac{1}{2}$ of the school meets   |
| 7. Volleyball    | Participate in $\frac{1}{2}$ of the varsity matches   |
| 8. Golf          | Play in $\frac{1}{2}$ of the matches held   |
| 9. Swimming      | Score 35 points during regular season   |
| 10. Cheerleaders | Football-Score 53 points of scheduled games and practices as defined by coach<br>Basketball- Score 95 points of scheduled games and practices as defined by coach |

At the discretion of the coach, additional letters may be awarded, provided the coach has submitted in writing the reasons for awarding this letter to the athletic director or principal. They will determine if the reasons warrant such an award.

- **Boys and Girls Cross Country Awards** – Most Improved Runner, Most Valuable Runner, Indian Award
- **Boys and Girls Golf Awards** – Most Improved, Most Valuable, Indian Award
- **Football Awards** – Offensive Player of the Year, Defensive Player of the Year, Special Teams Player of the Year, JV Player of the Year, Most Improved, Most Valuable Player, Indian Award.
- **Volleyball Awards** – Most Improved, Best Offense, Best Defense, Indian Award, Most Valuable.
- **Boys Basketball Awards** – MVP, Most Rebounds, Best Defense, Indian Award, Most Improved, Gym Rat (BBK pays for), Most Assists, Best Free Throw %
- **Girls Basketball Awards** – Best Free Throw, Most Rebounds, Best Defense, Indian Award, Most Assists, Most Improved, MVP
- **Baseball Awards** – Best Defense, Best Batting Average, Pitching Award, Most Improved, Indian Award.
  
- **Softball Awards** – Best Batting Average, Best Defense, Best Offense, Most Improved, Indian Award.
- **Swimming Awards** – Most Improved Swimmer, Most Valuable Swimmer, Indian Award
- **Boys and Girls Track and Field** – Most Valuable, Indian Award, Most Improved

\*All of the above awards are the maximum awards to be given in that sport. Awards do not have to be awarded if athletes do not meet the qualifications for the award.

\*\*All teams must meet OHSAA numbers to qualify for the above awards.

*Note:* Substitutions for what is printed on these awards can be done with the AD's approval. If there is a boys' and girls' team in the sport, coaches should agree on having the same awards presented if possible.

In addition to these awards, 4 year participation plaques, JV patches, bars and certificates of participation will be presented.

Additional awards can be presented with approval of the Athletic Director.

## **Policy for the granting of awards for non-players in the athletic programs at Fort Recovery High School**

Managers:	<p>1st year—Numerals and certificate          2nd year--Varsity Letter          3rd &amp; 4th year--Varsity Letters          *Managers not in high school will receive a certificate.          ** Managers attending all practices and games will receive a letter.</p>
Statisticians:	<p>1st year--Numerals &amp; certificates          2nd year--Letter, bar, pin          3rd year--Bar          4th year--Bar, plaque, 4 year participation award          * Must attend all home and away games(Certificate will be awarded if all games not attended.)          * Statisticians not in high school will receive a certificate</p>
Video Tapers:	<p>1st year--Numerals, &amp; certificates          2nd year--Letter, bar, pin          3rd year--Bar          4th year--Bar, plaque, 4 year participation award          * Must attend all home and away games(Certificate will be awarded if all games not attended)          *Video tapers not in high school will receive a certificate</p>
Trainer:	<p>1st year--Numerals          2nd year--Varsity Letter          3rd &amp; 4th year--Varsity Letters</p>
Mascot:	<p>1st year--Numerals          2nd year--Varsity Letter          3rd &amp; 4th year--Varsity Letters</p>

### **Player and Cheerleader Awards**

1st year letter--Bar, pin, letter  
 2nd year letter--Bar  
 3rd year letter--Plaque, bar  
 4th year letter--Bar, plaque, four year participation award

### **Junior Varsity Awards**

1st year --Patch  
 2nd year--Pin  
 3rd year--Small plaque

### **Freshman Award**

**FORT RECOVERY HIGH SCHOOL**  
400 EAST BUTLER STREET  
FORT RECOVERY, OH 45846

**DENIAL OF PARTICIPATION**

\_\_\_\_\_  
Name of parent, guardian, custodian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

You are hereby advised that \_\_\_\_\_ has been denied participation  
from \_\_\_\_\_. The reason(s) for denial of participation are as follows:

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

You have the right to discuss this action to the Athletic Committee of FRHS. If you wish to appeal contact the high school before \_\_\_\_\_, in order that a meeting may be scheduled.

Sincerely,

Date(s) of Denial of Participation:

\_\_\_\_\_  
Athletic Director/Advisor/Principal

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

## **PLANNED PROCEDURE FOR HANDLING/HIRING OF ATHLETIC SUPPLEMENTALS**

Generally, conversations about interest and recommendations for the next year's athletic supplemental contracts will be started approximately 1 month after the state tourney is completed for that sport. The formal evaluation process of coaches will be completed within that 1 month. Within 2 months after the end of the state tourney, the intent is to make a recommendation to the Board. Please note that this is the intent, but certainly this may not be possible due to factors such as resignations, lack of interest by candidates, changing of head coaches, etc. The administration will let the current job holder know of their intent to recommend or not recommend him/her for the next season within the 2 month time frame. In cases where there will be a change in the head coaching positions, that position, as well as the assistants, may not be able to be recommended in that 2 month time frame since it is the practice of FRLS to give Head Coaches an opportunity to offer input on the rest of their staff.

General guidelines for recommendations for positions for athletics will be:

Boys' & Girls' Golf – January  
 Cross Country – January  
 Volleyball – January  
 Football – February  
 Boys' & Girls' Basketball – May  
 Boys' & Girls' Swimming - May  
 Track – August  
 Softball – August  
 Baseball – August

Open positions will be advertised in a number of ways including on the web (sites for coaches as well as job posting sites), in newspapers (The Daily Standard, The Commercial Review, The Dayton Daily News, The Lima News), on the radio, on the MACONLINE, and also by direct conversation.

As this process is carried out, those involved will “sell” and “market” our schools and positions as a desirable opportunity for candidates.

Head coaches desiring to give input or recommendations on assistant coaches should do so in writing to the Athletic Director within a time frame that allows the administration time to get them checked out and ready for the Board meetings listed above. Head coaches should be aware that they should not promise positions to prospective coaches. The positions are secured only after the Board has formally approved them.

See attached sheets for further descriptions of the Head Coaching Positions and Athletic Programs of Fort Recovery Local Schools.

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## Athletic Programs

Quality activity programs are important aspects of many students' education.

Interscholastic Sports is a competitive endeavor. We should promote the participation of as many as possible within the competitive framework.

A quality program doesn't just measure wins and losses, but the progress of the team as a unit and the development of individuals' skills.

Parents and community members are important stakeholders so we need to promote good relationships and communication.

### KEY VALUES

Every child can learn and deserves a chance to learn.

What we do and how we do it determines how they learn.

Having high expectations is critical to learning.

Kids learn better by being challenged than by being threatened.

### School Requirements:

Promote good character, and personal integrity.

Support classroom success, and cooperate with rest of education programs.

Consistently apply training rules.

### Characteristics of successful programs:

Treat officials, opponents and opponent facilities with respect. It is not only your job to compete but represent our school and community to the highest standards. Control what you can—this includes your attitude and discipline level.

Telling a player something can be a reminder, teaching him something means he can perform it.

The challenges of teaching a skill that takes a great deal of repetition is to keep it interesting; varying routines, and competition are two strategies.

Greatest challenge to coaching is keeping student-athletes engaged and coachable. Knowing each individual and what motivates them will provide a framework of success.

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## **FORT RECOVERY LOCAL SCHOOLS HEAD COACH POSITION**

### **PREREQUISITES:**

- Sound character, personal integrity
- Support of classroom success at all times
- Definite and consistent applications of training rules
- Adequately perform all paper work, fiscal responsibility, and care and inventory of equipment
- Cooperation with all staff, AD, and administrators

### **KEY ISSUES TO LEADERSHIP OF A PROGRAM:**

1. Knowledge to logically develop and explain a system for teaching skills and strategies.
2. To have a definite set of procedures for the operation of the program that are generally understood.
3. Effectively organize, supervise, and evaluate assistants.
4. Promote participation in the sport by motivation and respect.
5. Develop relationships with parents and community.
6. Demonstrate improvement in the course of a season.
7. Vision – the ability to envision what the program should be and the capability to communicate that idea to the people involved.
8. Be a role model for all student/athletes. Represent our school and community to the highest standards.
9. Athletes demonstrate an understanding of hard-work and discipline. They portray this understanding while competing in athletics and in academics.

**The success of our activity programs has a very real and important impact on the mission of our school. Learning is enhanced and the community is more supportive of our total school.**

## ACTIVITY FUND PURCHASING REMINDERS

This note is a reminder about the proper way to make purchases from any school fund--athletic fund, camp funds, etc. **Paperwork must be completed before anything is ordered.** It creates a big problem for the treasurer when an invoice is dated the same or before we can process the requisitions into a purchase order. We have had a number of requisitions come in with the invoice attached. The auditor has a fit when he sees that.

It takes about a week for a requisition to go through the process. Requisitions must be turned in before ordering your items. If you don't follow this process, it can be a finding for the treasurer.

We will be doing 2 things to help this process go better.

1. I have and will continue to inform vendors that they may not invoice until they have a copy of the PO. Therefore, you need to mark the box "Mail or Fax PO" when you make a requisition. The vendor cannot get paid until he gets out an invoice, so it is important for you to do the paperwork in a timely fashion.
2. We will not pay vendors if invoices are dated before the PO's. What this means is the requestor (coach) will have to pay the bill personally and then file paperwork for reimbursement. This can tie up your money for awhile.

Please be careful with this process. **It is important!!** See me if you have any questions.

PS. While I'm thinking of it, don't forget to keep copies of all invoices, requisitions, camp registration forms, deposits, etc. in a folder for your camp funds. The auditor is checking these closer each year.

It is a good idea to do a yearly accounting of how you are spending the money in your activity fund. That way there will be no questions as to the appropriateness of the expenditures.

Thanks.

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Dear Coach:

Welcome aboard for the 2017-18 sports season and good luck. The purpose of this correspondence is to make you aware of some issues that I think are very important for you to consider as you begin the season. Typically, these issues come up at one time or another during every season. I give you these reminders so that you can minimize the number of distractions during the season and hopefully avoid possible problems and conflicts before they occur.

1. As far as scheduling goes, make sure schedules are approved through the office before giving them to team members. As I tell the teachers, nothing is scheduled unless it is on the calendar in the principal's office. I get many calls asking about practice times, so please give me a written copy of your practice times.
2. As coaches you certainly expect athletes to be on time. I think it is imperative that you be on time to start practice and that you end the practice when it is scheduled to end even if there is more that you wanted to accomplish. Parents will be there to pick up their children, and if they are kept waiting in the parking lot, they are sure not to be pleased.
3. Athletes must be supervised at **all times**. You should not leave the building until all athletes have left the building. Don't be tempted to give your keys to athletes so they can use the weight room/gym. Leaving athletes unsupervised puts the Board in jeopardy of liability.
4. Think about how you will handle injuries and emergencies. Hopefully you will be free of serious injuries but you must be prepared.
5. You should not allow students to take your keys when doors need unlocked. Find a way to do the unlocking yourself so that building security can be maintained.
6. Running athletes as punishment can be dangerous. Assign running for the purpose of conditioning.
7. Always check doors and lights before leaving the building. Our doors need to be checked very carefully because they do not latch well. Be especially careful of this when leaving the building after 11:00PM on weekdays and any time you use the building on weekends, or days school is not in session. Custodians are not working at these times. Make it part of your routine to check the area before you leave.

8. Using cuss words with athletes is prohibited. There are better ways to get the message across.
9. Our storage areas are part of our PE program. Consider that others use the equipment. Leave these areas neat.
10. Be sure that athletes are aware of your expectations of them. Communicate these often and clearly. It's worth the time it takes if a problem occurs.
11. Be careful about laying your hands on athletes. Think beforehand of the perception that your actions may create.
12. See your head coach, the athletic director, or the principal if you have questions or concerns. We will be happy to respond.
13. Read carefully the athletic handbook and see me about questions. The training rules, clinic, and general regulations sections are particularly important.
14. Think carefully about the coach-athlete relationship that you develop. Remind yourself of this throughout the season.
15. If you hear from what is considered a reliable source of a possible training rules violation, let administration know. I will usually have you investigate first, but it is always a good idea to let the administration know of the possible violation.
16. Copiers are available in the Teacher Workroom.

Have a great year!! I hope you win a lot of games and that all your athletes improve as the season progresses.

Sincerely,

Marcus Overman, Principal  
Fort Recovery High School