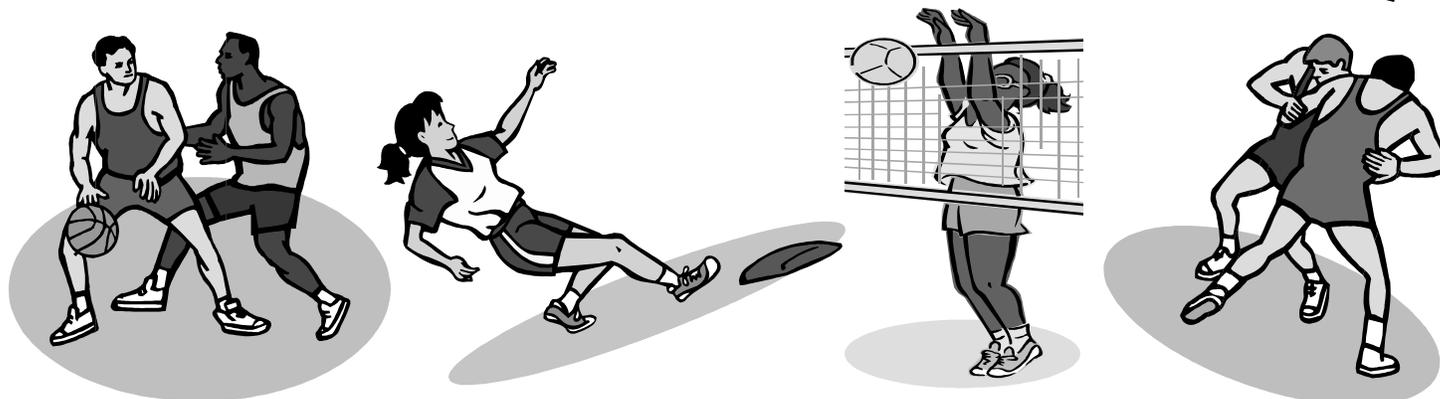
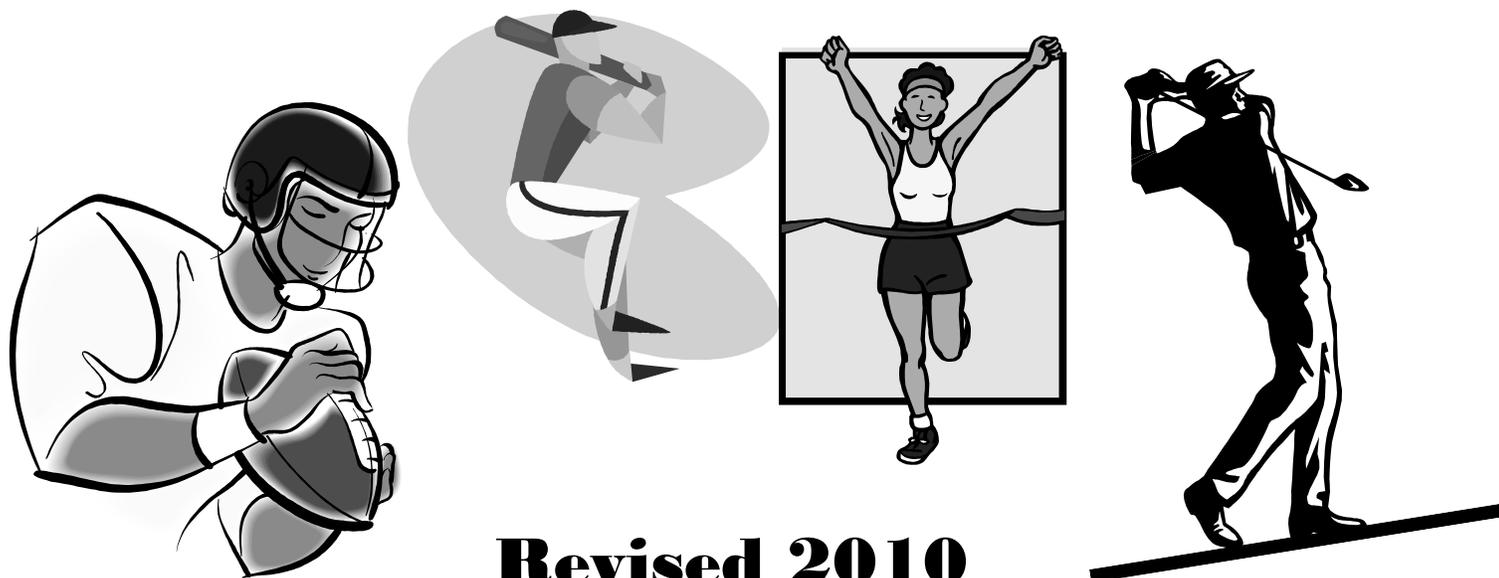


# North Union Local School District Coaches Handbook



# THE WILDCATS



Revised 2010

## **PHILOSOPHY OF THE NORTH UNION ATHLETIC DEPARTMENT**

The North Union Athletic Program is much more than “X’s and O’s”. To make all aspects of coaching at North Union more concrete and agreeable, this North Union Athletic Handbook has been developed with the intention of spelling out the Athletic Philosophy of the North Union Local School District, its Athletic Department, and Administration. This handbook will include job descriptions for coaches at all levels, general coaching guidelines, administrative suggestions and directives, and various explanations of various forms North Union coaches come in contact with. The handbook is intended as a “user’s guide” for coaches and staff.

The North Union Athletic Handbook sets forth existing Board of Education approved policies governing administration and control of interscholastic athletics at North Union. Whenever this handbook is in conflict with existing or new policies of the North Union Board of Education, the Board policies will supersede this handbook. The Athletic Department exists because of the benefits it can provide for student-athletes at all levels. It must be concerned about sports and what the sports program can do for the students at North Union.

The information in this handbook concerns the sports recognized and authorized by the North Union Board of Education, which also determines the number of coaches assigned to any particular sport, whether High School or Middle School.

### **ASPECTS OF THE NORTH UNION ATHLETIC PROGRAM**

The Athletic Program will be:

1. Subject to the same administrative control as the total educational program.
2. Subject to the Ohio High School Athletic Association and the Mid Ohio Athletic Conference rules, guidelines, and regulations.
3. Conducted so the physical welfare and safety of the participants is protected and fostered at all times.
4. Conducted to provide student-athletes with quality experiences that will develop favorable habits and attitudes which will prepare them for adult life in society.
5. Constantly striving to develop leadership through the development of positive personality traits and citizenship, not in wins and losses.
6. Representing the North Union Local Schools, faculty, parents, fans, and community with positive attitudes towards officials, spectators, and the opponent.
7. Striving to achieve excellence and improve North Union Athletics.
8. Constantly providing adequate and natural opportunities for
  - A. Physical, mental, and emotional growth.
  - B. Acquisition and development of special skills in activities of the student-athlete’s choice.
  - C. Team play with the development of such traits as: loyalty to the team and district, cooperation, fair play, and sportsmanship.
  - D. Directed leadership and supervision that stresses the following: self-discipline, self-motivation, the drive for excellence, and the ideals that make winning and losing gracious with class and self-esteem.

- E. A focus of interest in activity programs for the student body, faculty, and community that will generate a general feeling of unity and togetherness.
  - F. Achievement of initial goals as set forth by the district in general and the student as an individual.
  - G. Provisions for worthy use of leisure time in later life either as a participant or spectator.
9. Striving to achieve the following standards of the North Union Athletic Program:
- A. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
  - B. To show cordial respect to visiting teams, administration, fans, and officials.
  - C. To achieve a thorough understanding of the rules of the game.
  - D. To encourage leadership, initiative, fair play, and good judgment by players, teams, and coaches.
  - E. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
  - F. To respect the integrity and judgment of officials.

**REMEMBER: It is a privilege, not a right, to participate in athletics at North Union.**

The North Union Athletic Program is managed by the High School Principal, Middle School Principal, High School Athletic Director, Middle School Athletic Director, Assistant Athletic Director, Head Coaches, Assistant Coaches and Volunteer Coaches.

### **SPORTSMANSHIP**

The North Union High School Athletic Department believes that interscholastic competition involving member schools of the Ohio High School Athletic Association should be governed by the basic principles of good sportsmanship. This document has been prepared to insure that all staff and participants have a common understanding of those basic principles.

We believe that participation is more important than winning. We believe that students should be coached to play to the best of their ability and to understand that to play well is to play honorably. The promotion of sportsmanship is an obligation of all school personnel (principals, athletic directors and coaches) and is directed to the behavior of spectators, coaches and players.

An additional component to consider is coaches' ethics. We believe the development of good sportsmanship through the practice of ethical behavior and moral reasoning is one of the acknowledged objectives of interscholastic athletics. We, therefore, expect school administrators, coaches, athletes, cheerleaders, and spectators to know and embrace the following fundamentals of sportsmanship.

1. Respect should be demonstrated for an athletic opponent and for their school at all times. North Union should treat visiting teams and their supporters as guests and accord them the consideration all human beings deserve. Visiting schools should respect the property and dignity of their host school and its athletic teams.

2. Respect should be demonstrated for the officials at all times. Officials must be assumed to be and accepted as impartial arbiters who are trained to do their job and can be expected to do the job to the best of their ability.
3. Knowledge of and a proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the “letter” of the rules.
4. All staff and participants should strive to maintain self-control at all times. The desire to win should not be accepted as a reason for abandoning rational behavior. A proper perspective must be maintained by all if the potential educational values of athletic competition are to be realized.
5. All staff and participants should learn to recognize and appreciate skill in performance regardless of affiliation. Recognition of the good performance of an opponent is a demonstration of generosity and goodwill that is encouraged in all member schools. In order for good sportsmanship to prevail, it is essential that all participants understand their individual responsibilities and expected modes of behavior before, during and after contests.

**COACHES:** The coaches bear the greatest responsibility for the development of sportsmanship as they have the greatest influence on the attitude and behaviors of players, the student body and the community. Coaches must value sportsmanship and teach it through their words and through example. Therefore, coaches should embrace the following appropriate behavior:

1. Instruct their players in the fundamentals of sportsmanship.
2. Teach the value of conforming to the spirit as well as the letter of the rules.
3. Make sportsmanship behavior a matter of team discipline, with appropriate consequences for team members who display unsportsmanlike behavior.
4. Remind the student body at every opportunity that visiting teams are guests and, as their hosts, they should be polite and courteous.
5. Respect the officials’ judgment and interpretation of the rules.
6. Demonstrate publicly the ideals of good sportsmanship by such acts as shaking hands with opposing coaches before and after contests.

Coaches should avoid the following inappropriate behaviors:

1. Use of profanity.
2. Ejection from contest.
3. Berating officials or players.
4. Inciting spectators/players to inappropriate behavior.

Disciplinary Actions:

1. Conference/hearing with school official.
2. Growth plan for improvement.
3. Possible suspension/termination.
4. If ejected, suspension from contest(s) as required by OHSAA rules.
5. Other discipline as provided in accordance with Board Policy and the negotiated agreement.

**PLAYERS:** Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. It is important that players:

1. Treat opponents with the respect that is due them as guests and as fellow human beings.
2. Shake hands with opponents and wish them a good game when appropriate. Exercise self-control at all times, accepting the judgment of the officials as just that, the best judgment they could make given what they know and see. Never argue or make gestures indicating lack of respect for the officials' judgment.
3. Accept both victory and defeat with pride and compassion. Congratulate opponents in a sincere manner following either victory or defeat.
4. Accept seriously the responsibility and privilege of representing the school and community.

Participants (players and cheerleaders) should avoid the following inappropriate behavior:

1. Taunting officials, opponents or spectators.
2. Violation of bench rule:  
If an athlete leaves the bench area and is involved in an altercation on the playing field/area, it is strongly recommended that the athlete be suspended for two contests. The suspension should include non-conference and tournament games and should carry over into the next sports season.
3. Ejection from contest.
4. Use of profanity.
5. Damage/destruction of school property.
6. Theft of school or personal property.

Disciplinary Actions:

1. Benching of participant.
2. Removal from contest.
3. Suspension of a portion of the season.
4. Restitution of damages.
5. Conference/hearing with school official.
6. If ejected from contest, suspension from contest(s) as required by OHSAA.

**SPECTATORS:** Partisan spectators by their behaviors and reactions determine to a large extent the reputation for sportsmanship of their school. Spectators should be reminded that athletes are friendly rivals as members of opposing amateur teams. They are to be treated as such. Spectators should be reminded, too, that the contest should be between the teams engaged in the competition and not between their supporters. It is important that all spectators:

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate, and respond enthusiastically to the cheerleaders, coaches, and athletes of all teams.
3. Censure fellow spectators whose behavior is unsportsmanlike.
4. Be positive toward players and coaches regardless of the outcome of the contest.
5. Respect the judgment and the professionalism of the officials and coaches.

Spectator inappropriate behavior:

1. Verbal/physical abuse of officials.
2. Berating players, coaches or other spectators through:
  - a. Chants
  - b. Signs
  - c. Cheers
3. Interruption of contest.
  - a. Throwing objects on playing area
  - b. Entering playing area.
  - c. Disruptive behavior.

Disciplinary Actions:

1. Removal from contest.
2. Conference/hearing with school officials.
3. Removal from school premises.
4. Suspension of the privilege of attending extra-curricular events.

We believe that each participant should be committed to upholding the ideals of good sportsmanship put forth in this document. It is in this spirit that the suggested disciplinary actions are proposed. We also recognize the importance of communication and cooperation between school officials when incidents of inappropriate behavior arise. The quality of our athletic program depends upon this natural respect. We also believe that being proactive is vital to the education of our students and spectators and therefore offer the following suggested related activities:

PA. announcements at contests  
Letters to community  
Insert in game programs  
Team night promotion of sportsmanship  
Beginning year assemblies  
Sportsmanship award given at each sports banquet

## **HAZING**

Hazing in extra-curricular activities is prohibited. Hazing is defined as doing any act or coercing another, including the victim to do any act of initiation toward any student or other organization that causes or creates a substantial risk for causing mental or physical harm to any person. No extra-curricular participant shall plan, encourage or engage in any form of hazing in practices, competition, or performances. Permission, consent or assumption of risk by an individual subject to hazing does not lessen the prohibition contained in this policy. The extra-curricular participant faces denied participation from extra-curricular activities for violation of this policy.

## **EMERGENCY MEDICAL FORMS**

Due to Fall Sports beginning before school opens, there will be two procedures to follow concerning emergency medical forms

### **FALL SPORTS**

The Head Coach should secure from either the Athletic Director or the school office, blank emergency medical forms and distribute these to his/her team. These should be kept on file by the Head Coach where he/she has immediate access in case of injury that could necessitate hospitalization. Athletes should be told they will have to complete another emergency medical form for student personnel when school begins.

### **WINTER AND SPRING SPORTS**

Winter and Spring Sports Head Coaches will have these emergency medical forms made available to them by the Athletic Director prior to the beginning of their season.

These emergency medical forms should accompany the team to all contests and scrimmages.

No athlete, manager, statistician, cheerleader, etc. shall be permitted to practice or play in a contest or scrimmage without a completed emergency medical form on file with the Head Coach.

## **INSURANCE WAIVERS**

It is the responsibility of the Head Coach to distribute to his/her team at the first organizational meeting copies of insurance waivers. This waiver must be returned to the Head Coach and must be signed by the parent and/or guardian before the athlete shall be permitted to begin practice or play in a contest or scrimmage.

Waiver forms will be provided to each Head Coach by the Athletic Director or Middle School Athletic Director prior to the beginning of each sports season.

Every athlete should have a completed insurance waiver on file. The waiver tells whether the athlete has purchased school insurance or is insured through his/her parent's

insurance policies. This eliminates the possibility of an athlete telling the coach he/she has purchased school insurance when in reality he/she has not thus reducing the chances of costly medical bills being owed by the family.

### **SCHOOL INSURANCE**

At the beginning of each Sport season, the Head Coach will make available upon request to all members of his/her team, the school insurance forms from the carrier approved by the North Union Local School District for that school year. These applications may be secured from the Athletic Director or the North Union High School or Middle School offices. The athlete must either purchase school insurance or be insured by his/her parent's/guardian's insurance policy. It is the athlete's responsibility to mail the school insurance form to the insurance company. Under no circumstances should any coach handle any money or checks which is designated for the purchase of school insurance nor mail any such purchased policies.

If an athlete tells the coach that he/she has purchased school insurance, this must be noted on the completed insurance waiver form.

### **PHYSICAL EXAMINATIONS**

Normally, one day is set aside during the summer for physical examinations for all North Union students grades 7-12. It is the responsibility of the Athletic Director to determine, with cooperating physicians, the time and site for the physicals and to notify the Head Coach, media, and the athletes. If the physicals are held at the North Union High School, the Head Coaches will be responsible for attending and assisting with the physical examinations. If the physicals are given at the Union County Hospital, the coaches will not be required to attend. The physicals arranged for by the Athletic Director and cooperating physicians will be given free of charge or at a nominal fee. Any athlete who does not receive his/her physical on the arranged dates will be responsible for obtaining such physical at his/her own time and expense.

The Athletic Director will secure from the physicians the signed physical cards and keep them on file in the athletic office. It is the Head Coaches' responsibility to ensure that every athlete in his/her charge has a physical card on file which has been signed by both parent/guardian and the attending physician. No athlete will be permitted to begin practice or competition without the above requirements being met.

If the athlete is eighteen years of age or older, then legally he/she may sign in place of the parent or guardian. If this is the case, then either the Head Coach or Athletic Director shall notify the parent or guardian to ensure their awareness.

Care should be taken by the Head Coach and those coaches in charge of a particular athlete in reading the physical card and looking for previous injuries, allergies, etc. that may have an effect on coaching and playing conditions for that athlete.

### **STUDENT ATHLETIC HANDBOOKS**

North Union Student Athletic Handbooks will be distributed to all student athletes at the beginning of each sport season. Student Athletes must return a signed agreement form before participation on a squad is permitted.

## **COACHING REQUIREMENTS PUPIL ACTIVITY SUPERVISOR PERMIT**

All coaches must be recommended to the Board of Education by the Athletic Director. Coaches must have approval of the Board, a completed application, BCII/FBI clearance, completed payroll forms and a Pupil Activity Supervisor Permit. Pupil Activity Supervisor Permits are issued by the Ohio Department of Education after application, application fee, copies of sports safety certification and CPR certification, and BCII/FBI clearance have been received by the Department. The Employer Copy of the permit needs to be forwarded to the offices of the North Union Board of Education.

## **TRAINING RULES INDIVIDUAL COACHES RULES**

It is the responsibility of the Head Coach to set forth any training rules and regulations, which govern the actions and behavior of his/her team members. These should be given to each team member in writing prior to the beginning of any organized practices or contests. Each team member and his/her parent/guardian should be required to sign-off on these rules stating that they have read and understand what expectations are being requested. Copies of the sign-off sheet should be kept on file with the coach during the course of the season. Also, all individual coach's rules must be submitted to the Building Principal and Athletic Director prior to distributing them to the athletes. A rules meeting held with parents is recommended.

Remember, these rules and regulations are in addition to those established elsewhere in this handbook. Head Coaches must also distribute copies of the North Union Drug and Alcohol Policy and Ohio High School Athletic Association guidelines concerning athletic eligibility. Sheets signed by both the athlete and his/her parents/guardians stating that they understand the guidelines and consequences if violated must also be collected and kept on file.

## **TRAINING AND LOCKER ROOM POLICY**

This area must be maintained to insure proper and safe usage by our athletes. The following are training room and locker room guidelines.

1. The first aid equipment is to be dispensed to the athlete only by the supervising coach.
2. Tape is for first aid, not for holding up pants or socks.
3. The whirlpool is a therapeutic device, not a toy. It must be properly operated while in use and drained after usage. Proper coaching supervision must be adhered to while an athlete is using the whirlpool. Never leave an athlete unsupervised.
4. No athlete is permitted to be in the training room without the direct supervision and permission from one of the coaches.
5. Taking of first aid supplies will not be tolerated.
6. Small equipment, such as scissors, tape cutters, etc. must be secured at all times to avoid their disappearance.
7. Misuse of first aid supplies will not be tolerated.

8. Horseplay in the training room and locker room will not be tolerated and will result in disciplinary action.
9. Coaches should develop guidelines for their athletes to follow in the care and maintenance of the training and locker rooms – it is not out of the question, but rather encouraged, that athletes be given responsibility for cleaning and maintaining these areas. After all, they benefit from these areas.
10. Lockers assigned to athletes shall be kept in an orderly manner during their use.
11. The Head Coach and his/her staff are responsible to teach proper locker room habits and behavior, including the care of equipment. This is especially critical in the Middle School.
12. The Head Coach and his/her staff must provide constant supervision of the locker room not only to ensure orderly conduct, but also to reduce the risk of vandalism and thievery.
13. Vandalism and thievery on the part of any North Union athlete will not be tolerated and will be subject to disciplinary action.
14. All doors must be locked, showers off, and lights turned off when the last person leaves. This is the responsibility of the coaching staff.
15. No foul language is to be permitted in the training or locker areas.

### **WEIGHT ROOM POLICY**

Due to the problems facing school districts concerning liability, it is in the best interest of the North Union Local School District to create a policy dealing with weight room rules and regulations. Therefore, all athletes and coaches who either use or supervise the weight room will follow the following guidelines.

1. No athlete is to use the weight room without the proper supervision by a member of the coaching staff.
2. Coaches who wish their athletes to use the weight room must take responsibility for their safety and the weight room proper use. Do not assume that another coach will be around to supervise your kids.
3. It is the responsibility of all coaches to ensure that no unauthorized use of the weight room occurs. This may mean removing individuals from the weight room and athletic complex.
4. If a question arises as to whether a person or persons are authorized to use the weight room, refer the matter to the High School Principal or Athletic Director.
5. When a coach is through supervising use of the weight room, it is his/her responsibility to ensure that all accesses to the weight room are locked and that the lights are turned off.
6. When in use by athletes, the weight room is to be kept clean and orderly. Sanitary practices must be followed.
7. When use of a certain weight station has been concluded, it is the athletes' responsibility to return the plates to the proper rack. Do not leave plates on the bars or on the floor.
8. No foul language shall be permitted in the weight room.
9. It is the responsibility of the Head Coach to instruct his/her athletes in the proper care and use of the weight room.

10. It is the responsibility of the Head Coach to instruct his/her athletes in the proper techniques of weightlifting. This is necessary to insure that injuries do not occur.
11. The weight room is under the supervision of the person holding the Board of Education contract. This person shall:
  - a. Be charged with the responsibility of opening weight room for use to all North Union students and North Union community members a minimum of three times per week, with the length of each session to be determined by enrollment.
  - b. Be charged with the responsibility of acting as a resource person in the development of an individualized program for any participant requesting assistance.
  - c. Be charged with the responsibility of ensuring the safety of participants by insisting that proper technique be used and that spotters are in place at all times. This individual must also ensure that only safe equipment be used and that proper care and maintenance of said equipment be observed.
  - d. This person shall be charged with making weight room available during set hours for community use.
  - e. Be charged with the responsibility of securing the weight room and Athletic Complex at the completion of each session. This includes the locking of all outer doors, weight area, restroom facilities, and locker rooms. Special care is to be also given to ensure that areas listed above remain clean and uncluttered.
  - f. Be charged with the responsibility of removing any participant or individual from the weight area and Athletic Complex who does not adhere to the proper safety regulations or use the facility for its intended function

## **EXTRA-CURRICULAR DRUG AND ALCOHOL POLICY OVERVIEW**

### **A. Introduction:**

In addition to the preceding Board Policy (sections I, II, and III of this Policy) regarding drugs and alcohol, the North Union Board of Education has adopted a Drug and Alcohol Testing Policy (See Board Policy IGDJA and Board Regulation IGDJA-R) which shall apply to all students who participate in school-sponsored, student-related, extra-curricular activities, as well as those who are issued a parking permit to drive and park on school district property.

It is the opinion of the North Union Board of Education that extra-curricular activities are an integral and important part in the development of a student's educational program. Participation in extra-curricular activities is encouraged by the Board of Education. Students are volunteering to participate in these extra-curricular activities sponsored by the North Union Board of Education and are expected to accept the responsibility granted them by this privilege of participation by maintaining a higher degree of conduct. To be in extra-curricular activities in the North Union School District is to make a commitment and it is the student's responsibility to meet the commitment.

**B. Extra-curricular activities identified:**

Extra-curricular activities are those activities that are sponsored by, supported by, and identified by the North Union Board of Education and are an extension of the "normal" school day. Grades are not issued for a student's participation in extra-curricular activities.

Participation in athletics and activities programs is a privilege. This privilege is extended to students who are willing to make a commitment to attempt to develop their talents and skills to their ultimate level; **therefore**, the privilege of participation in activities and athletics is only extended to those who meet the expectation of non-use of alcohol and other drugs.

**C. Violations:**

In addition to the North Union Board of Education Drug and Alcohol Policy (see, sections I, II, and III of this Policy), there are two additional responsibilities of trust and confidence placed upon students who participate in extra-curricular activities sponsored by the North Union Schools. Accordingly, those students participating in extra-curricular activities who violate the following rules shall be subject to the discipline outlined above in Section III(B) of this policy and **in addition**, may be disciplined as indicated below:

1. **No selling and/or distributing of any drugs or alcoholic beverages.**

- a. **First offense:** The student may be denied the privilege of participating in the extra-curricular activity for 80 school days. School days will be counted beginning with first interscholastic competition of the current or subsequent season. In the case of a student driver, the student may be denied driving and parking privileges for 45 days
- b. **Second offense:** The student will be ineligible for all extra-curricular activities for the remainder of the school year. In the case of a student driver, the student may be denied driving and parking privileges for 90 days.

2. **No possession and/or use of drugs or alcoholic beverages.**

- A positive result to a drug test administered in accordance with Board Policy IGDJA and Board Regulation IGDJA-R shall be considered a violation of this - the North Union Board of Education Drug and Alcohol Policy and will result in a student being subjected to all applicable sanctions.**
- a. **First offense:** The student shall be denied the privilege of participating in extra-curricular activities for two weeks (ten school days), or in the case of a student driver, shall be denied driving and parking privileges for 45 school days, provided that the student can produce evidence of satisfactory progress toward the completion of an appropriate drug/alcohol abuse program and the student completes 20 hours of community service. The student's parent/guardian shall be responsible for all expenses related to the completion of an appropriate drug/alcohol abuse program.

Any varsity student athlete who violates this policy shall lose any leadership position held. Additionally, the student athlete will be required

to meet with the building principal and athletic director prior to any reinstatement.

---- OR ----

If the student does not produce evidence of satisfactory progress toward the completion of an appropriate drug/alcohol abuse program and the completion of 20 hours of community service, the student will be denied the privilege of participating in extra-curricular activities, or will be denied driving and parking privileges for 90 school days.

- b. **Second offense:** The student will be ineligible for all extra-curricular activities for the remainder of the school year. In the case of a student driver, the student may be denied driving and parking privileges for 180 school days.
- c. **Third offense:** The student will be permanently ineligible to participate in all athletics and extra-curricular activities for the remainder of his/her academic career in North Union schools. In the case of a student driver, the student may be denied driving and parking privileges for the remainder of his/her academic career in North Union schools.

### **DRUG TESTING FOR EXTRACURRICULAR ACTIVITIES – Policy IGDJA Grades 7-12**

The Board recognizes that the interscholastic athletic and extracurricular programming is an integral part of the entire educational program. The Board also recognizes the importance of protecting students' health and safety relating to the use of controlled substances. To this end, the Board has developed a drug testing policy for students participating in interscholastic athletics, extracurricular activities, and those who request parking permits.

Students participating in athletics and other extracurricular activities are expected to hold themselves to good standards of conduct, sportsmanship and training because they represent the District in the course of their activities. Accordingly, students in these activities carry a responsibility to themselves, their fellow students, their parents and their school to set the positive examples of conduct, which includes avoidance of the use of controlled substances.

Students participating in interscholastic athletics, extracurricular activities or who obtain a parking permit, and their parents if the student is a minor, are required to consent to participation in the District's drug testing program. Failure to consent to the program results in ineligibility for all parking privileges and extracurricular activities.

The term "drug test" in this policy refers only to urinalysis tests. The tests may screen for illegal drugs, illegal performance enhancing drugs, unauthorized use of prescription medication, misuse of over-the-counter medications, alcohol and nicotine.

The District's drug testing policy and procedures are included in student handbooks and extracurricular activities manuals. Activity advisors provide students with a copy of, and educate students about, the Board's drug testing policy and procedures at the beginning of the academic year or athletic season.

### **Drug Testing Program**

Drug testing occurs at the beginning of the school year. In addition, random testing of students in extracurricular activities and students issued parking permits occurs throughout the school year or athletic season(s). Drug testing may also occur when a District administrator, coach or activity advisor has reasonable suspicion that a student is using a controlled substance.

Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur after notification of the parent:

1. The Building Principal, within 24 hours of receiving the test results from the Vendor/testing agency, will notify the parent/guardian/custodian. The Building Principal may keep all test results until student's graduation. Due to confidentiality laws, the only information that will be revealed to the coach or activity advisor will be that the policy was violated.
2. If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at parent/guardian/ custodian or student expense. Such a request must be made to the Building Principal in writing within five working days from first notification of positive test results.
3. The Medical Review Officer (employed by the Vendor) may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the Medical Review Officer (MRO) feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported

### **Consequences for Positive Test Results**

Students who test positive shall be considered in violation of the District's Drug and Alcohol Policy and will be subject to all of the disciplinary sanctions outlined therein.

### **Refusal to Test**

A student who signs an informed consent form but refuses to submit to a drug test under this policy is subject to all applicable sanctions which result from a positive test.

### **Adulteration Substitution**

A student who attempts or assists in an attempt to adulterate or substitute a specimen will be subject to all applicable sanctions which result from a positive test.

### **Non-Punitive Nature of Policy**

No penalties for violations of this policy involve academic sanctions, regular school attendance, or referral for criminal penalties.

### **Prescription Drug Error**

A student who is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the Parent/Guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the building administrator, an explanation of the error. Upon receipt of this document and recognition as a reasonable explanation by the building administrator, the suspension from

driving and activities will be lifted and no assessment or intervention will be required. The student will undergo a follow-up drug screen at the parent's expense to ensure the banned substance(s) are gone or in decay. Upon completion of these requirements, this positive test will be removed from the student's record. This rule may only be applied one time in a student's enrollment within the school district. Further errors ruled positive by the MRO subject the student to all applicable sanctions which result from a positive test.

### **Self-Referrals**

Students who knowingly have issues with drugs or alcohol may self-refer during their sign-up period for the activity. Students may not self-refer on the day of drug testing once they have been informed they have been randomly selected that day. A student who self-refers himself/herself to a District staff member for using a controlled substance before being required to submit to a drug test may continue exercise driving and parking privileges and to participate in extracurricular activities. The student must, however, agree to participate in a District-approved substance assistance program, which includes monthly random drug tests for the remainder of the season/semester at parent/guardian/custodian/ student expense. Self-referral is permissible one time during a high school career.

## **DRUG TESTING FOR EXTRACURRICULAR ACTIVITIES REGULATION Policy IGDJA-R**

### **Informed Consent**

Students who acquire parking permits or participate in interscholastic athletic and extracurricular activities and their parents (if the student is a minor) are required to consent to participation in the District's drug testing program. It is the parents'/guardians' responsibility to inform the school district of who the family contact person is in the event of a positive test. Failure to consent to drug testing results in loss of parking privileges and ineligibility for all extracurricular activities.

Consent to drug testing includes consent to a drug test during the period of August 1 through May 31 of each school year. Drug tests/screenings only include urinalysis and may screen for illegal drugs, illegal performance enhancing drugs, unauthorized use of prescription medication, misuse of over-the-counter medications, alcohol and nicotine.

1. **Initial Drug Test**  
An initial drug test may be required to participate in interscholastic athletics, extracurricular activities, and to acquire a parking permit.
2. **Random Drug Testing**  
Students with parking permits or involved in extracurricular activities are subject to random drug testing during the period of August 1 through May 31, and when participating in summer school sessions.
3. **Reasonable Suspicion Tests**  
Students may also be subject to drug tests if a District administrator, coach or activity advisor reasonably suspects the student of using a controlled substance. Reasonable suspicion means that a reasonable inference about the student can be drawn based on
  - A. specific personal observation of the student's appearance, speech or behavior or
  - B. reliable information from students, staff or school-community members

### **In-School Testing Procedures**

Selected students will be escorted from class to the collection site, where a representative of the Vendor/testing agency will collect a specimen of urine using the following process:

- A. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
- B. The collector adds a bluing agent (food coloring) to the water in the urinal or toilet.
- C. Student is asked to rinse their hands and dry them. If no water is easily accessible, a non-alcoholic wipe may be used instead.
- D. The drug testing custody and control form is completed by the student and collector.
- E. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (at least 45 ml) in one attempt. The student is also told they are to hand the container of urine to the collector.
- F. The student enters a closed stall to collect the specimen, then hands the container to the collector.
- G. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered refusal to test and the building administrator notified.
- H. With the student watching, the collector will pour the specimen into the two bottles and recap the specimen bottles tightly.
- I. The collector takes the bottle seals and places them over the caps and sides of the bottles and ensures they are properly signed and initialed.
- J. The sealed bottles are placed inside the transport bag.
- K. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. The transport bag and pouch are sealed as indicated. The student completes the COC and is given the donor copy of the form.
- L. The student may wash their hands and is then sent back to class.
- M. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
- N. The building administrator will be notified immediately of any student who refuses to give a urine sample or is suspected of adulteration/substitution.

### **Reporting of Results**

1. The Building Principal, within 24 hours of receiving a positive test result from the Vendor/testing agency, will notify the parent/guardian/custodian. Due to confidentiality laws, the only information that will be revealed to the coach or activity advisor will be that the policy was violated. .Thereafter, a conference will be scheduled to discuss the student's continued eligibility for extracurricular activities.
2. Test results are kept in confidential files separate from students' educational records. Only authorized District personnel may access the files and may inform other District staff of the test results only when a legitimate educational interest can be demonstrated.
3. Test results are kept until the student graduates or up to six years.

## **STUDENT ACADEMIC ELIGIBILITY**

A student will be excluded from participating in the activity if he/she has less than a 1.5 grade point average on a 4.0 grading scale in the previous quarterly grading period. Students meeting the Ohio High School Athletic Association requirements with a grade point average of less than 1.5 may participate in extracurricular activities if they participate in a study program and show weekly improvement over the previous quarter's grade.

The District adheres to the Ohio High School Athletic Association for eligibility to participate in athletics. In order to be eligible, a high school student must have passed five courses during the prior grading period. The five courses may be a combination of high school and college courses.

A student enrolling in the seventh grade for the first time is eligible to participate in athletics for the first grading period regardless of previous academic achievement.

Failure to comply with the grade period eligibility requirements results in extracurricular interscholastic ineligibility for the succeeding grading period.

A student with an IEP may be exempt from the grading provisions set forth in this policy.

## **SCHOOL ATTENDANCE POLICY**

Since good attendance is a reasonable goal in any educational setting, and since participation in athletics is secondary to the academic goals of an institution, the following attendance policies shall be followed as they concern to both coaches and athletes:

1. Any time a coach is absent from school because of personal illness, he/she may not do any coaching on that day unless permission is granted by the Building Principal.
2. Student participants in athletics must be present a half day, per the building principal, before a practice or contest in order to participate. Attendance guidelines may be waived when an excused absence is approved by the Building Principal.
3. Any absence over the 10 day attendance policy will result in immediate suspension from participation in all team activities.

## **ABSENCE POLICY**

Guidelines will be established by each head coach and be handled on an individual basis.

- A. Absence from practice or contest, being unexcused or excused, may result in the athlete missing necessary mental and physical preparation for contest(s), resulting in non-participation in practices or contest(s).
- B. Holiday absence(s) - Players are to make every effort to notify their coach of absences resulting in missed practices or contest(s) with as much advance notice as possible. Consequences for missed practices or contests will be determined by each Head Coach.

## **TEAM ROSTERS**

It is the responsibility of the Head Coach to give the Athletic Director, no later than (10) days prior to the first contest, a roster of all the members of the Varsity and Reserve teams. The roster should include all information that the Head Coach wishes to be listed in the game program, if there is a program for his/her sport. This information should include name, height, weight, year in school, and jersey numbers. This roster is also necessary in order for the Athletic Director to complete the eligibility sheet which must be mailed to the Ohio High School Athletic Association prior to the first contest in that sport.

Freshman coaches should also give the Athletic Director a roster which includes the above information while Middle School coaches should give a copy of their roster to the Middle School Athletic Director to be used in determining eligibility. Coaches should keep a copy of these rosters to be used for reference during the course of their season.

## **ATHLETE QUITTING A TEAM**

Any athlete who quits a team will not be permitted to begin practicing or playing with another North Union team during that season unless first approved by the coach of the team the athlete quit. It is recommended that the coach inquire as to the reason why the athlete quit his/her team and report this information to the Athletic Director or Building Principal. There must also be mutual consent by all three parties involved for the athlete to begin participation in the other sport.

## **PRACTICE SESSIONS**

The following guidelines are to be followed with respect to practice sessions:

1. In order for a Sunday or holiday game/practice to occur, Board approval must be received. This takes a written proposal from the Building Principal to be presented to the Board of Education. If there is insufficient time for the Board to meet, the Building Principal or designee may make the decision.
2. Teams and athletes are to be supervised at all times, including in the locker rooms, on fields (or gymnasiums), and buses to and from scrimmages.
3. The regularly scheduled practice dates begin and end according to Ohio High School Athletic Association guidelines.
4. The North Union Board of Education agreement with regard to practice sessions is to be followed at all times except with those situations that have been discussed and have been approved by the Athletic Director and/or Building Principal.
5. The Athletic Director or a designee has the responsibility of scheduling the North Union High School gymnasium during the Winter Sports season. The Middle School Athletic Director will schedule the gymnasium for his/her building.

## **HOSPITAL TRIPS WITH INJURED ATHLETES**

In the event an athlete must be hospitalized, the following procedures should be followed:

1. The coach should have at his immediate disposal the signed emergency medical form which tells to which hospital if at all possible the parent/guardian desires the athlete to be transported.

2. Every attempt should be made to contact the adults listed on the emergency medical form and inform them of the impending hospitalization. If no one can be reached, the coach or designee shall take the form with them to the hospital and try from there. Keep trying until someone is reached and tells you they will come to the hospital and assume responsibility for the injured athlete.
3. If time permits, the coach should also take with him/her, the athlete's signed physical card. Some hospitals will not treat an injured athlete whose parents are absent without this card.
4. The hospital listed on the emergency medical form is the hospital to which the injured athlete should be transported if circumstances allow.
5. If the injury occurs at North Union High School or Middle School, contact the Richwood Emergency Squad.

Telephone Numbers:

Richwood Emergency Squad - 9-1-1

Richwood Police Dept. - 9-1-1

Richwood Fire Dept. -9-1-1

6. Contact the Athletic Director at home at once.
7. Contact the Building Principal either at home immediately or first thing in the morning.
8. Complete an injury report within (24) hours. Keep one copy for your records, give one to the Head Coach, one to the Athletic Director, and one to the Building Principal to keep on file. With any injury, hospitalized or not, be sure and follow up and maintain contact with the athlete.
9. While this procedure may seem excessive, it is for our legal benefit and welfare of our athletes.

### **BUS TRIPS**

It is the responsibility of the Athletic Director to schedule all buses for the North Union High School athletic scrimmages and contests. The Middle School Athletic Director will handle this duty for athletic events at the North Union Middle School. Buses are to be used for all athletic trips, unless approved by the Building Principal or Athletic Director. A case here would be the Golf Team that consists of only five players or a Wrestling tournament that has reached the finals and may only include a small number of wrestlers. In these events, it would be more economical to the district to send the school van or car, or allow a coach to drive to the contest with signed consent forms.

The bus trip guidelines are as follows:

1. A ten-day notice should be given to the Athletic Director or Middle School Principal to schedule a trip with the Director of Transportation. Ten days is the least amount of time needed.
2. The bus route established by the Director of Transportation is the route to be followed.
3. All athletes must ride to and from a contest on the bus. If a parent chooses for their son or daughter to ride home with them, they must sign a release

form, which will be in the coach's possession following the contest. Under no circumstance may a student athlete leave a contest with someone other than their parent or legal guardian, unless prior arrangements have been established with the Athletic Director. The Athletic Director is responsible for informing the coach of the arrangements.

\*\*\*Individual coaches may require a student athlete to ride to and from a contest.

4. Proper bus conduct is expected at all times. The athletes will follow the same rules they follow when they ride the bus to and from school.
5. It is the responsibility of the coaching staff to ensure that the bus is kept clean at all times.
6. For long trips, (all day wrestling tournaments for example), the Athletic Director and Director of Transportation may decide to have the bus return home, rather than wait all day. If this is the case, the Head Coach should secure the driver's telephone number and where he/she can be contacted in order to call when it is time to return to school.
7. No one other than players, coaches, managers, statisticians, and cheerleaders may ride the bus to and from athletic contests.
8. A coach must accompany the team on the bus and assume responsibility for the behavior of the athletes.
9. No shoes other than those that are soft soled may be worn on the bus. This includes cleats and spikes.
10. Keep the aisles clear at all times. No one should be permitted to be moving or standing on the bus until the completion of the trip.
11. Food, gum or any beverages are not permitted on the bus at any time. Be sure to keep the bus clean.
12. No unauthorized person should sit in the driver's seat.
13. The coaching staff is responsible for the athletes and their conduct.
14. Athletes shall not move from seat to seat while the bus is in motion.
15. Absolute quiet must be maintained at railroad crossings or other danger areas.
16. Overnight trips require prior Board approval

### **AWARDS POLICY**

1. The Head Coach shall determine the qualifications that will be required for earning a Varsity letter in his/her sport. **These should be presented to the team members in written form prior to the beginning of the season.**
2. The Head Coach shall present a list of his/her letter winners and award winners to the Athletic Director so that he/she may secure the proper awards to be presented at the awards program following the season. There will be an Awards Program scheduled following each of the three seasons, Fall, Winter, and Spring. It will be the responsibility of the Athletic Director, in cooperation with the Athletic Boosters, to schedule the dates for these programs at the High School; while at the Middle School it will be the job of the Athletic Director or Building Principal.
3. If an athlete earns All-League, All-District or All-State honors, it will be the responsibility of the Head Coach to inform the Athletic Director, so that his/her records may be kept up to date. All Head Coaches must attend or be

represented at All-League selection meetings as required by MOAC Policy. This will enable our athletes to be represented and recognized for their achievements.

4. Awards such as trophies and plaques which are to be presented to athletes at the award programs are to be requested through the Athletic Director prior to being ordered. This is necessary to comply with the guidelines established for the maintenance of activity accounts.
5. The awards purchased for the awards program should be limited to not more than four major plaques or trophies. This will enable each individual coach the option of determining what area they wish to recognize. Additional awards must be approved by the Athletic Director. Awards should not be given for every category in which statistics are kept.
6. North Union High School recognizes exceptional athletes through a system of points earned for participation in different sports. This system operates as follows:
  - a. Points are to be awarded to each athlete in the following manner:

1.	Members of a squad for a full season	1 pt.
2.	First Varsity Letter plus squad member	2 pts.
3.	Second Varsity Letter plus squad member	3 pts.
4.	Third Varsity Letter plus squad member	4 pts.
5.	Fourth Varsity Letter plus squad member	5 pts.
6.	Captain elect	1 pt.
7.	Managers regardless of letter awards	1 pt.
  - b. Special awards are presented to athletes when they accumulate the following number of points:

1.	Medal	12 pts.
2.	Engraved Cross Pen	20 pts.
3.	Blanket or Plaque	30 pts.
7. It is the responsibility of the Athletic Director to maintain an accurate total of points earned by each student who participates in athletics while at North Union High School. It shall also be the responsibility of the Athletic Director to secure these special awards to be presented at the season ending awards programs.
8. Managers/Trainers letter after their first year of service.
9. Freshman athletes or first year athletes will receive their award numerals following participation in any sport for a full season.
10. In addition to varsity letters or special recognition awards, each athlete who completes an athletic season will receive either a Participation Certificate or a Varsity Letter Certificate.
11. Transfer students are to have their participation at former schools evaluated and credit earned applied to the North Union scale.
12. The North Union Middle School will establish their own awards criteria.
13. If an athlete participates in a certain sport during each of his/her four years of high school and fails to earn a varsity award in that sport, such award shall be given to him/her at the conclusion of his/her fourth year of participation.

## **SCOUTING**

Scouting is an integral part of the success of a team. The following guidelines will be adhered to concerning scouting:

1. Scouting assignments are the responsibility of the Head Coach and should be made before the season begins if at all possible.
2. Requests for mileage, reimbursements must be made through the Athletic Director. These requests must include the date of each trip made, the number of miles, and the location of the trip. Mileage will be reimbursed at the rate established by the district.
3. Scouting is a part of every coach's job description. Every coach will be expected to scout as requested by the Head Coach.

## **SCRIMMAGES**

The scheduling of scrimmages shall be the responsibility of the Head Coach. He/she should inform the Athletic Director as soon as possible after scheduling a scrimmage, so that buses and officials can be arranged. All Ohio High School Athletic Association guidelines are to be followed.

If the scrimmage involves the use of the High School gymnasium, the Head Coach should make every effort to check with the Athletic Director to ensure that the gymnasium is available. In the Middle School, coaches should check with the District Athletic Director and/or Building Principal.

## **CALAMITY DAY**

1. The Superintendent will determine if practices will be permitted and if games may be played at the High School on all calamity days. Once the decision has been made by the Superintendent, the Athletic Director will communicate accordingly with all coaches as to their practice schedule or game status.
2. There will be no school practices or games of any kind at the Middle School on a calamity day.
3. Teams should be made aware of these procedures to avoid athletes constantly calling the High School or Middle School to inquire as to their practice schedule.
4. In the event that school is dismissed during the day due to inclement weather or other emergencies, the Athletic Director and the Building Principals will determine what practice schedules will be used.
5. If a calamity situation exists the day before a state sanctioned high school playoff contest, the Building Principal or his designee may schedule a non-mandatory practice.

## **POSTPONEMENT OF CONTESTS**

Conference constitutional policy concerning postponements and cancellations shall be followed. If the game in question is not a conference game, then it will be rescheduled as soon as possible, date permitting.

The conference policy concerning postponements and rescheduling is as follows:

1. The contest shall be rescheduled on the next available date both teams have free. Baseball and Softball rescheduling policy calls for the game to be rescheduled the next school day or Saturday available. If a non-league game is scheduled on the next school day or Saturday, it must be canceled or postponed in order to play the league game.
2. If North Union is the home school and school is in session, but the visitors do not have school (due to inclement weather, for example) then it will be the prerogative of the visitors if they want to play the contest that afternoon or evening. If they do not wish to play, then the contest will be rescheduled if possible. If North Union does not have school, it will be the decision of the Building Principal in cooperation with the Athletic Director to decide whether or not this game will be played.
3. If the game is canceled and/or rescheduled, the following personnel should be notified:
  - a. Director of Transportation
  - b. Superintendent of Schools
  - c. Building Custodians
  - d. News Media

### **EQUIPMENT AND INVENTORY**

It is the responsibility of the Head Coach to record to whom equipment has been issued. The equipment shall be listed on an inventory form and a copy of this inventory shall be submitted to the Athletic Director within two weeks of the conclusion of the season. Each Head Coach should assume responsibility for inventory for all teams in his/her program, grades 9-12. Each middle school coach will be responsible for their inventory. Coaches' payment for sport may be held up until inventory is satisfactorily completed.

From this inventory, what equipment needed for the following season may be determined. Middle school coaches will discuss equipment needs with the District Athletic Director.

It is also the Head Coach's responsibility to assess any athlete a reasonable financial assessment for any equipment that is not turned in at the conclusion of the season. This should be taken care of before the post-season awards program. Any assessment that is not paid by the time report cards are to be issued will result in failure to issue the athlete his/her report card. Help in determining what is a reasonable fee will be given by the Athletic Director or the Building Principal.

It is the responsibility of all connected in any way with the North Union Athletic Department to help in recovering any lost or stolen athletic equipment. If a coach sees anyone wearing or using equipment that belongs to the North Union Athletic Department, that coach should make a reasonable attempt to recover the equipment. If the user of this equipment refuses to give the equipment to the coach, then that coach should notify the Athletic Director or the Building Principal as soon as possible and they will take the necessary steps required in recovering the equipment. Coaches should also take the same steps in trying to recover equipment, especially uniforms, which belongs to Athletic Departments from other schools.

## **PURCHASING POLICIES**

Within two weeks of the conclusion of a season, the Head Coach and the Athletic Director will meet and determine the needs for the following season. The need for equipment that is to be purchased must be shown and agreed upon before ordering. All purchasing guidelines as prescribed by the Treasurer will be followed. All equipment which is to be purchased will be ordered by the Athletic Director from sporting goods dealers and companies which handle such items.

No one but the Athletic Director at the High School or the District Athletic Director at his/her building will be permitted to purchase any equipment.

Uniforms worn by the athletic teams at North Union High School will be purchased on an as-needed basis, with the approval of the Principal and Athletic Director. Replacement uniforms will be purchased as needed, but proper care of uniforms must be maintained.

The North Union Middle School will purchase uniforms as needed, dependent upon funds available.

## **PARTICIPATION IN STATE SPONSORED TOURNAMENTS**

It shall be the responsibility of the Athletic Director to secure all accommodations and funds necessary for participation in State sponsored tournaments and to return all receipts to the North Union Treasurer. If the Athletic Director does not accompany the team, the Head Coach shall be responsible for securing food and hotel receipts and returning them to the Athletic Director.

The disbursement of funds for food and hotel is predicated by OHSAA policy concerning reimbursement to the participating schools out of tournament receipts. The maximum allowable reimbursement provided by the OHSAA will be the amount of money provided by the North Union Athletic Department to any team participating in Regional or State competition. Since there is no reimbursement for Sectional or District tournaments, the North Union Athletic Department will not provide money for food or hotels.

In the event that a North Union Athletic Team competes in a Regional or State Tournament contest, in which food and hotel money will be reimbursed by the OHSAA, the Athletic Director will request from the Treasurer money for food and a check and tax exempt form to cover lodging expenses. It is the Athletic Director's responsibility to make reservations with the hotel in which the team will be staying.

The pre-sale of tickets for any OHSAA sponsored contest will be the responsibility of the Athletic Director. It will be his/her job to secure these tickets, publicize selling times, sell them, and return gate receipts or unsold tickets to the proper personnel.

The Head Coach and Athletic Director will attend any meeting required for participation in Regional or State contests. It will be their responsibility to complete and return any information required for participation in these events.

## **KEYS AND SECURITY**

Keys are for security purposes and are not to be given to players, managers or any other person involved in a program unless under extreme emergencies.

Players should be encouraged to use locks on their lockers in the locker room to prevent thefts. They should also be reminded not to carry valuables on their person or store them in their locker. A lock or other security measures should also be employed at away contests.

Teams using the Physical Education locker room during the Winter season should be aware of events that will require the visiting team to use this locker room. Care should be taken to remove all valuables and uniforms from this locker room during these events.

Coaches who need keys to the High School or Sports Complex should see the Athletic Director.

## **OPEN GYM POLICY**

The North Union High School gymnasium is available for off-season workout. These workouts must be supervised by the coaching staff. The coach who desires the use of the gym has the responsibility of scheduling the workouts through the Athletic Director. Priority will be given to those teams still in season. The supervising coach will be responsible for the security of the building and locker rooms, ensuring that lights are turned off, showers turned off, and all doors locked.

The gymnasium will be shut down every summer for approximately two weeks for summer maintenance and the refinishing of the playing surface. The coaches who wish to use the gym after this maintenance should contact the Athletic Director or Custodian to determine when it will be reopened.

**REMINDER: Open gym will never be mandatory and must be open to everyone. All OHSAA rules regarding open gym must be followed.**

## **BOOSTER CLUB MEETINGS AND COACHES ATTENDANCE**

The North Union Athletic Boosters meet periodically and all coaches are encouraged to attend.

Any financial requests a coach may have of the Booster Club must be cleared and approved by the Athletic Director before submitting it for approval.

## **PUBLICITY**

The North Union Athletic Department will at all times promote and maintain a positive working relationship with the press and media. The Athletic Director will provide the press and media with schedules, coaching assignments, and other pertinent information concerning the Athletic Department when requested to do so.

**It shall be the Head Coach's responsibility to contact the press and media with game results and statistics.**

**The Athletic Director will provide the coaching staff with the telephone numbers of the local press and media along with the best times to call in order to publicize games and athletes.**

Away Varsity game results and statistics should be called to the press and media as soon as possible.

Home game results should be called in to the press and media in a timely manner.

### **VIDEO TAPE MACHINE**

It is the responsibility of the Head Coach using the video equipment to ensure its proper care. This machine is to be stored with the Librarian during the off-season, It is the responsibility of the Head Coach to make sure that those who are operating this unit are competent to do so.

Video tapes are to be secured from the Athletic Director who purchases them from Athletic Department funds.

### **LEAGUE PASS POLICY**

North Union Board of Education Policy requires that complimentary league passes be distributed in the following manner:

1. 10 passes to the Board of Education members and their spouses.
2. 2 passes to the Local Superintendent of Schools.
3. 2 passes to the High School Principal
4. 2 passes to the High School Assistant Principal
5. 2 passes to the Athletic Director
6. 2 passes to the Middle School Principal
7. 2 passes to the Assistant Athletic Director (Faculty Manager)
8. 2 passes to the North Union Local School Treasurer
9. 2 passes to the following Head Coaches:
  - a. Football
  - b. Cross Country
  - c. Golf
  - d. Volleyball
  - e. Boys Basketball
  - f. Girls Basketball
  - g. Wrestling
  - h. Baseball
  - i. Softball
  - j. Boys Track
  - k. Girls Track
  - l. Varsity Cheerleader Coach
10. The remaining passes will remain on file in the office of the Athletic Director to be used for:

- a. Assistant Coaches
  - b. Scouting Assignments
  - c. Emergencies
11. Assistant Coaches who do not receive complimentary league passes will be given complimentary passes from North Union Athletic Department for themselves and their spouses. The spouses of the Head Coaches will also receive these passes. Passes from the North Union Athletic Department entitle each holder to free admission to all home North Union Athletic Contests.

### **PICTURE DAY**

The Athletic Director will schedule two dates during the year on which pictures to be used in the High School game programs will be taken. These pictures will also be used by local newspapers to be included in pre-season articles. It will be the Athletic Director's responsibility to contact not only the photographer who will take the program pictures, but also the photographers from the concerned newspapers.

The Fall program pictures will include the Football, Cross Country, Golf, Volleyball, Swimming, and Cheerleading squads, plus pictures of the Band, School Administration, School Board Members, Senior athletes, Captains. and Head Coaches.

The Winter program pictures will include the Boys and Girls Basketball squads, the Wrestling team, the Cheerleading squads, as well as the pictures of the persons mentioned in the previous paragraph.

At these sessions, parents are also welcome to attend and photograph teams or individuals.

Picture days at the North Union Middle School will be scheduled by the District Athletic Director.

### **SENIOR PARENT RECOGNITION**

Senior parents will be recognized in their respective sports. It is the responsibility of the Head Coach, in cooperation with the Athletic Director, to select a contest during which senior parents may be recognized. Procedures for recognition will be worked out by the Head Coach and the Athletic Director with the Head Coach being responsible for informing their team members and their parents/guardians of the details.

On the day in which senior parents are to be recognized, the Athletic Department will provide free admission to two parents/guardians as well as a corsage for the mother.

**APPENDIX I - JOB DESCRIPTIONS**

**ROLE AND RESPONSIBILITY  
OF THE HIGH SCHOOL AND MIDDLE SCHOOL PRINCIPALS  
WITH REGARD TO NORTH UNION ATHLETIC PROGRAMS**

In accordance with Board Policy and OHSAA regulations, the building principal shall have decision-making authority with regard to the following North Union athletic concerns:

1. Financial dispersions and acquisitions;
2. Administration of all Ohio High School Athletic Association conference regulations, guidelines, and rules;
3. Administration of the student discipline code;
4. Approval and oversight of rules established by coaches;
5. Recommendation to the Superintendent of all candidates for employment as coaches, based on input from the Athletic Director;
6. Final signature and approval of all coaching evaluations;
7. Various other mailers relating to athletics, staff morale, and the conduct of the student body or spectators, and the performance of cheerleaders;
8. The total athletic program, keeping in mind what is best for North Union Local Schools and the total educational program as the determining factor in any decision;
9. The total athletic program for his/her school in keeping with the following chain of command:
  - Assistant coaches are responsible first to head coaches.
  - Head coaches and advisors are responsible first to the Athletic Director.
  - The Athletic Director is responsible to the building Principal.
  - The Principal is responsible first to the Superintendent.
  - The Superintendent is responsible to the Board of Education.

**NORTH UNION BOARD OF EDUCATION  
JOB DESCRIPTION**

**Position:** Assistant Athletic Director

**Reports to:** Athletic Director/High School Principal

**Employment Status:** Part Time

**FLSA Status:** Exempt

**Description:** The Assistant Athletic Director (faculty manager) assists the Athletic Director to see that all sporting events and related athletic activities have adequate supervision and coverage.

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Assist the Athletic Director in scheduling athletic contests, gate help, practice facilities, and contest officials
- Assist with athletic budget and finances
- Assist with equipment distribution and inventory
- Assist with sales of season tickets and game tickets
- Maintain a presence at athletic events as requested by the Athletic Director
- Help to coordinate athletic activities in view of the total school schedule
- Help distribute and collect athletic forms as requested by the Athletic Director
- Help plan and coordinate athletic banquets and awards
- Assist with crowd control and student discipline at contests as assigned by the athletic director
- Stay informed as to rules changes, and keep coaching staff informed of rules and eligibility standards
- Attend various athletic department meetings and other meetings of importance to the athletic department in the absence of the Athletic Director
- Assist with the preparation of the game site prior to athletic events
- Attend assigned athletic events as an authorized representative of the faculty in place of an administrator
- Perform such other duties as assigned by the Athletic Director, principal, or superintendent in order to carry out the athletic programs of the district

**Minimum Qualifications:**

- High school diploma
- BCII/FBI clearance
- Employment record indicating strong organizational skills and competence in interpersonal relationships and communication skills
- Ability to relate positively with coaching staff, administration, parents, and student athletes

**Other Desirable Qualifications:**

- Experience in health education, physical education, sports participation, or related field
- Prior experience as a coach or assistant coach
- Certification in one or more fields of education by the Ohio Department of Education
- Successful experience in coaching or athletic participation, for 3 or more years

**Required Knowledge, Skills, and Abilities:**

- Knowledge of school athletic functions
- Knowledge of athletic policies and rules
- Positive interpersonal skills, including the ability to deal with coaches, booster groups, parents, athletes, and the media

- Physical stamina sufficient to carry out job tasks

**Equipment Operated:**

- A variety of athletic equipment including volleyball standards, mats, scoreboard, lighting, and field equipment
- Communications equipment (i.e., phone system, public address system)
- Motor vehicle

**Additional Working Conditions:**

- Occasional requirement to travel
- Occasional exposure to high noise levels and equipment noise
- Frequent weekend/evening/summer work
- Occasional exposure to blood, bodily fluids and tissue
- Interaction among crowds and students, who may be unruly at times
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds

**Terms of Employment:**

Per contract with the North Union Local Board of Education. North Union Local School District is an Equal Opportunity Employer and does not discriminate on the basis of race, religions, age, sex, or the presence of disabilities.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

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Signature

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Date

**NORTH UNION BOARD OF EDUCATION  
JOB DESCRIPTION**

**Position:** Assistant Coach

**Reports to:** Athletic Director/Head Coach/Principal

**Employment Status:** Regular/Part-time

**FLSA Status:** Exempt

**Description:** To assist the Head Coach with the implementation of their given sports program  
To help organize practices, review game strategies and deal with student athletes  
Provide coaching for a given sport at a given level or area (i.e., reserve, freshman, middle school, defensive line, etc.) in the assigned season(s)  
Responsible for the development and conduct of student athletes under his/her supervision  
Work with the Head Coach in developing a program approach and philosophy that is consistent at all levels

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Ensure the proper conduct and actions of team players at all times
- Assist with issuing equipment and keep accurate records of all equipment issued
- Assist with collection, inventory, distribute and procure all equipment
- Assist with assignment of lockers and oversee the condition of the locker room
- Attend coaches meetings
- Assist players in the care and prevention of injuries
- Attend rules interpretation meetings as appropriate
- Assist with instruction of players in the proper use of body building equipment, training and nutrition
- Assist with preparation of facilities for all practice sessions
- Assist with schedule, plan and conduct all practice sessions and scrimmages
- Assist with preparation of and distribute play books to all players
- Assist with development and enforce training rules
- Assist with organization of filming of all games
- Assist with presentation and discussion of films from previous games/scrimmages
- Assist with review and evaluate all game films
- Assist with schedule and conduct meetings to discuss future opponents
- Attend reserve and other inter-district games
- Assist with communication with classroom teachers to determine the achievement level of each player
- Assist with participation in awards program
- Assist with instruction and supervision of managers in game and practice preparation
- Assist with evaluation of players after each game and at the end of the season
- Assist with supervision of player conditioning
- Check, repair and fit equipment
- Assist with supervision of team managers
- Supervise players in daylong practices, meetings, lunch and locker room activities
- Supervise players on bus trips to away games/scrimmages
- Assist with preparation of offensive and defensive strategies
- Attend varsity games
- Participate in public relations activities
- Attend clinics, camps and seminars

- Attend off-season physical conditioning
- Maintain respect at all times for confidential information, e.g., playbacks, scouting reports, etc.
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Travel to and from games
- Report injuries to head coach
- Teach proper techniques and fundamentals
- Assume responsibility or assist with practices and other duties related to coaching the sport
- Assume responsibility or assist with securing all dressing rooms, equipment, facilities, and school building(s)
- Accompanies students under his/her supervision in buses to and from athletic events where buses are used
- Requisition needed supplies and equipment from the Athletic Director
- Require physical examinations of all participants before first practice session, using the OHSAA "Student Participation Form"; provide these completed forms to the Athletic Director
- Inspect area or field to be used for games or practice, ensure its safety, and inform Athletic Director of any problems needing attention
- Present and discuss films from previous scrimmages
- Review and evaluate all game films

**Other Duties and Responsibilities:**

- Scout for players
- Schedule, record and assist with physical examinations for all players
- Assist with collection of all necessary fees from players
- Assist with correspondence with college and university personnel to assist players in acquiring athletic scholarships
- Assist head coach with players to meet necessary requirements regarding insurance, physical card, eligibility forms, and athletic waivers
- Record attendance at practices
- Deliver and pick up game film
- Serve as a role model for students
- Interact with Head Coach, Athletic Director, Principal, Superintendent and/or Board of Education and present information as requested
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Head Coach

**Qualifications:**

- Bachelor's degree with team sport courses preferred
- CPR certification
- Sports medicine license
- Pupil activity certification
- OHSAA course requirements
- Physical stamina/capacity sufficient to work with students on assigned sport, including demonstration of skills
- Ability to relate positively with student athletes, parents, school administration, and coaching staff
- BCII/FBI clearance
- Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to recognize and treat minor athletic injuries
- Knowledge of the specific sport

- Ability to teach specific sports techniques in a safe manner
- Bloodborne pathogens training

**Equipment Operated:**

- Telephone
- Computer/printer
- Copier
- Motor vehicle
- Calculator
- Television
- VCR
- Camcorder
- Weight equipment
- Sport specific equipment

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle
- Occasional interaction among unruly children
- Occasional requirement to travel
- Frequent evening/weekend/summer work
- Occasional requirement to perform duties in inclement weather conditions, e.g., snow, rain, heat, cold, etc.
- Occasional requirement to operate school district vehicle
- Frequent lifting, carrying, pushing, and pulling various items up to a maximum of 100 pounds, e.g., weights/weight-lifting equipment, paper boxes, deliveries of supplies and equipment

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**NORTH UNION BOARD OF EDUCATION  
JOB DESCRIPTION**

**Position:** Athletic Director

**Reports to:** High School Principal/Middle School Principal/Superintendent

**Employment Status:** Regular/Full-time

**FLSA Status:** Exempt

**Description:** Direct and supervise the district athletic program for grades seven through twelve and enforce the implementation of the provisions as outlined in the Athletic Handbook.

**Duties:** General Duties: The Athletic Director is responsible for developing and recommending athletic policies to the administration and Board of Education. He/she implements such policies as necessary to carry out an effective interscholastic athletic program. He/she supervises all assistant athletic directors (faculty managers), coaches and cheerleading staff. He/she oversees and provides for the smooth operation of all athletic events.

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Coordinate all interscholastic athletics in grades 7-12
- Develop master schedule of events, having arrangements completed at least one season in advance where possible
- Contract and secure game officials for all middle school and high school contests not assigned by the league commissioner. All league constitutional guidelines will be followed at all times.
- Notify coaches of ineligible students
- Responsible for all workers at athletic contests
- Responsible for all general admission ticket sales
- Maintain current inventories of all equipment and supplies on hand
- Keep athletic handbooks current and ensure all coaches receive an athletic handbook prior to each sport's season
- Observe/evaluate head coaches engaged in an athletic activity during the season
- Supervise coaches in cooperation with high school principal
- Arrange for timers, scorekeepers, ticket personnel, and administrative personnel involved in the total operation of all athletic events
- Ensure all spectator facilities are ready for all contests
- Ensure all student athletes receive physical examinations prior to the beginning of their respective athletic season
- Issue purchase orders on approved purchase requisitions
- Maintain a record file of all award winners, including athletic scholarships
- Organize and supervise an award's night
- Attend staff, league and local council meetings and in-services as required
- Devise, implement and engage in athletic program fund-raising activities
- Implement and enforce student athletic program rules, regulations and policies
- Prepare written reports when required
- Interact with public in official capacity regarding athletic program
- Coordinate, administer and maintain file of game contracts with coaches
- Counsel, advise and encourage student athletes
- Procure concession services and schedule use of gymnasium and other outside athletic facilities for games
- Coordinate and ensure photographic coverage of athletic events and distribute passes for authorized individuals
- Coordinate activities in conjunction with the athletic boosters
- Make contacts with the public with tact and diplomacy

- Maintain respect at all times for confidential information, e.g., student files
- Interact in a positive manner with staff, students and parents
- Promote good public relations
- Attend meetings and in-services as required
- Provide or arrange for visible supervision for all extracurricular events at the middle school and high school by working with the administration and athletic directors
- Be a part of interview team and make employment recommendations of head coaches and head cheerleader advisor
- Work with head coaches to interview and recommend assistant coaches
- Work with the head coaches in planning practice, scrimmage, and game schedules
- Complete appropriate written requests to secure bus transportation for all activities, athletic scrimmages, and events, 7-12
- Act as tournament director/manager for district tournaments, or assign such responsibility as appropriate
- Oversee the development of press releases, game programs, program brochures, and other written materials about extracurricular activities
- Attend athletic/league director meetings and all regular conference meetings or send a representative
- Secure proper insurance forms, waivers, etc., and distribute these forms to the proper coaches, 7-12
- Secure physicians to administer physical examinations for 7-12 athletes once a year
- Secure physician or paramedics to attend games
- Complete all necessary forms required by the Ohio High School Athletic Association to ensure the eligibility of all participants; mail these forms to the OHSAA
- Ensure that coaches have proper first aid training and that first aid equipment is immediately accessible for each team
- Check gymnasium, fields, and other areas used for athletics to ensure that they are equipped, clean, and prepared for use
- Oversee practice schedules and use of gymnasium and fields
- Require an accumulated equipment inventory and individual sports budget from each coach, and collect these within two weeks of the conclusion of the season
- Assist principals and superintendent in any other duties required for the establishment and maintenance of an effective athletic program
- Ensure that all coaches have the required Ohio Department of Education's Pupil Activity Supervisor Permit and the Ohio High School Athletic Association's Fundamentals of Coaching certification and all classes required for obtaining these permits/certifications

**Other Duties and Responsibilities:**

- Serve as a role model for students
- Perform other duties as assigned by the High School Principal
- Respond to routine questions and requests in an appropriate manner
- Attend North Union Athletic Booster meetings and work closely with the Booster organization in coordinating their activities with the school program
- Flexible to change for new state requirements (e.g. – Flex Credit Educational Options, etc.)

**Minimum Qualifications:**

- A valid teaching/administrative certificate
- Previous experience as a coach and knowledge of athletic policies
- Evidence of positive interpersonal relationships and communication skills
- Personality traits, including a sense of humor, tact, friendliness
- BCII/FBI clearance
- Negative TB test results

**Other Desirable Qualifications:**

- Previous administrative or supervisory experience
- Supervisory/administrative certification

- Accessibility and availability to work long hours
- License and training in first aid

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening
- Organizational and problem solving skills
- Knowledge of athletics
- Knowledge of the following: Maintenance of facilities, vehicles, outdoor fields and familiarity with necessary construction projects
- Ability to stay up-to-date with new technology

**Equipment Operated:**

- Interactive white board
- Document camera
- Digital camera
- Camcorder
- Wireless slate
- Telephone
- Computer
- Copier
- Motor vehicle
- Fax machine

**Additional Working Conditions:**

- Occasional requirement to travel, both daily and overnight
- Frequent weekend/evening/summer work
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop

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**NORTH UNION BOARD OF EDUCATION  
JOB DESCRIPTION**

**Position:** Head Cheerleader Coach

**Reports to:** Middle School/High School Principal and Athletic Director

**Employment Status:** Regular/Part-time

**FLSA Status:** Exempt

**Description:** Train and supervise the varsity and the reserve cheerleading squads and provide leadership and direction for all other cheerleading coaches and squads

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Be aware of and enforce all rules and regulations of the OHSAA, athletic policies and Board of Education policies
- Promote the best interest in the total athletic program as it relates to the best interest of the students and welfare of the school district
- Conform to the athletic department policy and Board of Education policy
- Organize cheerleading practice in the summer
- Help select and secure material and/or outfits for all squads, train and supervise varsity and reserve squads; supervise, approve and direct the orientation and training of other squads
- Develop rules and regulations (in writing) for all cheerleaders and distribute these guidelines to all coaches and candidates before tryouts
- Ready the cheerleaders for games and pep sessions
- Develop the selection procedures and select the cheerleaders in the spring; candidates will be made aware of the selection process prior to the tryouts
- Recommend all cheerleader coaches 7-12 to Athletic Director and Middle School/High School Principals
- Provide for a uniform selection procedure and philosophy for all cheerleading squads
- Order through the Athletic Director and present cheerleading awards
- If a cheerleader coach cannot accompany the squad to a game, arrangements shall be made among the cheerleader coaches to provide supervision for the cheerleader squad
- In the event no cheerleader coach can provide the supervision of a squad, the Athletic Director and Principal shall be so advised and determine what action can be taken at that time
- Assumes responsibility for uniforms and equipment issued to him/her or to the students under his/her supervision
- Plan practices and game sessions with supervision of the squad being provided at all times
- Assume responsibility or assist with securing all dressing rooms, equipment, facilities and school building(s)
- Accompanies students under his/her supervision in buses to and from athletic events where buses are used
- Require physical examinations of all participants before first practice session, using the OHSAA "Student Participation Form"; provide these completed forms to the athletic director.
- Coordinate all cheerleader events, including events and activities to enhance school spirit.
- Coordinate schedules with athletic teams, band, etc. to ensure maximum student participation in all areas.
- Conduct any needed fundraisers in accordance with district policy and secure approval of these fundraisers in advance.

**Other Duties and Responsibilities:**

- Perform other duties as assigned by the High School Principal and/or Athletic Director

**Qualifications:**

- Bachelor’s degree (B.A.) or equivalent; or equivalent combination of education and experience
- BCII/FBI clearance and Pupil Activity Certificate
- Current training in sports medicine, health, and safety in accordance with OAC 3301-27-01 and ORC 3313.53
- Physical stamina/capacity sufficient to work with students on assigned sport including demonstration of skills
- Ability to relate positively with students, parents, school administration and coaching staff
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- Experience or special interest in health education, physical education, sports participation or related areas desirable

**Knowledge, Skills, and Abilities:**

- Knowledge of cheerleading and ability to communicate this knowledge to student participants
- Skill at fitness activities
- Positive interpersonal relationships and ability to serve as a positive role model for students
- High Standards of conduct, including restraint from profane or disrespectful language
- Knowledge of current regulations and laws pertaining to cheerleading

**Equipment Operated:**

- Communications equipment (i.e., phone system).

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction among unruly children
- Frequent evening/weekend/summer work
- Frequent travel
- Occasional exposure to inclement weather conditions
- Occasional requirement to lift, carry, push and pull various athletic equipment and supplies
- Occasional communication with parents when appropriate for the development of the student-athlete
- Occasional exposure to high noise levels and equipment noise
- Interaction among crowds and students who may be unruly at times

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**NORTH UNION BOARD OF EDUCATION  
JOB DESCRIPTION**

**Position:** Middle School Coach (football, volleyball, basketball, track, wrestling, cross country)

**Reports to:** Head Coach/Building Principal/Athletic Director

**Employment Status:** Regular/Part-time

**FLSA Status:** Exempt

**Description:** Teach and develop sound fundamentals of football. Attend preseason practices. Supervise all practices and locker room activities. Attend games and perform duties as indicated by the Head Coach. To establish discipline and a work ethic while encouraging the students to be leaders and to keep up their school work. To develop sportsmanship, leadership and self-confidence in the players

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Assign duties and responsibilities to assistants
- Assign lockers and oversee the condition of the locker room
- Assist in the selection of assistant coaches
- Assist players in the care and prevention of injuries
- Assist the Athletic Director in purchasing equipment and supplies
- Assist the Athletic Director in scheduling games and officials
- Attend and participate in Athletic Booster Club meetings
- Attend clinics, camps and seminars
- Attend coaches meetings
- Attend meetings and in-services as required
- Attend rules interpretation meetings
- Collect all equipment at the end of the season
- Collect all necessary fees from players
- Communicate with classroom teachers to determine the achievement level of each player
- Develop and enforce training rules
- Ensure safety of students
- Ensure the proper conduct and actions of team players at all times
- Evaluate players after each game and at the end of the season
- Forward a list of all participants in the sport, along with all information necessary for the eligibility report, to the Principal's office
- Instruct and supervise managers in game and practice preparation
- Instruct players in the proper use of body building equipment, training and nutrition
- Interact in a positive manner with staff, students and parents
- Inventory, distribute and procure all equipment
- Issue equipment and keep accurate records of all equipment issued
- Maintain respect at all times for confidential information, e.g., student athlete grades for eligibility purposes, etc.
- Make contacts with the public with tact and diplomacy
- Organize filming of games, as appropriate
- Participate in awards program by distributing awards to the players
- Prepare and distribute playbooks to all players, as appropriate
- Prepare eligibility lists for the Athletic Director
- Prepare facilities for all practice sessions
- Present and discuss films from previous scrimmages as appropriate

- Promote good public relations by personal appearance, attitude and conversation
- Report the lineups, scoring plays and other pertinent data of each game to the local newspaper and radio, as appropriate
- Responsible for the issuance, care and inventory of equipment, supplies and uniforms
- Review and evaluate all game films
- Schedule and conduct meetings as appropriate to discuss future opponents
- Schedule assistant coach's meetings
- Schedule coaching clinics
- Schedule fundraising activities
- Schedule off-season weight lifting and physical conditioning training
- Schedule, plan and conduct all practice sessions and scrimmages
- Work within district policies and procedures in the development and maintenance of the interscholastic athletics program

**Other Duties and Responsibilities:**

- Interact with Superintendent and/or Board of Education and present information as requested
- Procure and distribute all medical supplies and equipment
- Respond to routine questions and requests in an appropriate manner
- Schedule, record and assist with physical examinations for all players
- Serve as a role model for students
- Perform other duties as assigned by the Athletic Director/Head Coach and/or Building Principal

**Qualifications:**

- High school diploma or general education degree (GED)
- Educational degree preferred
- CPR certification
- BCII/FBI clearance
- Pupil Activity Supervisor Permit and OHSAA requirements
- One to two years related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to recognize and treat minor athletic injuries
- Ability to work effectively with others
- Effective, active listening skills
- Knowledge of the specific sport
- Organizational and problem solving skills
- Knowledge of conditioning equipment and use of blocking sled
- Basic CPR
- Knowledge of sports medicine

**Equipment Operated:**

- Calculator
- Camcorder
- Computer/printer
- Headphones
- Motor vehicle
- Overhead projector
- Scoreboard
- Stopwatch
- Telephone

- Television
- Typewriter
- VCR

**Additional Working Conditions:**

- Frequent evening/weekend/summer work
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Occasional operation of a vehicle in inclement weather conditions
- Occasional requirement to perform duties in inclement weather conditions, e.g., snow, rain, heat, cold, etc.
- Frequent requirement to travel
- Occasional requirement to operate school district vehicle

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**NORTH UNION BOARD OF EDUCATION  
JOB DESCRIPTION**

**Position:** JV Coach

**Reports to:** Athletic Director/Head Coach/Building Principal

**Employment Status:** Regular/Part-time

**FLSA Status:** Exempt

**Description:** To assist the Head Coach, teach Head Coach strategies and to be a positive role model for your athletes.

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Assist players in the care and prevention of injuries
- Attend clinics, camps and seminars
- Attend coaches meetings
- Attend meetings and in-services as required
- Attend varsity and other inter-district games as required by varsity coach
- Attend rules interpretation meetings as appropriate
- Collect all necessary fees from players
- Communicate with classroom teachers to determine the achievement level of each player
- Develop and enforce training rules
- Ensure safety of students
- Ensure the proper conduct and actions of team players at all times
- Evaluate players after each game and at the end of the season
- Instruct players in the proper use of sports equipment, training and nutrition
- Interact in a positive manner with staff, students and parents
- Maintain respect at all times for confidential information, e.g., student athlete grades for eligibility purposes, etc.
- Participate in awards program
- Prepare and distribute playbooks to all players as appropriate
- Review, evaluate, present and discuss films from previous scrimmages/games/practices as appropriate
- Promote good public relations by personal appearance, attitude and conversation
- Report the lineups, scoring plays and other pertinent data of each game to the local newspaper and radio as appropriate
- Responsible for the issuance, collection, care and inventory of equipment, supplies and uniforms
- Schedule and conduct meetings as appropriate to discuss future opponents
- Work within district policies and procedures in the development and maintenance of the interscholastic athletics program
- Interact with Superintendent and/or Board of Education and present information as requested
- Schedule, plan and conduct all practice sessions and scrimmages
- Travel with team to and from athletic events
- Report injuries to Head Coach
- Teach proper techniques

**Other Duties and Responsibilities:**

- Assign duties and responsibilities to assistants
- Assign lockers and oversee the condition of the locker room
- Assist the Athletic Director in purchasing equipment and supplies
- Assist the Athletic Director in scheduling games
- Forward a list of all participants in the sport, along with information necessary for the eligibility report, to the principal's office

- Instruct and supervise managers in game and practice preparation
- Organize filming of games as appropriate
- Prepare facilities for all practice sessions
- Schedule fundraising activities
- Schedule off-season physical conditioning training
- Schedule, record and assist with physical examinations for all players
- Serve as a role model for students
- Forward a list of all participants in the sport, along with all information necessary for the eligibility report, to the Principal's office
- Prepare eligibility lists for the Athletic Director
- Perform other duties as assigned by the Athletic Director and/or Building Principal

**Qualifications:**

- High school diploma or general education degree (GED)
- Educational degree preferred
- CPR certification
- First-aid certification
- Sports medicine license
- Pupil Activity Supervisor Permit/OSHAA Coaching Class
- BCII/FBI clearance
- One to two years related experience
- Alternatives to the above qualification as the Superintendent and/or the Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to recognize and treat minor athletic injuries
- Ability to work effectively with others
- Effective, active listening skills
- Knowledge of the specific sport
- Organizational and problem solving skills
- Prior supervision of specific sporting program, budget, inventory and transportation
- Basic skills in equipment repair and maintenance as applicable
- Skills in public speaking

**Equipment Operated:**

- Calculator
- Camcorder
- Computer/printer
- Headphones
- Motor vehicle
- Scoreboard
- Stopwatch
- Telephone
- Television
- VCR

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle in inclement weather conditions
- Occasional interaction among unruly children
- Frequent requirement to travel
- Frequent evening/weekend/summer work

- Occasional requirement to perform duties in inclement weather conditions, e.g., snow, rain, heat, cold, etc.
- Occasional requirement to operate school district vehicle

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**NORTH UNION BOARD OF EDUCATION  
JOB DESCRIPTION**

**Position:** Junior Varsity/Freshman Cheerleader Coach

**Reports to:** Head Cheerleader Coach, High School Principal and Athletic Director

**Employment Status:** Regular/Part-time

**FLSA Status:** Exempt

**Description:** Train and supervise the junior varsity and/or the freshman cheerleading squads

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Be aware of and enforce all rules and regulations of the OHSAA, athletic policies and Board of Education policies
- Promote the best interest in the total athletic program as it relates to the best interest of the students and welfare of the school district
- Conform to the athletic department policy and Board of Education policy
- Organize cheerleading practice in the summer
- Assist in selecting and securing material and/or outfits for squads, train and supervise JV and/or freshman squads
- Adhere to all rules and regulations for all cheerleaders and distribute these guidelines to all candidates before tryouts
- Ready the cheerleaders for games and pep sessions
- Assist in the selection procedures and select the cheerleaders in the spring; candidates will be made aware of the selection process prior to the tryouts
- Assist with the uniform selection procedure and philosophy for all cheerleading squads
- Assist the Head Cheerleader Coach in planning awards program
- If a cheerleader coach cannot accompany the squad to a game, arrangements shall be made among the cheerleader coaches to provide supervision for the cheerleader squad
- In the event no cheerleader coach can provide the supervision of a squad, the Athletic Director and Principal shall be so advised and determine what action can be taken at that time
- Assumes responsibility for uniforms and equipment issued to him/her or to the students under his/her supervision
- Plan practices and game sessions with supervision of the squad being provided at all times
- Assume responsibility or assist with securing all dressing rooms, equipment, facilities and school building(s)
- Accompanies students under his/her supervision in buses to and from athletic events where buses are used
- Require physical examinations of all participants before first practice session, using the OHSAA "Student Participation Form"; provide these completed forms to the Head Cheerleading Coach
- Assist in coordinating cheerleader events, including events and activities to enhance school spirit.
- Assist in coordinating schedules with athletic teams, band, etc. to ensure maximum student participation in all areas.
- Conduct any needed fundraisers in accordance with district policy and secure approval of these fundraisers in advance.

**Other Duties and Responsibilities:**

- Perform other duties as assigned by the Head Cheerleading Coach, High School Principal and/or Athletic Director

**Qualifications:**

- Bachelor's degree (B.A.) or equivalent; or equivalent combination of education and experience preferred
- BCII/FBI clearance and Pupil Activity Certificate
- Current training in sports medicine, health, and safety in accordance with OAC 3301-27-01 and ORC 3313.53
- Physical stamina/capacity sufficient to work with students on assigned sport including demonstration of skills
- Ability to relate positively with students, parents, school administration and coaching staff
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- Experience or special interest in health education, physical education, sports participation or related areas desirable

**Knowledge, Skills, and Abilities:**

- Knowledge of cheerleading and ability to communicate this knowledge to student participants
- Skill at fitness activities
- Positive interpersonal relationships and ability to serve as a positive role model for students
- High Standards of conduct, including restraint from profane or disrespectful language
- Knowledge of current regulations and laws pertaining to cheerleading

**Equipment Operated:**

- Communications equipment (i.e., phone system).

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction among unruly children
- Frequent evening/weekend/summer work
- Frequent travel
- Occasional exposure to inclement weather conditions
- Occasional requirement to lift, carry, push and pull various athletic equipment and supplies
- Occasional communication with parents when appropriate for the development of the student-athlete
- Occasional exposure to high noise levels and equipment noise
- Interaction among crowds and students who may be unruly at times

**Terms of Employment:**

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Signature

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Date

**NORTH UNION BOARD OF EDUCATION  
JOB DESCRIPTION**

**Position:** Cheerleader Coach (Grade 7-8)

**Reports to:** Head Cheerleader Coach and Athletic Director

**Employment Status:** Regular/Part-time

**FLSA Status:** Exempt

**Description:** Coach and supervise 7th and 8th grade cheerleading squads

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Shall be aware of and enforce all rules and regulations of the OHSAA, athletic policies and Board of Education policies
- Conform to the athletic department policy and Board of Education policy
- Cooperate with the coaches and the students to promote the best interest and spirit for the school
- Organize cheerleading practices in the summer
- Help select and secure material and/or outfits for the grade 7-8 squad
- Develop rules and regulations in writing for cheerleaders and distribute these guidelines to all candidates before tryouts
- Prepare cheerleaders for the games and pep sessions
- Develop the selection procedure and direct the selection of cheerleaders in the spring; provide all candidates with tryouts prior to the selection in cooperation with the head coach
- Present cheerleading awards
- If a cheerleader coach cannot accompany the squad to a game, arrangements shall be made among the cheerleader coach to provide supervision for the cheerleader squad
- In the event no cheerleader coach can provide the supervision of a squad, the Athletic Director and Principal shall be so advised and determine what action can be taken at that time
- Work directly with the middle school principal, athletic director, and coaches in the scheduling of pep rallies
- Attend all meetings of the coaching staff
- Conduct mini-camps to train prospective cheerleaders
- Requisition needed supplies and equipment from the District Athletic Director
- See that all injuries/accidents are treated and reported to the principal on the Injury Report Form
- Prepare information on squad members and make presentations/present cheerleading awards at the athletic banquet
- Inspect area or field to be used for games or practice, ensure its safety, and inform athletic director of any problems needing attention
- Conduct any needed fundraisers in accordance with district policy and secure approve of these fundraisers in advance

**Other Duties and Responsibilities:**

- Perform other duties as assigned by the Head Cheerleader Coach or Athletic Director

**Qualifications:**

- Bachelor's degree (BA) or equivalent, or equivalent combination of education and experience
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- BCII/FBI clearance and Pupil Activity Certificate
- CPR and Sports Safety Training
- Physical stamina/capacity sufficient to work with students on assigned sport, including demonstration of skills.

**Other Desirable Qualifications:**

- Experience or special interest in health education, physical education, sports participation, or related areas

**Knowledge, Skills, and Abilities:**

- Knowledge of cheerleading and ability to communicate this knowledge to student participants
- Skill at fitness activities
- Positive interpersonal relationships and ability to serve as a positive role model for students
- High standards of conduct, including restraint from profane or disrespectful language
- Knowledge of current regulations and laws pertaining to cheerleading

**Equipment Operated:**

- Communications equipment (i.e., phone system)
- A variety of athletic equipment associated with the cheerleading including training equipment, conditioning equipment, and field equipment

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction among unruly children
- Frequent evening/weekend/summer work
- Frequent travel
- Occasional exposure to inclement weather conditions
- Occasional requirement to lift, carry, push and pull various athletic equipment and supplies
- Occasional communication with parents when appropriate for the development of the student-athlete
- Interaction among crowds and students who may be unruly at times

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**NORTH UNION BOARD OF EDUCATION  
JOB DESCRIPTION**

**Position:** Middle School Athletic Supervisor

**Reports to:** Middle School Principal/Athletic Director

**Employment Status:** Regular/Part-time

**FLSA Status:** Exempt

**Description:** Direct and supervise middle school athletic facilities and events, in the absence of the athletic director

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Responsible for all workers at athletic contests
- Responsible for all general admission ticket sales
- Arrange for timers, scorekeepers, ticket personnel, and administrative personnel involved in the total operation of all athletic events
- Ensure all spectator facilities are ready for all contests
- Prepare written reports when required
- Interact with public in official capacity regarding athletic program
- Make contacts with the public with tact and diplomacy
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend athletic contests at home
- Pre-contest meet officials and escort them to proper dressing areas and pay them/escort officials to dressing area following contest
- Pre-contest be in charge of all ticket monies
- Pre-contest work with custodians
- Pre-contest represent the schools when no other administration is present
- Post-contest prepare deposit ticket monies, deposit at the bank or in specified place all monies
- Pre-contest be prepared by having things in place and ready such as clock and operator, tickets and seller, scorers and board operators
- Post-contest report any serious events or injuries
- Post-contest escort officials to their dressing area

**Other Duties and Responsibilities:**

- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Middle School Principal/Athletic Director

**Qualifications:**

- Bachelor's degree (B.A.) or equivalent from a four year college preferred
- BCII/FBI clearance
- Such alternatives to the above qualification as the Superintendent and/or Board of Education may find appropriate
- Ability to be bonded

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others, including custodians
- Knowledge of athletics

**Equipment Operated:**

- Telephone
- Two-way radio
- Pager
- Computer, Printer

**Additional Working Conditions:**

- Occasional requirement to travel, both daily and overnight
- Frequent weekend/evening/work
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop

**Terms of Employment:**

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**NORTH UNION BOARD OF EDUCATION  
JOB DESCRIPTION**

**Position:** Varsity Head Coach (football, volleyball, golf, basketball, softball, baseball, track, cross Country, wrestling)

**Reports to:** HS Principal/AD

**Employment Status:** Regular/Part-time

**FLSA Status:** Exempt

**Description:** To help student athletes in sports as well as in life. To teach them the sport and to have fun. To teach the athletes the rules and fundamentals of the game. To teach team playing.  
To have complete records, paperwork, budgets etc.

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Work within district policies and procedures in the development and maintenance of the interscholastic athletics program
- Responsible for the issuance, care and inventory of equipment, supplies and uniforms
- Assist the Athletic Director in purchasing equipment and supplies; requisition needed materials and equipment from the Athletic Director
- Assist the Athletic Director in scheduling non-league games and officials
- Ensure the proper conduct and actions of team players at all times
- Issue equipment and keep accurate records of all equipment issued
- Collect all equipment at the end of the season
- Inventory, distribute and procure all equipment
- Attend coaches meetings
- Prepare eligibility lists for the Athletic Director
- Collect all necessary fees from players
- Assist players in the care and prevention of injuries
- Attend rules interpretation meetings
- Prepare outside facilities for all practice sessions
- Schedule, plan and conduct all practice sessions and scrimmages
- Develop and enforce training rules
- Review and evaluate all game films
- Oversee the keeping of team statistics
- Schedule and conduct meetings to discuss future opponents
- Assist in the selection of assistant coaches
- Correspond with college and university personnel to assist players in acquiring athletic scholarships
- Communicate with classroom teachers to determine the achievement level of each player
- Prepare information on players for the athletic banquet
- Participate in awards program by distributing awards to the players
- Evaluate players after each game and at the end of the season
- Attend clinics, camps and seminars
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student athlete grades for eligibility purposes, etc.
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required

- Promote the best interests of the school and district in the given sport through cooperation with the athletic director, other coaches, Boosters, and the school administration
- Assume responsibility for the conduct of his/her team while they are engaged in school-related activities and while they are onsite at their own school or other schools
- Maintain a visible and positive image of the team, sport, and program in the school and in the community
- Accompany team in buses to and from all athletic events where buses are used
- Assume responsibility for care of all equipment before, during, and at the end of each season; prepare an inventory and files with the athletic director within ten days after the season ends

**Other Duties and Responsibilities:**

- Assign duties and responsibilities to assistants
- Promptly report the lineups, scoring plays, contest results and other pertinent data of each game to the local newspaper/radio/media
- Forward a list of all participants in the sport, along with all information necessary for the eligibility report, to the Principal's office
- Assign lockers and oversee the condition of the locker room
- Schedule assistant coach's meetings
- Instruct players in the proper use of body building equipment, training and nutrition
- Prepare and distribute playbooks to all players
- Organize filming of all games
- Present and discuss films from previous scrimmages
- Attend reserve and other inter-district games
- Instruct and supervise managers in game and practice preparation
- Attend and participate in Athletic Booster Club meetings
- Schedule off-season weight lifting and physical conditioning training
- Schedule fund-raising activities
- Schedule coaching clinics
- Procure and distribute all medical supplies and equipment
- Schedule, record and assist with physical examinations for all players
- Serve as a role model for students
- Interact with Superintendent and/or Board of Education and present information as requested
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Athletic Director

**Qualifications:**

- Bachelor's degree or equivalent from a four-year college or university
- Less than five years related experience
- BCII/FBI clearance
- CPR certification
- Sports medicine license
- Pupil Activity Supervisor Certificate and OHSAA requirements
- Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to recognize and treat minor athletic injuries
- Knowledge of the specific sport
- Prior supervision of specific sporting program, budget, inventory and transportation
- Positive interpersonal relationships and ability to serve as a positive role model of the sport for student athletes
- Knowledge of current rules for the sport as published by OHSAA

- High standards of conduct, including restraint from tobacco use and disrespectful language

**Equipment Operated:**

- Telephone
- Computer/printer
- Motor vehicle
- Calculator
- Typewriter
- Television
- VCR/DVD
- Camcorder
- Headphones
- Stopwatch
- Scoreboard
- Weight Room Equipment

**Additional Working Conditions:**

- Frequent operation of a vehicle in inclement weather conditions
- Frequent exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Frequent requirement to travel
- Frequent evening/weekend/summer work
- Occasional requirement to perform duties in inclement weather conditions, e.g., snow, rain, heat, cold, etc.
- Frequent standing, walking, stooping, kneeling, crouching, reading and hearing
- Occasional lifting and carrying up to a maximum of 200 pounds
- Occasional pushing or pulling up to a maximum of 100 pounds
- Occasional color vision

**Terms of Employment:**

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Date

**NORTH UNION BOARD OF EDUCATION  
JOB DESCRIPTION**

**Position:** Volunteer (coaching sports)

**Reports to:** Head Coach, Athletic Director

**Employment Status:**

**FLSA Status:** Non-exempt

**Description:** To assist the Head Coach with the implementation of their given sports program

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Ensure the proper conduct and actions of team players at all times
- Assist with issuing equipment
- Assist with collection, inventory of equipment
- Assist overseeing the condition of the locker room
- Assist players in the care and prevention of injuries
- Attend rules interpretation meetings as appropriate
- Assist with instruction of players in the proper use of body building equipment, training and nutrition
- Assist with preparation of facilities for all practice sessions
- Assist with enforcement of training rules
- Assist with organization of filming of all games
- Assist with supervision of player conditioning
- Check, repair and fit equipment
- Assist with supervision of team managers
- Supervise players in practices, meetings, lunch and locker room activities
- Supervise players on bus trips to away games/scrimmages
- Assist with preparation of offensive and defensive strategies
- Participate in public relations activities
- Attend off-season physical conditioning
- Maintain respect at all times for confidential information, e.g., playbacks, scouting reports, etc.
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Travel to and from games
- Report injuries to head coach
- Teach proper techniques and fundamentals
- Assist with practices and other duties related to coaching the sport
- Accompanies students under his/her supervision in buses to and from athletic events where buses are used
- Inspect area or field to be used for games or practice, ensure its safety, and inform coach of any problems needing attention
- Make contacts with the public with tact and diplomacy

**Other Duties and Responsibilities:**

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- By example, instill in students the belief in and practice of ethical principles and democratic values
- Scout for players
- Assist head coach with players to meet necessary requirements regarding insurance, physical card, eligibility forms, and athletic waivers

- Record attendance at practices
- Interact with Head Coach, Athletic Director, Principal, Superintendent and/or Board of Education and present information as requested
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Head Coach
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the coaching staff or Athletic Director

**Qualifications:**

- High School graduation
- CPR certification
- Sports medicine license
- Pupil activity certification
- OHSAA course requirements
- Physical stamina/capacity sufficient to work with students on assigned sport, including demonstration of skills
- Ability to relate positively with student athletes, parents, school administration, and coaching staff
- BCII/FBI clearance
- Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Basic computer skills
- Ability to recognize and treat minor athletic injuries
- Knowledge of the specific sport
- Ability to be flexible and adaptable to changing situations

**Equipment Operated:**

- Telephone
- Computer/printer
- Copier
- Motor vehicle
- Calculator
- Television
- VCR/DVD
- Camcorder
- Weight equipment
- Sport specific equipment

**Additional Working Conditions**

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Frequent interaction among unruly children
- Frequent requirement to travel
- Frequent and regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Occasional requirement to carry, lift, push and pull items up to a maximum of 50 pounds

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**NORTH UNION BOARD OF EDUCATION  
JOB DESCRIPTION**

**Position:** Weight Training Coach

**Reports to:** Head Coaches/Athletic Director

**Employment Status:** Regular/Part-time

**FLSA Status:** Exempt

**Description:** Provide instruction for an effective and safe weight training program

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Assist the administration in implementing all procedures and rules governing student life
- Attend meetings and in-services as required per negotiated agreement
- Collaborate with colleagues
- Demonstrate knowledge of subject matter and present clear, complete and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners
- Ensure safety of students
- Ensure students are learning all subject material by appropriately assessing on a regular basis
- Evaluate each student's growth in physical skills, flexibility, power, strength, and speed development
- Maintain control of storage and use of school-owned property
- Maintain respect at all times for confidential information
- Monitor locker room for safety and security
- Provide guidance to students to promote their educational development
- Select and requisition equipment and instructional aids
- Take necessary and reasonable precautions to protect equipment, materials, and facilities
- Teach knowledge and skills in weight training techniques using weight machines, free weights, pylometrics, etc.
- Maintain inventory of physical education equipment and supplies
- Teach athletes using sound instructional practices
- Notify parents if student is not meeting weight room goals
- Establish and maintain cooperative relationships with parents
- Observe ethics of the teaching profession

**Other Duties and Responsibilities:**

- Promote good public relations
- Maintain and improve professional competence by attending professional seminars, workshops, etc. to keep current on relevant issues
- Serve as a role model for students
- Respond to routine questions and requests in a timely, appropriate manner
- Perform other duties as assigned by the coaches/Athletic Director
- Establish and maintain cooperative professional relationships
- Participate in committees, study teams, and cocurricular activities as agreed upon
- Counsel, advise, encourage, and motivate students

**Qualifications:**

- Bachelor's degree or equivalent from a four-year college or university
- Prior teaching experience is preferable
- Appropriate State of Ohio certifications/license
- Pupil Activity Supervisor Permit
- OHSAA requirements
- BCII/FBI clearance

- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to work effectively with others
- Effective, active listening skills
- Knowledge of academic area and teaching methodology
- Organizational and problem solving skills
- Training in varied instructional design
- Basic computer/word processing skills

**Equipment Operated:**

- Various office machines
- Various physical education equipment, e.g., weight machines
- Computer
- Printer
- TV
- VCR or DVD player
- Copy machine
- Calculator
- Fax machine
- Overhead projector
- Telephone

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Frequently lift, carry, push, and pull various items up to a maximum of 200 pounds, e.g., weights/weight-lifting equipment, paper boxes, deliveries of supplies and equipment
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Occasional evening work
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, writing

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## **APPENDIX II - CHEERLEADERS**

### **CHEERLEADERS**

In order to be eligible for participation, cheerleaders must meet the grade point average set forth in the existing board policy effective July 1, 1998.

Selection of cheerleaders for the next school year will be held at the discretion of the cheerleading advisor, with approval from the building principal and/or athletic director.

Selection of the cheerleading squad may be based on an evaluation and “try-out” process.

Selection criteria will be stated by the advisor, approved by the Athletic Director and Principal and published in advance of tryout sign-up

The number of cheerleaders for football and basketball season will generally be limited to eight cheerleaders, or seven cheerleaders and one mascot (total of 16 on 2 squads), as recommended for OHSAA playoff regulations. Additional or alternate cheerleaders will be permitted on squads if a plan for their involvement is developed by the Cheerleading Advisor, approved by the Athletic Director and Principal, and then shared with the participants and their parents.

Nothing in this policy prohibits suspension under the normal disciplinary proceedings of the school district of a cheerleader for violation of the rule established by the advisor, the Athletic Department, or school district.