

# **COLUMBUS GROVE ATHLETIC DEPARTMENT POLICY HANDBOOK**

## **The MISSION STATEMENT of Columbus Grove Athletics**

The mission of the Columbus Grove Athletic Department and all the sports that fall under its purview is to nurture and develop student-athletes into people who live a healthy and active lifestyle, not only while in high school, but also into adulthood. The administration, athletic director, and coaches strive to foster an attitude in all our student-athletes that reflects:

1. high moral character
2. the ideals of sportsmanship
3. the courteous respect for officials, opposing teams and coaches, and all those in positions of authority related to athletic endeavors
4. leadership through athletics
5. competitive programs of which our community can be proud

All student-athletes and parents need to remember that athletics are extra-curricular in nature, which means they are a privilege and not a right. As such, violations of the athletic code of conduct, school rules, or team rules are subject to penalties up to and including denial of participation. Athletics are a natural part of the overall educational process and should be a rewarding and positive experience for all involved. At Columbus Grove, we strive to promote a positive attitude through athletics and to set an example of good conduct for team members, students, and the general public. Our hope is that student-athletes will not only gain a thorough understanding of the rules and requirements of their sport, but will also learn lessons about life through athletic competition.

## **CODE OF ETHICS**

A code of ethics is a set of ethical principles and standards designed to guide groups of people in taking acceptable and approved action. The following code of ethics is hereby set for all coaches and personnel of the Columbus Grove School Athletic Department.

- A. To understand that the purpose of interscholastic athletics is to promote the physical, mental, moral, and social well-being of the student.
- B. To set an example of good conduct for their team members, students, and the general public.
- C. To respect the decisions of officials and remain undemonstrative in accepting these decisions.
- D. To be courteous to visiting teams and officials.
- E. To strive for a good working relationship with the opposing coaches and schools.
- F. To achieve a thorough knowledge and understanding of the rules of the game.
- G. Abide by all policies of the Columbus Grove Athletic Policy Handbook.
- H. Be loyal to your fellow personnel and to your school.

## **JOB DESCRIPTIONS**

### ATHLETIC DIRECTOR

The Athletic Director shall:

1. Negotiate contracts for all games.
2. Handle all correspondence concerning athletics and contests.
3. With the assistance of the coaching staff and custodians, prepare the gymnasium and football field for all home events.
4. Contract officials and pay fees.
5. Hire police protection for high school home Varsity football & basketball game
6. Arrange for an E.M.S. unit to be present at all home Varsity football games.
7. Distribute all league passes to head coaches for distribution to game personnel.

8. Pay the officials, police, ticket takers, announcers, clock operators, and other workers by requisitioning funds through the purchase order process.
9. Maintain a record of the athletic budget on file including the breakdown of per sport expenditures/revenues.
10. Attend all NWC and PCL Athletic Director's meetings.
11. Organize, schedule, lead quarterly meetings of the Athletic Board, which consists of all head coaches, athletic secretary, superintendent, high school principal, and one appointed Board of Education member.
12. Maintain the A.D. Petty Cash checking account, order checks, reconcile and balance the registry and pay officials and entry fees out of this account.
13. Maintain a gym schedule and approve requests from outside entities wishing to use our facilities.
14. With the coordination of the head coach, approve and schedule team awards' night programs.
15. Attend Athletic Booster meetings once a month.
16. Enter all new coaches into MyOHSAA to monitor certifications.

The Athletic Director shall:

1. Make all expenditures on the proper requisition form with the approval of the high school principal.
2. With the assistance of the head coach in each sport, prepare an annual budget to be incorporated into the total athletic budget.
3. Prepare the Athletic Department budget to be presented to the Board of Education for approval.
4. Prepare purchase orders in advance when ordering merchandise or paying for services.
5. Present all bills to the Activity Treasurer for payment when merchandise has been delivered.
6. Keep the administration informed of the condition of the athletic field.
7. Keep the award system up to date.
8. Order and purchase all 4 year letter-winner awards.

The Athletic Director shall:

1. Supervise the promotion and public relations for all inter-scholastic athletics.

2. Develop a courteous relationship with colleges, press, the public, and other schools.
3. Keep the administration fully informed of the total athletic program.
4. Provide the administration and the entire coaching staff with a complete schedule of all athletic events.
5. Prepare necessary facilities for representatives of radio and press.
6. Keep inventory of all athletic equipment and supplies as submitted by coaches of respective sports at the end of the season.
7. Order and maintain an adequate supply of necessary training supplies.
8. Supervise the home Varsity football and boys J.V. and Varsity basketball games and arrange for the supervision of all home athletic events in the high school.

The Athletic Director shall:

1. Be responsible for adhering to all rules and regulations of the Ohio High School Athletic Association and notify coaches and athletes of any infractions that he may observe.
2. Be responsible for adhering to all rules, regulations, and policies of the Columbus Grove Board of Education.

## FACULTY MANAGER

Function: Provides assistance to the Athletic Director in coordination of assigned responsibilities dealing with ticket sales and in the handling and budgeting of the Athletic Department funds.

Duties:

1. Accepts the responsibilities for the functioning of an efficient program under his/her jurisdiction.
2. Coordinate ticket sales and financial accounting with all phases of the athletic program.
3. Works closely with the Athletic Director and Principal in the total operation.
4. Arranges for the purchase of tickets to be used in athletic contests.
5. Conducts advanced sale of game tickets and sees that the principal of the middle school and the elementary school have tickets for pre-sale of

football and basketball contests; also that tickets for pre-sale are sent to visiting schools well in advance of the game.

6. Contact those who are to help with the game duties, such as ticket takers and sellers.
7. Prepare a game record sheet of all games showing the number of tickets sold, money received, and running expense of the game.
8. Summarize season ticket sales in the form of a report.

A. Treasurer of Athletic Board

1. Responsible for tickets and stamps at games
2. Responsible for receipts and ticket takers at games
3. Keep records of finances of programs
4. Responsible for schedule and window cards

B. Help Athletic Director in any athletic endeavor in which he asks assistance.

## ATHLETIC DEPARTMENT SECRETARY

9. Arrange for yearly physicals with local health professional.
10. Distribute forms and make announcements for dates/times of yearly physicals.
11. Coordinate ImpACT concussion testing/implementation with Athletic Trainer.
12. Purchase and prepare refreshments for sports' award ceremonies.
13. Serve as Secretary/ Treasurer of the Columbus Grove Athletic Board.

A. Secretary of Athletic Board

1. Take minutes at meeting
2. Send a copy of minutes to each member
3. Send notice of meeting date to all members
4. Non-voting member of Athletic Board

## HEAD COACH

1. The head coach is directly responsible to the building principal.
2. The head coach must strive for good communication.
3. The head coach will cooperate with the administration in regard to assignment of assistant coaches.

4. The head coach is responsible for all activities of his team and the individual members of the team on the field or floor, in the locker rooms, and on the bus.
5. The head coach, working with and through the athletic director, the administration, and the custodial staff is responsible for the condition of his playing area.
6. Coaches will be aware that the main objective of a school sports program is the development of citizenship, sportsmanship, and the physical well being of the individual.
7. Head coaches will make specific assignments to assistant coaches and follow through to see that the assignments are properly carried out.
8. Coaches are responsible for keys and will not give keys to students.
9. Head coach will be responsible to make sure that the locker room is clean and that all doors and windows are secure.
10. The head coach is responsible for ordering new equipment, planning a budget, seeing that equipment is properly checked out and in, and for maintaining an inventory.
11. The head coach will work closely with the athletic director in all scheduling for his sport.
12. The head coach will be alert for injuries or possible injuries. Assignments will be made so that proper attention is given to an injured participant.
13. Head coach will channel all purchase requests to the Boosters after prior approval of the Athletic Director.

## ASSISTANT COACH

Responsible to: Head Coach

Function: To cooperate with the head coach in the assigned interscholastic sport in maintaining a quality program within the policy framework of the school district.

Duties:

1. Assistant coaches of each sport cooperate with the Head Coach, Athletic Director, and the High School Principal in performing the following duties related to the school athletic program.
2. In the absence of the Head Coach, assume the responsibility for maintenance of facilities and personnel.

3. Report all injuries, misconduct, or other unusual situations to the Head Coach.
4. Attend all practices beginning the first day to end of the season along with being available for all staff meetings and scouting assignments.
5. Assume all duties as assigned by the Head Coach.

## CHEERLEADING ADVISOR

Responsible to: Principal

Function: To coordinate all aspects of the cheerleading program, including football and basketball within the policy guidelines adopted by the Board of Education and to cooperate with the school personnel to maintain a quality cheerleading corps.

Duties:

1. Plan and direct cheerleader selection and tryouts.
2. Be in attendance at all cheerleading practices held at the school.
3. Approve cheerleaders' uniforms.
4. Make sure all cheerleaders have a physical examination.
5. Appoint a cheerleader captain.
6. Approve all pep session programs.
7. Assume responsibility for the conduct of cheerleaders during the sporting events.
8. Be in attendance at all Varsity contests or inform the Principal in advance and make arrangements for the supervision of the cheerleaders.

## ATHLETIC TICKET POLICY

### Complimentary Tickets

All full time employees of the Columbus Grove Local Schools are entitled to free general admittance to all athletic events. Staff members will be given a sports pass for admittance to athletic events. Passes are nontransferable. Persons found giving their pass to others for admittance will lose the privilege of free admittance to athletic events. The school employee pass does not include admittance to Putnam County League tournaments, league meets, or other tournament events held here at Columbus Grove Schools.

Game help will be admitted free. Game help MUST sign in at the gate.

School Year Passes with Reserved Seats – Two each for the following:

Members of the Board of Education

Superintendent

Building Principals

Athletic Director

Faculty Manager

Head Coaches

Cheerleader Advisor (senior high)

Reserved Seats - Two for those coaches of sports with reserved seating:

Assistant Coaches (in season only)

Junior High Coaches (in season only)

Free Admission - Coaches of sports with no reserved seating are admitted to sporting events of all levels of the sport they are coaching (Junior High, Freshmen, JV, and Varsity):

Assistant Coaches (in season only)

Junior High Coaches (in season only)

If the responsibilities of a coach or cheerleading advisor are shared with another person, only one pass and one reserved seat will be given to each coach or advisor sharing the responsibilities.

Junior High Admissions

Junior High athletes and cheerleaders will not be admitted free to any Varsity athletic contests. One game per year in football and basketball will be set aside to recognize the athletes in each of these sports and they will be admitted free that night only.

## ATHLETIC TICKET PRICES

### General Admission

	<u>Adults</u>	<u>Student</u>
* Varsity Football	\$5.00	\$4.00
Jr. High Football	4.00	3.00
Volleyball	5.00	4.00
Jr. High Volleyball	4(NWC) 3(PCL)	3(NWC)2(PCL)

*Boys Varsity Basketball	5.00	4.00
Girls Varsity Basketball	5.00	4.00
Jr. High Boys & Girls Basketball	4(NWC) 3(PCL)	3(NWC) 3(PCL)
Wrestling	5.00	4.00
Cross Country Invitational	1.00	1.00
Varsity Track Invitational	5.00	4.00
Varsity Track PCL	5.00	4.00
Jr. High Track PCL	3.00	2.00

\*All tickets at gate: \$7.00. Pre-sale only for Varsity football and boys JV and Varsity basketball.

## RESERVED SEATING, SEASON TICKETS, SPORTS PASSES

### FALL

#### ADULT

	Regular Price	Employee Price
1. Reserved seat season ticket for football.....	\$35.00	\$5.00
2. Fall sport season pass.....	\$50.00	
3. Fall sport season pass w/ reserved seat for FB....	\$60.00	

#### STUDENT

1. Season ticket for football.....	\$17.00
2. Fall sports pass.....	\$30.00

#### FAMILY

	Regular Price	Employee Price
1. Family fall sports pass.....	\$150.00	\$125.00
2. Family sports pass w/ 2 reserved seats for FB..	\$160.00	\$135.00

### WINTER

#### ADULT

	Regular Price	Employee Price
1. Reserved seat season ticket for boys BKB.....	\$65.00	\$10.00
2. Winter sports pass.....	\$80.00/ per person	
3. Winter sports pass w/reserved seat boys BKB.	\$90.00/ per person	

## STUDENT

1. Season ticket for boys basketball.....\$40.00
2. Winter sports pass.....\$50.00

## FAMILY

	Regular Price	Employee Price
1. Family winter sports pass.....	\$180.00	\$140.00
2. Family winter sports pass w/ 2 reserved seats for boys' basketball.....	\$200.00	\$145.00

## SCHOOL YEAR

### FAMILY

	Regular Price	Employee Price
1. Family sports pass for fall and winter.....	\$300.00	\$220.00
2. Family sp. Pass- fall & winter w/ 2 reserved seats...	\$330.00	\$230.00

## SENIOR CITIZEN PASS

Members of the Columbus Grove School District who are 65 years of age by August 15th may obtain a Senior Citizen Athletic Pass from the Athletic Office. This pass allows free general admission to Columbus Grove Athletic home events. This pass is non-transferable and does not guarantee admission to athletic events deemed a sellout. This pass does not include admission to Putnam County League tournaments, Northwest Conference tournaments, Invitationals or other athletic tournaments, or OHSAA-sponsored tournaments held here at Columbus Grove Schools. The pass shall be purchased for \$25.00 and there will be a \$5.00 charge for any pass needing to be replaced. Passes will be distributed in the fall only.

## TEAM MEMBER AWARDS

Any award given to a team member that may be considered personal in nature must be approved in writing from the OHSAA.

The guidelines for personal type items are explicit:

“Approved athletic awards which may be accepted from any source consist of those usually given such as letters, ribbons, scrolls, banners, medals, belt buckles, gold footballs, basketballs, baseballs, track insignia, lapel pins, plaques, cups, trophies, and college scholarships paid directly to the college of choice by the donors.”

Awards from any source, which will not be approved by the Association for participation in interscholastic athletics consists of sweaters, blazers, jackets, rings, and any other than those listed in the preceding paragraph.

## REQUIREMENTS FOR AWARDS

### Baseball:

1. Play in at least 50% of the games
2. Start in at least 25% of the games
3. Specialty player may not meet above requirements
  - a. Pinch hitter
  - b. Defensive sub
  - c. Relief pitcher
4. Maintain academic standards

Boys and Girls Basketball – participate in one-half of all quarters the team plays during the season.

### Cross Country:

1. Must participate in at least 9 meets and earn 200 points
2. Must average 10 points per meet based on 12 meets and the following system:
  - a. Each runner will be given 1 point for participating in each meet.
  - b. Each runner will be given 1 point for each runner that he beats in the top  $\frac{3}{4}$  of all runners competing.
  - c. If a race is designated as J.V., each runner will be given 1 point for each person he beats in the top  $\frac{3}{8}$  of all runners competing.

Football – One-half of all quarters the team plays during the season. A quarter is defined as two (2) consecutive plays.

### Softball-

1. Play in at least 50% of the games.
2. Play in at least 50% of the team innings.

Volleyball – must participate in one-third of all games played.

Wrestling – Must score 18 team points in Varsity matches.

Team Manager

1. Student must be enrolled in Columbus Grove High School (Grades 9 – 12)
2. Student must meet academic eligibility requirements of a student athlete.
3. Student manager must attend all practices and games unless excused by head coach.
4. Student manager will receive the appropriate award for the level of the sport he/she is a manager. (I.E. freshman team manager will receive freshman award.)

Track (Boys) – Must score 20 points during the season OR meet minimum requirements per event based on grade level. Requirements on file in the AD office.

Track (Girls) – Must score 20 points during the season; points can be earned at meets, plus self-improvement points and school record points. May also letter by meeting minimum requirements per event based on grade level.

A coach may, in the event of unusual circumstances, award a Varsity letter to a participant who has not met the minimum requirements.

An athlete must attend the awards ceremony in order to receive his or her award unless excused personally by the coach before the awards ceremony.

An athlete must have all equipment turned in or accounted for in order to receive his/her award.

\*Seniors in football may buy one or both of their game jerseys at the conclusion of the season. The price will be determined by the age of the jersey, not the condition. Coach and AD will set the price.

\*\*Seniors in other sports may purchase their game jerseys. Prices will be determined by the AD and the head coach of the sport played.

## SPECIAL AWARDS

Each sport will be allocated \$200.00 for “special” awards.

Baseball:

1. Co-Captain – Plaques
2. Mr. Offense – B.A., R.B.I, O.B.A., Runs, S.B.'s
3. Mr. Defense – Fielding Avg. according to position
4. Pitching Ace – E.R.A. and Effectiveness
5. Mr. Hustle or Enthusiasm – Coachable and Keep the team fired-up
6. Coach's Award

Boys Basketball:

Plaques to all senior players listing accomplishments from the season.

Girls Basketball:

1. Best Free Throw %
2. Best Field Goal %
3. Top Rebounder
4. Most Steals
5. Most Assists
6. Best Defensive player
7. Coach's Award (Optional)

Cross Country:

1. #1 Runner
2. #2 Runner
3. #3 Runner

Number may vary from year to year based on performances. Ranking determined by yearlong point system.

Football:

1. Outstanding Offensive Player
2. Outstanding Defensive Player
3. Outstanding Lineman
4. Bulldog Award
5. Linebacker
6. Dave Jones Award

Softball:

1. Top Offensive Player
2. Top Defensive Player
3. Top Pitcher
4. Coach's Award
5. MVP

Boys Track

1. Championship T-shirt

### Girls Track

1. High Scorer (MVP)
2. Most Improved
3. Bulldog Award (For Team Leadership)
4. Outstanding Freshman
5. Outstand in Performance/Specific Events or Event Areas as hurdles, field events, relays, sprints, distance

### Volleyball:

1. High Scorer
2. MVP
3. Most Improved
4. Best Offensive Player (Net Play)
5. Best Defensive Player
6. Outstanding Setter

### Wrestling:

1. Todd Sparks Memorial 110%
2. Most Improved Wrestler
3. Most Take Downs
4. Most Pins
5. Most Valuable Wrestler

## ATHLETIC AWARD SYSTEM

### Junior High

7<sup>th</sup> Grade:

Football, Basketball, Wrestling, Track, and Volleyball – Certificate

8<sup>th</sup> Grade:

Football, Basketball, Wrestling, Track, and Volleyball – certificate

### High School

#### **Freshman:**

A freshman will receive numerals in the first sport in which they participate along with a certificate of participation. If they earn either a JV or Varsity award, they will receive their numerals along with their appropriate award.

#### **Junior Varsity:**

All JV awards will be a medal and a certificate of participation. Any student not receiving a Varsity award will receive a JV award.

**Varsity:**

First Year: 7" CG letter, a metal insert of that sport, a service bar, plus a large certificate of award. Any athlete that has already earned his letter in another sport will receive only the insert, bar, and certificate.

\*NOTE: Any bar, insert, or star lost will be replaced at a cost of \$3.00 per item.

Second Year: An embroidered patch of that sport, a service bar, and a large certificate of award.

Third Year: A plaque with metal plate, a service bar, and a large certificate of award. The plaque will be inscribed as follows:

YEAR  
SPORT  
NAME

Fourth Year: A service bar, large certificate of award, and a trophy inscribed as follows:

YEAR  
4<sup>th</sup> YEAR AWARD  
NAME

CAPTAINS: Will receive a metal star insert.

**HALL OF FAME FOR INDIVIDUALS (9 – 12)**

The following criteria were adopted by the athletic board for any individual to be considered for a state-of-Ohio-shaped placard being placed in the gym as a member of the Columbus Grove Athletic Hall of Fame.

<u>Sport</u>	<u>Criteria</u>
1. Volleyball	1 <sup>st</sup> or 2 <sup>nd</sup> team All-State
2. Boy's Cross Country	Top 16 at state meet
3. Girl's Cross Country	Top 16 at state meet
4. Golf	1 <sup>st</sup> or 2 <sup>nd</sup> team All-State
5. Football	1 <sup>st</sup> team All-State
6. Boy's Basketball	1 <sup>st</sup> or 2 <sup>nd</sup> or 3 <sup>rd</sup> team All-State
7. Girl's Basketball	1 <sup>st</sup> or 2 <sup>nd</sup> or 3 <sup>rd</sup> team All-State
8. Wrestling	State Champion
9. Boy's Track & Field	State Champion
10. Girl's Track & Field	State Champion
11. Softball	1 <sup>st</sup> team All-State
12. Baseball	1 <sup>st</sup> team All-State

13. Recommended by Head Coach and approved by a three fourths vote of the Athletic Board.

In the event that an athlete meets the above criteria in two or more sports, only one plaque for the athlete will be placed in the Hall of Fame.  
This criterion is to be effective with the 2004-2005 school year.

## HALL OF FAME FOR HIGH SCHOOL TEAMS

The following criteria must be met for a team to have its picture placed in the team Hall of Fame:

- a. Teams involved in league competition, either NWC or PCL, must win a league championship. (Volleyball, Golf, Football, Cross Country, Wrestling, Basketball, Track, Softball, Baseball)
- b. Recommendations made by Head Coach and approved by three-fourths vote of the Athletic Board.

### 3 PART ADDITION FOR 2017-18 YEAR

In an effort to encourage participation by our student-athletes in more than one sport the Columbus Grove Athletic Department will implement the following beginning in the 2017-18 school year.

#### #1- **The “Triple Threat” award**

Any student-athlete who is on the roster and completes the season in three sports(does not need to earn a varsity letter) will receive a t-shirt, polo, pullover, or other piece of apparel signifying them as a “triple threat” athlete. This item will be issued in the spring at the conclusion of the third sport of the school year.

#### #2- **The Chenille Plaque or “9+ Award”**

Any student-athlete who earns 9 or more varsity letters in his/her career will receive a plaque with a chenille “CG” on it to signify this accomplishment. The award would have a nameplate with athlete’s name and year attached and would be presented at the appropriate awards ceremony.

#### #3- **The Blanket**

Any student-athlete who earns 14 or more points in their athletic/H.S. career will receive a Columbus Grove blanket at the Senior Academic Awards night. Points are earned toward this award using this matrix:

Varsity letter = 1 point

Cumulative GPA:

2.25 – 2.79 = 2 points

2.8 – 3.49 = 4 points

3.5 - 3.9 = 6 points

4.0 = 7 points

With the approval of these three awards in the spring of 2017, any freshmen through junior in the 2016-17 school year is eligible for all three awards beginning in the 2017-18 school year.

## TRAINING RULES

Students of Columbus Grove High School and Columbus Grove Middle School who participate in athletic extra-curricular activities must remember that their participation is a privilege, not a right. As such, students must abide by the following sets of rules and policies in order to participate in extra-curricular athletic programs at Columbus Grove Schools:

1. Student Code of Conduct
2. Columbus Grove Board of Education Policy
3. Guidelines of the Columbus Grove Athletic Department Parent-Student Handbook
4. Rules set by the team coach

A coach may establish additional team rules for his/her student athletes. It is the responsibility of the coach to discuss these rules with his/her athletes prior to any disciplinary action being taken against a student athlete. It is the responsibility of the student athlete to understand and accept these rules. The coach has the authority to enforce additional disciplinary action with a student-athlete, pending the circumstances of the infraction of the above listed sets of rules and policies. Student athletes and their parents are encouraged to discuss questions they may have about team rules at the beginning of the season.

Athletics are an important part of a well-rounded education. All students are encouraged to participate in this privilege, but the privilege CAN be denied. True athletes adhere to training rules the entire year.

The school's athletic programs should have a basic goal to promote the best possible growth and development of students. It is illegal for students to use, possess, or have for sale alcohol, tobacco, or drugs.

As a result, students and/or student groups that become involved in alcohol, tobacco, or drugs will not become the best that they can be in their school roles. It is the duty and the responsibility of all community adults and organizations to help the youth become the best they can be, as students, and to help them grow into law-respecting adults. The illegal and improper use of alcohol, tobacco, or drugs usually results in long-range problems for the individual, the family and the community.

This policy is cumulative for grades seven (7) through twelve (12) and is in effect for the ENTIRE calendar year (24/7/365).

If a student is determined to be in possession of, or use tobacco, alcohol, or illegal drugs(including steroids) by an administrator, faculty member, staff, or coach, the following will apply:

**First Offense:**

Student will be denied participation in 20% of the regular season schedule for violations involving alcohol or tobacco.

Student will be denied participation in 50% of the regular season schedule for violations involving illegal drugs.

**Second Offense:**

Student will be denied participation in 50% of the regular season schedule for violations involving alcohol or tobacco.

Student will be denied participation for the entire regular season schedule for violations involving illegal drugs.

**Third Offense:**

Student will be denied participation in all athletic sports for a minimum of one calendar year for violations involving alcohol or tobacco.

Student will be denied participation in all athletic sports for the remainder of his/her high school career for violations involving illegal drugs.

Denial of participation not fully served during a sports season FOR ANY REASON will carry over into the student-athlete's next sports' season.

## MISCELLANEOUS POLICIES

Spectator Behavior- Columbus Grove Athletics believe sportsmanship is an integral part of sporting competition. Spectators are not exempt from this. Any parent, grandparent, or other spectator who abuses an official, coach, player, or other spectators either verbally or otherwise will be asked to leave the contest and may face additional consequences such as, but not limited to, denial of the individual to attend the next athletic event. Decisions regarding denial of attendance will be handled by the Superintendent, Principal, and Athletic Director.

Overnight Trips – the Athletic Director and the Principal must approve any overnight trips made by team members.

Injury and Illness – Participation of a student who has been ill or injured must be approached with great caution. If there is any question as to the physical condition of an athlete, a physician should be consulted.

Any athlete who has been attended by a physician because of an injury that occurred during a practice or game may not practice or participate in a contest until the physician and parent have signed the appropriate written permission form.

Attendance – Tardiness – Any squad member who does not report to school without having a pre-approved excuse is ineligible to participate in practice or a game that day.

Relationship with Officials – Under no circumstance may a coach remove his team from a playing area because of dissatisfaction with the game officials.

Excusing Athletes from School, Class, or Study Hall – No squad members, including managers, may be excused from school or class without the permission of the Principal. Squad members may not be excused from study hall unless they are directly supervised by the excusing coach and those students must not be in the hallways, the gym, or areas used by other persons.

Fund Raising – Fund raising projects for athletic teams must be approved by the administration (Principal, Superintendent, School Board).

College Recruiters – All college recruiters must report to the Principal's office upon entering the building. Conferences with the athletes must take place during the course of the school day. Athletes may not be excused from class or study hall without the permission of the Principal. Discretion must be used when an athlete is involved in more than one sport.

#### College Signings

Student-athletes continuing their careers at the college level who will be receiving financial compensation for participating in college athletics will be afforded the opportunity to have a "signing day" in the H.S. library on one of two designated days in February and April. These dates will be set by the Athletic Director.

Scrimmages – A scrimmage is defined as a time when a Columbus Grove team or portion of a team opposes a team made up of non-Columbus Grove members on a single day. All interscholastic scrimmages shall be made with the prior approval of the Athletic Director.

Banquets – Awards Programs – Each coach will set up the type, the place, and the date of their awards banquet in cooperation with the Principal and the Athletic Director.

Junior High coaches will set up their own informal awards programs. It is recommended that these awards programs be held at the school or at a local facility in Columbus Grove.

Athletic Boosters – Attendance at Booster Club meetings is encouraged for all coaches. The Athletic Director must approve all purchase requests directed to the Boosters first.

## STATE TOURNAMENT AND CLINIC EXPENSES

A total of \$500.00 for each varsity school sponsored sport is allocated to attend clinics and/or the State Tournament of the following:

- a. Boys' Cross Country
- b. Girls' Cross Country
- c. Football
- d. Volleyball
- e. Golf
- f. Boys' Basketball
- g. Girls' Basketball
- h. Wrestling
- i. Baseball
- j. Boys' Track
- k. Girls' Track
- l. Softball
- m. Athletic Director

## TEAM TOURNAMENT EXPENSES

Teams and individuals advancing to regional or state competition may request monies for a meals and overnight lodging, if an overnight stay is necessary. The athletic department will pay the following:

Breakfast	\$6.00
Lunch	\$10.00
Dinner	\$25.00
Lodging	\$125.00 per night

## COACH'S CLINIC EXPENSES

Coaches requesting to attend athletic clinics must first request a professional day from the superintendent. After getting permission from the superintendent, a coach needs to request expenses money from the athletic director. Listed below are the amounts the athletic department will reimburse coaches for clinic expenses.

Breakfast	\$6.00
Lunch	\$10.00
Dinner	\$25.00
Lodging	\$100.00

## ATHLETIC BOARD MEMBERS

Members of the Columbus Grove Athletic Board shall consist of the following:

- Superintendent
- High School Principal
- Athletic Director
- Faculty Manager
- Board Member
- Head Coach of each sport

## ATHLETIC BOARD MEETING DATES

The members shall meet four times a year:

- At the beginning of the year
- Between fall and winter sports
- Between winter and spring sports
- At the end of the year

If any one person holds two or more positions, such as head volleyball coach and head track coach, they will only have one vote on items voted upon.

## 2019-20 ATHLETIC BOARD MEMBERS ADMINISTRATORS

1. Superintendent

Nick Verhoff

- |                                |                               |
|--------------------------------|-------------------------------|
| 2. High School Principal       | Brian Best                    |
| 3. School Board Representative | Ned Stechschulte              |
| 4. Athletic Director           | Terry Schnipke                |
| 5. Ticket Manager              | Jill Maag (non-voting member) |

### HEAD COACHES

- |                        |                  |
|------------------------|------------------|
| 6. Cheerleaders        | Traci Kohls      |
| 7. Volleyball          | Adam Choi        |
| 8. Boys Cross Country  | Terry Schnipke   |
| 9. Girls Cross Country | Jason Jay        |
| 10. Football           | Andy Schafer     |
| 11. Girls Basketball   | Brian Schroeder  |
| 12. Boys Basketball    | Chris Sautter    |
| 13. Wrestling          | Eric Siefker     |
| 14. Boys Track         | Chris Grothaus   |
| 15. Girls Track        | Tim Staley       |
| 16. Baseball           | Eric Naughton    |
| 17. Softball           | Travis Gallmeier |
| 18. Golf               | Travis Gallmeier |

### GAME HELP, OFFICIALS FEES, TEAM EXPENSES

#### CROSS COUNTRY

##### Officials

Starter for Cross Country Invitational	\$150.00
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#### VOLLEYBALL

##### Officials

Varsity	\$75.00(NWC) \$70 (PCL)
Freshmen	\$40.00
Junior High	\$55.00

##### Game Help

Scorekeeper	\$10.00 per hour
Timer	\$10.00 per hour
Libero Tracker	\$5.00 per hour

#### FOOTBALL

##### Officials

Varsity	\$70.00
---------	---------

Junior Varsity	\$45.00
Freshmen	\$40.00
Junior High	\$40.00

Game Help

Announcer	\$30.00 per game
Spotters	\$30.00 per game
Clock Operator (VAR/ JH-9 <sup>th</sup> )	\$30.00/ \$15 per game
Video Camera Operator	\$20.00 per game
Yard markers and downs crew	\$20.00 per person/game(4)

**BASKETBALL**

Officials

Varsity	\$65.00 (PCL) \$70.00 (NWC)
Junior Varsity	\$40.00
Freshmen	\$40.00
Junior High	\$55.00

Game Help

Scorekeeper (varsity/jv)	\$30.00 per game
Scorekeeper (JH) / (9 <sup>th</sup> )	\$10.00 per hour
Timer	\$30.00 per game
Video Camera Operator	\$20.00 per game
Announcer	\$30.00 per game

**TRACK**

Officials

Starter for Varsity Meets	\$60.00 Dual, \$90 Tri & Quad Meets
Starter	\$100.00 Invitational and League
Clerk of Course	\$50.00 Invitational and League
Starter for Junior High Meets	\$60.00 Dual, \$90 Tri & Quad
Meet Manager	\$150.00 Inv., PCL Track

**INV/PCL TRACK MEET HELP**

Field event helpers	T shirt
Track helpers	T shirt
Scorekeeper	T shirt
Stat sheet runners	T shirt

**BASEBALL/ SOFTBALL**

Officials

Varsity

\$70.00(BSB) \$65(SB)

Junior Varsity

\$65.00(BSB) \$60 (SB)

WRESTLING

Officials

Varsity and J.V.

\$60.00(dual) , \$90(tri/quad), \$150

(inv)

Junior High

same

OTHER

Ticket Sellers

\$10 per hour

Scorers/Timers

\$10 per hour

Event Supervisors (adults)

\$65

**TWO SPORT PARTICIPATION  
AGREEMENT FORM**

NAME \_\_\_\_\_

DATE \_\_\_\_\_

Primary Sport \_\_\_\_\_

Secondary Sport \_\_\_\_\_

Primary Sport Head Coach Signature  
\_\_\_\_\_ Date \_\_\_\_\_

Secondary Sport Head Coach Signature  
\_\_\_\_\_ Date \_\_\_\_\_

Athletic Director Signature  
\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_

Parent Signature  
\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_

\*This form must be signed by all above parties.

\*\*This form will be kept on file in the athletic office with all parties involved receiving a copy.



COLUMBUS GROVE ATHLETIC **Printed Name of Athlete**

\_\_\_\_\_

**Participation form and signature sheet:**

In order to participate in any OHSAA sanctioned sport or cheerleading at Columbus Grove High School (grades 7-12) a student-athlete must have THIS form on file in the athletic office.

Checklist: Please check each line when completed

\_\_\_\_\_ I have obtained a pre-participation physical form from the athletic office to be completed by a certified physician.

\_\_\_\_\_ I have a completed and signed physical form on file in the athletic office (physicals are good for one calendar year)

\_\_\_\_\_ I have read and reviewed with my parents/guardian the Parent/Student Athletic Handbook for Columbus Grove Schools. Handbook can be accessed by logging on to C.G. schools website @ <http://cg.noacsc.org/> Click on Athletics to access

\_\_\_\_\_ I have read/understand the OHSAA Eligibility Checklist (issued at Parent meeting)

\_\_\_\_\_ I have attended one of the Preseason Parent/Athlete meetings

\_\_\_\_\_ I have taken the ImPACT base test offered through the school (if applicable)

\_\_\_\_\_ I have signed and returned the consent form for the drug testing policy

\_\_\_\_\_ I agree to abide by all the rules/regulations set forth by the NFHS, the OHSAA, the Columbus Grove Parent/Student Athletic Handbook, and the head coach of my sport(s)

\_\_\_\_\_ Student-Athlete SIGNATURE \_\_\_\_\_ DATE

\_\_\_\_\_ Parent SIGNATURE \_\_\_\_\_ DATE

**PLEASE RETURN TO COACH OR ATHLETIC DIRECTOR BEFORE SEASON BEGINS!!**



## COLUMBUS GROVE ATHLETIC DEPARTMENT

### Becoming a Columbus Grove Local School District Coach

Steps to obtain an OHSAA PAP

-Complete Fundamentals of Coaching course:

<https://nfhslearn.com/courses/61113/fundamentals-of-coaching>

-Complete Concussion Training:

<https://nfhslearn.com/courses/61064/concussion-in-sports>

-BCI/FBI Background Check: Obtain form from Superintendent's secretary

-Complete CPR course: School offers it every two years

-Attend Sports Medicine First Aid class: list of dates/locations available from A.D.

-Create a Safe Account with Ohio Department of Education:

<https://safe.ode.state.oh.us/portal>

-Register and submit your application.

\*Important Web Sites: [www.ohsaa.org](http://www.ohsaa.org)

<http://www.nfhslearn.com>

<http://cg.noacsc.org/>

Questions?? Contact : Terry Schnipke, Athletic Director

419-659-4331

[Cg\\_schnipke@cg.noacsc.org](mailto:Cg_schnipke@cg.noacsc.org)

End of Season Checkout:

To be completed by all coaches. Lower-level coaches return to Head Coach. Head coach will turn in all sheets to the Athletic Director before payment will be made.

Coach's Name \_\_\_\_\_ Date \_\_\_\_\_

Sport \_\_\_\_\_

Level \_\_\_\_\_

Off season Contact # \_\_\_\_\_

**School keys returned:**

\_\_\_\_\_ key fob                      \_\_\_\_\_ Bulldog Athletic Facility

\_\_\_\_\_ AA 1                              \_\_\_\_\_ AA 17

\_\_\_\_\_ Clymer Stadium              \_\_\_\_\_ outside keys

\_\_\_\_\_ other

**Uniform Inventory:**

\_\_\_\_\_ collected and counted      \_\_\_\_\_ stored              \_\_\_\_\_ location

\_\_\_\_\_ price per jersey              \_\_\_\_\_ price per uniform

\_\_\_\_\_ # needing replaced      \_\_\_\_\_ list of names (unaccounted)

**Equipment Inventory:**

\_\_\_\_\_ collected and counted      \_\_\_\_\_ stored              \_\_\_\_\_ location

\_\_\_\_\_ list of equipment needing replaced/repai

\_\_\_\_\_ list of new equipment needs

**Certifications:**

\_\_\_\_\_ PAV (expiration)              \_\_\_\_\_ CPR (expiration)              \_\_\_\_\_ FBI/BCI check

**Game Help:**

\_\_\_\_\_ List of needs/coverage/volunteers

I hereby attest that all information contained herewith is accurate and complete to the best of my knowledge.

\_\_\_\_\_ Signature                      \_\_\_\_\_ Date