

Cardington-Lincoln Local Schools Athletic Handbook

Grades 7-12

2019-2020



Joseph Mills, Principal
Tom Hack, Athletic Director
Marty Barnett, Asst. Athletic Director

TABLE OF CONTENTS

Topic	Page
1. CARDINGTON-LINCOLN LOCAL SCHOOLS ATHLETIC PHILOSOPHY	3
2. ATHLETIC GOALS AND OBJECTIVES	3
3. RESPONSIBILITIES OF A CARDINGTON ATHLETE	4
4. SPORTSMANSHIP PHILOSOPHY AND GUIDELINES	4
5. CONDUCT OF ATHLETE	6
6. ACADEMIC REQUIREMENTS	7
7. SCHOOL ATTENDANCE FOR PARTICIPATION	8
8. TRAINING RULES	8
9. STUDENT DRUG, ALCOHOL, TOBACCO POLICY INTERSCHOLASTIC ATHLETICS	8
10. HAZING	10
11. CONFLICTS IN EXTRA - CURRICULAR ACTIVITIES	10
12. RISK OF PARTICIPATION	11
13. PARENTAL ACKNOWLEDGEMENT OF ATHLETIC POLICIES	11
14. REQUIREMENTS FOR PARTICIPATION	11
15. INDIVIDUAL COACHES RULES AND REGULATIONS	11
16. SELECTION OF TEAMS	12
17. AWARDS	12
18. INSURANCE	13
19. PRACTICE RULES	15
20. MISSING PRACTICE	15
21. VACATIONS	15
22. SCHOOL CLOSING - PRACTICE/GAME CANCELLATIONS	15
23. APPEARANCE	16
24. TRAVEL RULES	16
25. LOCKERS	16
26. UNIFORMS	16
27. EQUIPMENT	16
28. CELL PHONES and MOBILE DEVICES	17
29. COLLEGE RECRUITMENT	17
30. CLINICS AND TOURNAMENTS	17
31. EVALUATION PROCEDURES	18
32. POST SEASON END OF THE YEAR REPORT	18
33. ATHLETIC BUDGET AND FUNDRAISING	18
34. ADDITION OF NEW SPORTS	18
35. ATHLETIC BOOSTERS	19
36. BRANDING and USE OF DISTRICT NAME AND IMAGE	19

1. CARDINGTON-LINCOLN LOCAL SCHOOLS ATHLETIC PHILOSOPHY

The three major goals of the Cardington-Lincoln Local School district are to: (1) provide excellent academic and extra-curricular programs that prepare students for personal and professional success, (2) communicate effectively as to increase positive participation of our residents, staff, parents, and students, and (3) operate and manage the schools financial in a manner that promotes achievement in an equitable way.

In order for the Cardington-Lincoln Local School District Athletic Program to provide a variety of positive experiences for all its student athletes, the following guidelines were developed. It is essential that all parties involved in the lives of our student-athletes have an adequate understanding of these guidelines as assist the district in best serving its students.

The purpose of athletics in the Cardington-Lincoln Local School District is to provide for the pursuit of competitive excellence in all sports, with the understanding that the pursuit of that excellence is educational in purpose. The prime concern is to develop the student-athlete physically, mentally, socially and emotionally in a positive environment among all coaches, faculty advisors and participants. This means that the physical well-being and overall development of the student-athlete is the first consideration rather than the maximum use which the school or any team can get from his/her abilities.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost!" The Board discourages any and all pressures, which might tend to neglect good sportsmanship and good mental health. At all times the athletic program must be conducted in such a way as to justify it as an educational activity. Infractions are all inclusive for disciplinary purposes no matter the nature of the offense.

2. ATHLETIC GOALS AND OBJECTIVES

Goal – The student participates in an athletic program that supplements his/her goals for career readiness and personal achievement.

Specific Objectives

- The student athlete shall learn how to accept and develop a role in a team process. Develop self-discipline and respect for authority. Respect for authority does not mean that the student-athlete is subservient, but knows the appropriate manner to question authority.
- Athletes must place the team and its objectives higher than personal desires.
- Have fun. Enjoy his/her athletic career.
- Be successful. Develop a desire to excel.
- Sportsmanship: Develop desirable social traits, including emotional control, honesty, cooperation and dependability.
- Improve: Try to better oneself in the skills involved and in those characteristics set forth as being desirable.
- Develop desirable personal health habits.

3. RESPONSIBILITIES OF A CARDINGTON ATHLETE

Being a member of a Cardington-Lincoln Local School District athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight. It takes hard work of many people over many years. As a member of an interscholastic squad, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

It will not be easy to contribute to such a great athletic tradition. When you wear the red and black, we assume that you not only understand our traditions, but are willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family.

A. Responsibilities to Yourself

The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your school experiences. Your studies, your participation in other extracurricular activities as well as in sports, prepare you for life as an adult.

B. Responsibilities to Your School

Another responsibility you assume as a squad member is to your school. Cardington-Lincoln Local Schools cannot maintain its position as having outstanding programs unless you do your best in whatever activity you wish to engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.

You assume a leadership role when you are on an athletic squad. The student body and citizens of the community know you. You are on the stage with the spotlight on you. The student body, the community and other communities judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Because you have chosen to be a part of your team, you have accepted that you are an ambassador of the district **at all times**, even when you are not in uniform or during the off-season. Make Cardington proud of you and the community proud of your school by your faithful exemplification of these ideals.

4. SPORTSMANSHIP PHILOSOPHY AND GUIDELINES

Respect should be demonstrated for an athletic opponent and for their school at all times. Cardington should treat visiting teams and their supporters as guests and accord them the consideration all human beings deserve. This includes our students who are supporters and spectators at our events. Visiting schools should respect the property and dignity of their host school and its athletic teams.

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.

All 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.

All 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 good will 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.

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, staff members, athletes, cheerleaders, band members, parents, and spectators to know and embrace the following fundamentals of sportsmanship.

- A. Respect should be demonstrated for athletic opponents and for their school at all time. Host schools should treat visiting teams and their supporters as guests and accord them the consideration all human beings deserve. When traveling, all participants should respect the property and dignity of their host school and its athletic teams.
- B. Respect should be demonstrated for the officials at all times. Officials must be assumed to be professional and accepted as impartial arbitrators who are trained to do their job and can be expected to do their job to the best of their ability.
- C. Knowledge of and proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest, and good sportsmanship, suggests the importance of conforming to the spirit as well as the "letter" of the rules for that sport.
- D. All 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.
- E. All 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 good will that is encouraged in all Cardington Schools. In order for good sportsmanship to prevail, it is essential that all participants and spectators understand their individual responsibilities and expected modes of behavior before, during, and after contests.

4.1. PLAYERS/ STAFF/ OTHER TEAM PERSONNEL (CHEERLEADERS/BAND)

Players, staff members and other team personnel are governed by the sportsmanship policy established by the Ohio High School Athletic Association. It states that any team member or staff member ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection.

If the ejection occurs in the last contest of the season, the student or staff member shall be ineligible for the same period of time stated above in the next sport in which the student or staff member participates. Student or coach must have already established themselves by continuous participation in that sport. A student or staff member under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during, or after the contest. A student or staff member would still practice and be a part of all team activities except on game day.

A student ejected a second time shall be suspended for the remainder of the season in that sport. A staff member who is ejected for a second time will be suspended indefinitely and required to attend a mandatory conference with the OHSAA Commissioner.

4.2. PARENTS/SPECTATORS (This includes all other persons in attendance at the school event.)

Parents/Spectators by their behaviors and reactions determine to a large extent the reputation for sportsmanship of their school. Parents/Spectators should be reminded and should keep in mind that athletes are friendly rivals as members of opposing amateur teams. They expect to be treated as such.

Parents/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 parents/spectators:

- A. Know and demonstrate the fundamentals of good sportsmanship.
- B. Respect, cooperate, and respond enthusiastically to the cheerleaders, coaches, and athletes of all teams.
- C. Censure fellow spectators whose behavior is unsportsmanlike.
- D. Be positive toward players and coaches regardless of the outcome of the contest.
- E. Read and Sign attached Parent Code of Conduct.

EXAMPLES OF PARENT/SPECTATOR INAPPROPRIATE BEHAVIOR:

- A. Verbal/physical abuse of officials.
- B. Berating players, coaches, or other spectators. Examples of this could include, but are not limited to, negative chants, signs, cheers, or gestures.
- C. Interruption of contest. Examples of this could include, but not limited to, the throwing of objects on playing area, entering playing area, and other disruptive behavior.
- D. Removal from contest or premises by a game official or security personnel.

As a result of inappropriate spectator behavior, any of the following disciplinary actions could be instituted. The principal or athletic director has the right to vary from this guideline based upon the circumstances

- A. Verbal or written warning.
- B. The spectator will not be permitted to attend any athletic contest for a period of 14 days from the date of the offense.
- C. The spectator will not be permitted to attend any athletic contest for a period of (1) one year.

The Cardington-Lincoln Local Schools are committed to upholding the ideals of good sportsmanship put forth in this document. It is important that the actions of the school, participants, coaches, parents, and spectators be a positive reflection on the Cardington Schools and community.

5. CONDUCT OF ATHLETE

The conduct of an athlete is closely observed in many areas of life. It is important that your behavior be above reproach in all of the following areas:

In the classroom – In the academic area, a good athlete becomes a good student. A person must give maximum effort in the classroom at all times. Laziness in the classroom often carries over to the practice field or floor. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies to insure acceptable grades.

In addition to maintaining good scholarship, an athlete should give respectful attention to classroom activities and show respect for other students and faculty at all times. Horseplay and unnecessary boisterousness are not approved habits of behavior.

School discipline referral – Any student referred to the office for a school rules violation may be denied the privilege of participation in all athletic activities for a period determined by the Coach, the Athletic Director, or the Principal.

Citizenship/Character - Any conduct which may be deemed by the principal/designee to be both of a serious nature, and a violation of state, local, or federal criminal or juvenile law, may cause the participant be declared ineligible by the administrative office.

On the field – In the area of athletic competition, a true athlete does not use profanity or illegal tactics, and understands that losing is part of the game. You should be gracious in defeat and modest in victory. It is

always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory.

Social Media – Since extra-curricular activities are not a right of students in schools, coaches and administrators may impose regulations on messages posted on the web or in social media sites by athletes. Postings that create a distraction to the team or its members may result in disciplinary measures. Postings that are degrading or offensive toward others will result in disciplinary measures and may warrant additional sanctions under the school district’s anti-bullying policy. Conduct on websites or social media sites that could bring embarrassment to the school or team is unacceptable regardless of whether the posting directly speaks to the school or athletics.

6. ACADEMIC REQUIREMENTS/OHSAA REGULATIONS

The Board of Education recognizes the values associated with and gained as a result of participation in those interscholastic extracurricular activities. Eligibility will be evaluated during each nine -week grading period. Coaches reserve the right to implement stricter academic standards for full participation in practices and games. Those standards must be implemented in a uniform and consistent fashion and must be approved by the administration prior to the start of each season.

In order to maintain eligibility for grades 9-12, you must be currently enrolled in the Cardington-Lincoln Local School District and have received passing grades in a minimum of five (5) one credit courses (**OHSAA REGULATION**), or the equivalent, in the immediately preceding grading period. The athlete must maintain a 1.60 GPA in the preceding grading period with no more than one “F”..

An athlete will be allowed probationary status twice during his/her high school career if becoming ineligible because of a grading period GPA between a 1.00 and 1.60. To maintain eligibility, the student/athlete must provide WEEKLY to the Athletic Director written proof from all teachers of academic performance that would result in eligible status. Failure to provide this information or failure to maintain eligible status will result in immediate ineligibility for the remainder of that grading period.

Seventh- and eighth-grade students must be currently enrolled at Cardington-Lincoln Junior High and have received passing grades in a minimum of five subjects that receive a grade or a pass/fail in the immediately preceding grading period with no more than one “F”.

- A student becomes a member of an interscholastic squad, and thus establishes eligibility, when he/she participates in a contest (scrimmage, preview or regular season game).
- You may not use summer school grades to replace failing grades received or lack of courses taken in the final grading period.

- Your semester or yearly grades have no effect on OHSAA eligibility.
 - Those taking postsecondary school courses must comply with OHSAA scholarship regulations.
 - The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective.

ELIGIBILITY ALWAYS CHANGES ON THE FIFTH SCHOOL DAY AFTER THE END OF THE 9 WEEKS

Once a student enters grade 7, they have 4 consecutive semesters to play Junior High athletics. Once entering the 9th grade or beginning High School athletic participation, a student has 8 consecutive semesters to compete.

A student turning 15 before Aug . 1 cannot play on a Junior High team but can begin their 8 semesters of High School eligibility even though still in Junior High. All student athletes are ineligible on their 20th birthday.

For information about eligibility for students enrolled in the Cardington-Lincoln Digital Academy, please contact the Board Office.

7. SCHOOL ATTENDANCE FOR PARTICIPATION

Student / Athletes must be present at school for a full school day (**minimum of 5 periods**) in order to participate in any extra curricular activity held on school days. School sponsored field trips, attendance at PSEO courses, and other school related functions off-campus are considered to be part of the school day. **Pre-approved appointments will not count against a student's daily attendance.**

8. TRAINING RULES

Cardington athletes take pride in their school, in superior conditioning, and playing as a team.

It is a privilege to be a member of the school's athletic team; a right which can only be earned when one abides by the rules of the school and of the game. Our athletes are expected to be models of good behavior. They are representing the school and the community at athletic events throughout the area. We want to be proud of their efforts.

ALL ATHLETES AND CHEERLEADERS ARE UNDER OUR GUIDELINES 365 DAYS A YEAR DURING THEIR CAREER.

9. STUDENT DRUG, ALCOHOL, TOBACCO POLICY INTERSCHOLASTIC ATHLETICS

Participating in extracurricular activities with the Cardington-Lincoln Local Schools is not a right but a privilege. Students participating in athletic programs are required to abide by the rules and policies as set forth in the policy at all times regardless of whether or not the student is on school grounds, attending a school function or activity, or on private property / party.

Students participating in athletic activities must become familiar with and understand the rules and regulations for students participating in athletics. Students are expected to abide by all rules and regulations as well as any and all other training rules or organizational rules associated with the athletic activity.

Violation of these rules and regulations and/or the Cardington-Lincoln School Code of Conduct are prohibited and will result in disciplinary action. Such disciplinary action could lead to suspension, expulsion or removal from school and/or the athletic activity in accordance with these rules and the Ohio Revised Code. It must be understood by all Students and Parents/Guardians that a condition to participating in the athletic programs at Cardington-Lincoln Local Schools requires a commitment to follow the rules, regulations, policies, and procedures established by the District for the implementation of its athletic programs. A student removal from participation in athletics shall be given an informal hearing with the athletic director / principal.

OFFENSES AND DISCIPLINARY ACTION

ALCOHOL AND DRUG OFFENSES -- Alcohol and drug offenses are defined as the use, sale, or possession of alcohol, drugs, controlled substances, inhalants, look-alikes and other illegal substances, including drug paraphernalia. Athletes **HOSTING** or **ATTENDING** (As confirmed by law enforcement agency or school district employee – visual, official report, or student admittance.) a party where alcohol or drugs are illegally consumed are included in the alcohol and drug provision. **Educational records including disciplinary action taken against a student are strictly confidential as required by Federal Law. Coaches and Administrators have been instructed not to discuss the details of investigations involving students unless required by law.**

The following rules apply to all sports while an athlete is officially participating; a school year is defined as August 1st through July 31st. Once an athlete officially participates for the first time, the Tobacco and Drug/Alcohol Policies are enforced year round for the remainder of the student's athletic eligibility. The year round policy eliminates any questions about in-season and out-of-season application of rules. The sequence of penalties applies throughout a student's entire athletic career (7-12). A student becomes a participating athlete upon attendance at their first official regular season practice and continues until they graduate or lose athletic eligibility due to Ohio High School Athletic Association rules regarding age or semesters.

Drugs and Alcohol – Any athlete who is guilty, to the satisfaction of the head coach and/or administration, of use of or possession of alcoholic beverages or drugs will:

- A. First Offense – be denied participation for fifty percent (50%) of a season, AND must enter and follow the recommendations of a professional drug and alcohol counseling service OR permanently forfeit the privilege of athletic participation.
- B. Second Offense – be denied participation for one (1) complete season AND must enter professional counseling as stated in first offense OR permanently forfeit the privilege of athletic participation.
- C. Third Offense – be denied participation for a calendar year AND must enter professional counseling as stated in first offense OR permanently forfeit the privilege of athletic participation.
- D. Fourth Offense – be denied participation for the rest of the student's career.

Continued Participation – a student who has been found guilty to the satisfaction of his/her given coach and/or administrator or has used the self referral option (see below) under the drug and alcohol policy will be subjected to three (3) drug tests per calendar year (dates assigned by the coach and/or administrator), for the given drug/alcohol offense. Participation will be based upon agreement to take the scheduled tests, paying for the tests, and receipt by school officials of a clean test from the agency employed for testing. A positive test will likely result in denial of participation in athletics based on the penalties of the next offense and used as evidence of a new drug and alcohol offense.

Tobacco – Any athlete who is guilty, to the satisfaction of the head coach and/or administration, of use of or possession of tobacco during a season will:

- A. First Offense – be denied participation for twenty-five percent (25%) of a complete season.
- B. Second Offense – be denied participation for fifty percent (50%) of a complete season.
- C. Third Offense – be denied participation for one (1) complete athletic season.
- D. Fourth Offense – be denied participation for one (1) calendar year.
- E. Fifth Offense – be denied participation for the remainder of the student's school career.

While being denied the privilege of athletic participation and at the head coach's discretion, an athlete may attend practice. For a tobacco violation only, the athlete, again at the head coach's discretion, may be seated on the team bench but not in uniform.

Penalty Explanation (Tobacco and Drug/Alcohol Policies) – in reference to percentages of seasons and complete seasons, the following will be employed. If an athlete is caught under the drug and alcohol policy at the first offense level after the sixth game of the football season, s/he would be denied participation for the final four (4) football games forty percent (40%) as well as ten percent (10%) of the next season in which s/he participates (this would be two (2) basketball games, for example). Likewise, if an athlete is caught under the tobacco policy at the third offense after the fourteenth game of the basketball season, s/he would

miss the final six (6) games of the season thirty percent (30%) as well as seventy percent (70%) of the next season in which s/he participates (this would be nineteen (19) softball games, for example) Tournament games will count towards the percentages and may reduce games missed in the upcoming season.

One Time Self-Referral (Tobacco and Drug/Alcohol Policies) – a student athlete will be afforded the opportunity of a one (1) time (initial level) voluntary self-referral. A self-referral means the student would admit guilt to a school official prior to the beginning of any school investigation of the student’s possible violation. This referral would limit the penalty to attendance at an accepted rehabilitation agency, such as MCCAD and being denied participation for 10% of a season. The next offense would, however, go directly to the respective offense policy level (second) as listed previously. Failure to complete the given program will result in the student missing the original intended amount of the given season(s). This one time self-referral includes both tobacco and drug and alcohol offenses (not one self-referral for each policy violation).

10. HAZING

Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the superintendent. If it is determined that the act of hazing constitutes “bullying” as defined by Board Policy, additional sanctions may come against the student.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action.

11. CONFLICTS IN EXTRA - CURRICULAR ACTIVITIES

An individual student who attempts to participate in too many extracurricular activities will, undoubtedly, be in a position of a conflict of obligations.

The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities; and to this end, **will allow students to participate in two sports during the same season with approval of both coaches.**

Students have a responsibility to do everything they can to avoid a continuous conflict. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors/coaches involved immediately when a conflict does arise.

When conflicts do arise the sponsors will meet and work out a solution so the student does not feel in the middle. If a solution cannot be found, then the principal and athletic director will have to make the decision based on the following:

- The relative importance of each event.

- The relative contribution the student can make.
- How long each event has been scheduled.
- Talk with parent(s) or guardian(s).

Students must declare, **in writing**, one sport/ activity as primary and attend all functions of that sport/activity first.

Outside athletic competition and skill work (other sports) during the athletes in sport season would not be encouraged or recommended as this leads to tired athletes, possible injury, academic stress, mentally not finishing the season and other concerns. Missing in-season activities for out-of-season or non-school sponsored events is subject to disciplinary action from the in-season coach/athletic director.

12. RISK OF PARTICIPATION

All athletes and parents or guardians must realize the risk of serious injury, permanent disability, or death which may be a result of athletic participation. The Cardington-Lincoln Local School District will use the following safeguards to make every effort to eliminate injury.

- Maintain a continuing education program for coaches to learn the most up-to-date techniques and skills to be taught in their sport.
- Instruct all athletes about the dangers of participation in their particular sport.

13. PARENTAL ACKNOWLEDGEMENT OF ATHLETIC POLICIES (REQUIRED OHSAA MEETING)

Each sports season, a required OHSAA Parent/Athlete meeting will be held and is to be attended for participation in that sport (if attending in the Fall, parent and athlete are not required to attend again that school year unless the coach of the season's sport requires it). At this meeting, the parent and athlete will be presented with the athletic handbook containing the information for participating in athletics.

Each parent or guardian shall read all of the enclosed material and certify that they understand the Athletic guidelines, rules, and policies of the Cardington- Lincoln School District.

This signed document will be filed in the Athletic Director office for the time the student/athlete is involved in our sports program.

14. REQUIREMENTS FOR PARTICIPATION

Remember that as an athlete, you are not eligible to participate in any sport until the following items have been completed.

- Athletic responsibility acknowledgment and pledge form on file: **last page of the Athletic Handbook as well as the attached Concussion Form, signed by parents and athlete.**
- Physical examination completed and cards on file in athletic office.
- Uniform and any other miscellaneous fees paid.
- Emergency Medical Form returned to coach.
- All academic eligibility requirements have been satisfied.
- Written acknowledgment of insurance and transportation responsibilities.
- Sudden Cardiac Arrest signature page (Lindsay's Law)

15. INDIVIDUAL COACHES RULES AND REGULATIONS

Coaches may establish additional rules and regulations for their respective sports. Penalties will be designated/handled by their respective coach(s). Participants and parents will be informed in writing before the season.

In a circumstance where a student is **denied participation** in a game or match (not practice), that student will be allowed due process (the ability to speak on his/her behalf), and be given specific reasons by the coach for the **denial**. This does not include "benching" during a contest. Any appeal by the student or parent to a **denial of participation** must be reported to the athletic director or building principal at least 24 hours prior to the contest. The principal will review the case prior to the contest and make a ruling. The decision of the building principal is final. In the event that a game **denial** is due to in school discipline, rules for appeal in school per Board Policy will apply.

16. SELECTION OF TEAMS/QUITTING OR REMOVAL

Every student at Cardington High School and Junior High School will have the opportunity to tryout for the school athletic team. Tryouts will be set and held by the Head Coach and Staff of that sport during the time allowed by the O.H.S.A.A. Each staff will evaluate their athletes fairly using a prepared evaluation procedure. Prior to the start of tryouts, the coach should inform the A.D. and Principal as to the size of the team and their evaluation methods. Each staff needs to determine the number of athletes they can instruct comfortably, as safety and instruction are major concerns in all programs. After the tryout period is completed the staff will meet with each athlete individually if "cuts" are being made.

If an athlete is cut from a team, that athlete has the right to try out for another sport during the same season. However, any athlete who quits a team (except if in dual participation) after the first interscholastic contest (defined as a game or scrimmage with another school) or who is denied the privilege of participation for disciplinary reasons will not be permitted to use school facilities to practice or condition for another sport until the completion of the competitive season (last contest) of that sport. This rule may be waived if the head coach of the team the athlete quit and the Athletic Director, on an individual basis, agree extenuating circumstances exist.

17. AWARDS

ATHLETIC LETTERS

It is the desire of the Athletic Council to make the letter something the student athlete must earn by his/her athletic ability, but not make it so inaccessible that only the outstanding individual can achieve it. It is also desired for the coach of each sport to have a large amount of leeway in determining who receives the letter. With this in mind, the council has adopted the following guidelines:

- A. The athlete must participate in a per cent of the varsity contests of the sport as determined by the coach prior to the season and shared with the athletes. The athlete should be an integral part of the actual varsity contests, not simply have participated in varsity practice sessions/minimal varsity participation.
- B. A senior athlete who has participated in the same sport for all four (4) years of eligibility will letter his/her senior year if s/he has not lettered previously even though s/he does not participate the required amount.
- C. An athlete who is injured during the season or after official pre-season practice begins may letter if the coach feels the athlete would have lettered if healthy and s/he remains part of the team in some capacity throughout the season.
- D. An athlete may letter due to special circumstances if the coach and athletic director feel his/her input to

the sport warrant it.

- E. A high school student who acts as team manager may letter after filling those capacities for two (2) years in the same sport or for two (2) seasons in different sports during his/her senior year.

AWARDS SYSTEM

There are four (4) possible awards an athlete may receive:

- 12 pt - Pirate head charm
- 25 pt. - 5 x 7 plaque
- 38 pt - 8 x 10 plaque and summary of sports played in career
- 50 pt. - Large plaque with athlete's career athletic summary

Points are awarded in the following areas:

- Participation in any sport - 1 point (4 possible in any one sport)
- First letter in any sport - 2 points
- Second letter in any sport - 3 points
- Third letter in any sport - 4 points
- Fourth letter in any sport - 5 points (14 points if letter in same sport four years)
- Captain in a varsity sport - 1 point

- Member of a team which participates in State or regional competition or an individual that participates in State competition - 1 point each time

1st team All MOAC, **1st team** All District or **a district champion**, All State (at least 3rd team) - 1 point each time

Most valuable player, most improved, pirate award, etc. - 1 point each time

Finished school year with a 3.2 grade average - 1 point each year

VAC member (does not exist anymore) - 1 point

Awards received for participation:

Reserve Team - Reserve certificate

Freshman - Numerals first time you participate in a sport

Cloth Letter - Receive one for first letter earned

Varsity Certificate - Receive one each time letter earned

Metal Insert - Receive one 1st time letter earned in a particular sport

Metal Bar - Receive one for lettering in any one sport a second, third or fourth time

Captain Pin - One for each time as a captain of a varsity team sport

CRITERIA FOR DISPLAY OF TEAM OR INDIVIDUAL PICTURES

HALL OF FAME

A TEAM – league champions, district champions, final top ten (10) ranking in any State ranking system (AP) or qualifying for a State tournament/meet.

B INDIVIDUAL – 1st, 2nd, on 3rd team member of any state ranking team

HONOR WALL

Individuals who qualify for a State meet or tournament or is an individual District Champion.

An athlete with exceptional athletic accomplishments in a sport but not meeting the above criteria may be voted into the Hall of Fame or the Honow Wall by the Athletic Council

18. INSURANCE

Any student participating in any school athletic program shall carry either the district's student insurance or provide a written statement signed by the student's parents or guardians that the parents or guardians are providing the insurance.

19. PRACTICE RULES

Individual coaches will establish written rules and regulations regarding practice, attendance and conduct at games. Unless otherwise arranged with the administration, all athletes must depart school facilities immediately after the end of practice. Students who rely on transportation should be picked up no later than 15 minutes after the practice is scheduled to end. It is the responsibility of the head coach to ensure that all athletes have left the facility prior to leaving themselves. Students who repeatedly cannot secure transportation from practice or games within the aforementioned 15 minute period may be escorted to the village police station so that the coach can return home.

20. MISSING PRACTICE

An athlete should consult his/her coach before missing practice. Missing practice or a game without good reason will be dealt with severely. Sudden illness or some other emergency would be good reason for missing practice or game. COMMUNICATION IS THE KEY.

21. VACATIONS

Vacations by athletic team members during a sport season are extremely discouraged. When an absence due to a vacation is unavoidable, an athlete must:

- A. Be accompanied by his/her parents/guardians/custodians while on the vacation.
- B. Contact the head coach prior to the vacation.
- C. Be willing to assume the consequences related to their status on that squad as a starter, 2nd string, 3rd string, etc.

Athlete must practice one day for each practice or event missed prior to resuming competition.

22. SCHOOL CLOSING - PRACTICE/GAME CANCELLATIONS

In the event that games or matches are cancelled due to weather conditions, practices are also cancelled. Teams will not be permitted to conduct voluntary practices, open gyms, or "shoot-arounds" without authorization from the building principal or superintendent. If a team is given authorization to practice when school is closed due to weather, the parent reserves the right to refuse allowing his/her child to travel to and from practice and the practice will never be mandatory. All students shall leave the complex immediately after dismissal when games or practices are cancelled.

23. APPEARANCE

At the beginning of each sports season, the coach shall determine appearance rules.

Suggested guidelines are:

- A. Uniforms should be clean, neat, and in good condition.
- B. The school Dress Code will be in effect.

24. TRAVEL RULES

- A. Rules for school bus travel shall be essentially the same as for students being transported to and from school.
- B. Athletes must always travel to and from with the team unless the coach/advisor excuses a player to travel with his/her parents. ONLY a school form will be accepted prior to the departure of the team to the game site. Coaches will establish prior to the first contest their explicit rules for parent transportation. Under no circumstance can parents or guardians transport children other than their own unless a prior agreement is written and signed by both parents with specific dates of travel. This agreement must be presented to the coach prior to noon on the day of the contest.
- C. Coaches are not permitted to transport students in a district vehicle or their personal vehicles for any school sponsored activity without Ohio Van Driver Certification. It is expected that students not ask coaches or other staff for transportation to and from any school event, unless the coach has certification and prior approval from the building principal or superintendent.
- D. The district, or coaches working for the district are prohibited from asking parents or guardians to provide transportation of students (other than their own children or family members) to any school related event including practices. Arrangements for transportation to and from these events is the responsibility of parents and students when district transportation is not provided.

25. LOCKERS

Lockers remain the property of the Cardington- Lincoln Local School District while on loan to students and are therefore subject to supervision and inspection by school authorities when and where necessary. It is the student's responsibility to use lockers for school purposes only. Lockers are not to be used for articles which may be of such nature as to be harmful, dangerous, in violation of school or legal restrictions, or disruptive to the school process. Such articles are subject to confiscation. Students are not permitted to mark or deface the outside of lockers. In such cases, a student who breaks locker rules will be assessed a fine.

26. UNIFORMS

In several sports, the athlete will be required to purchase a portion of the game uniform, which will become their property. **The Athletic Department account cannot be used to purchase items the athlete keeps as personal property.**

27. EQUIPMENT

Equipment – All athletes are responsible for the proper care and security of equipment issued to them.

- A. All equipment issued to a player is to be worn only at practice or scheduled games or scrimmages involving that particular sport. Exceptions must be approved by the coach (i.e.-jerseys).
- B. Before any item is attached, added to, removed from or worn with a uniform that is issued to an athlete for a specific sport, the athlete must secure permission from the coach.

- C. Each athlete is responsible for all equipment issued. Keep it clean and in the best possible condition. The Cardington-Lincoln Local Schools District is not responsible for lost or stolen equipment. Athletes are required to use a lock on athletic lockers to avoid theft.
- D. All athletic equipment is the property of the Board of Education and the Athletic Department; therefore, school equipment may not be taken from the school building for the use of any other organization or for personal use. Any exception must be approved by the Athletic Director or Coach.
- E. All equipment issued to an athlete must be returned at the end of the school season.
- F. Equipment that is not returned for any reason or is damaged beyond normal wear and tear must be paid for at REPLACEMENT cost. Equipment is to be returned or lost equipment paid for within one week of the last contest of the sport. Any athlete who has not returned or paid for lost equipment within one week will be denied the right to participate in athletics until the equipment is returned or paid for. **Seniors can be denied participation in commencement activities.**

28. CELL PHONES and MOBILE DEVICES

Mobile devices (including devices with cameras and recording equipment) will only be used outside the locker room or in the presence of a coach. It is essential that students and coaches respect the privacy rights of all individuals during team time. Mobile devices may not be used at any time during a contest or at halftime of a contest unless given specific permission by a coach on a case by case basis.

Coaches will be permitted to text only team messages and must refrain from responding to any message received (emergency situations excluded). A parent may request that any text message sent to the team be sent to your phone as well. You may also request that a coach refrain from sending any text messages to your child. A particular coach may impose rules that further limit the use of cell phones during any team time or activity.

Communications between staff members and students by phone or mobile device shall be limited strictly for the purposes of academics and extra-curricular activities.

29. COLLEGE RECRUITMENT

In the event that an athlete should be contacted personally by a college recruiter, he/she has an obligation to work through his/her coach and the athletic department. Inform your coach of such a contact as soon as possible. College recruitment information (including all rules on NCAA eligibility) is available in the Athletic Office. If you aspire to play inter-collegiate athletics at any point after graduate, it is important that you review all NCAA requirements.

30. CLINICS AND TOURNAMENTS

Attendance at clinics by members of the coaching staff is encouraged so they become familiar with the latest ideas and techniques in their particular sport.

The Athletic Department will budget for coaches to attend clinics. Clinics must be approved through athletic department and school Principal for workday attendance. Professional leave forms must be submitted at least three weeks prior to attending. Head coaches may be permitted up to (2) days and assistant coaches (1) day per sport if coaching two sports. Meals, lodging, and transportation will **not** be the responsibility of the athletic department and those practices must be consistent with those afforded to teachers using professional leave. Attendance at State tournaments by head coaches will be limited to (1) professional leave day per sport.

Any team that reaches district level or second round playoff may be eligible for an additional clinic providing funds are available.

31. EVALUATION PROCEDURES

Evaluation of coaches will be completed by the Athletic Director, Principal or Head Coach as prescribed by the Ohio Revised Code, Board of Education Policy or the current negotiated agreement between the Cardington Board of Education and the Cardington Teachers Association

32. POST SEASON END OF THE YEAR REPORT

Each head coach needs to submit their end of the season report no later than three weeks following the official end of their season to the Athletic Director. The head coach is responsible for turning in to the athletic department the list of award winners one week following the completion of the season. It is the head coach's responsibility to ensure all equipment is returned to its appropriate storage facility within two weeks of the final contest. Failure to complete the year-end report and equipment return may result in an unfavorable evaluation.

33. ATHLETIC BUDGET AND FUNDRAISING

The purpose of the athletic account is to financially support the interscholastic athletic programs of the Cardington-Lincoln Local Schools and maintain their operation. Coaches' salaries and transportation are paid by the Board of Education; all other expenses of the athletic department are paid through gate receipts or donations. Currently Cardington-Lincoln Local is one of the few districts that do not have some sort of fee attached to the athletic programs. Fundraising is an alternative means of obtaining money for special needs that cannot be achieved through the general athletic budget or booster club. All fundraisers must be approved by the Athletic Director or the Principal and monies are deposited into the Athletic Boosters Coaches Account.

34. ADDITION OF NEW SPORTS

In order to properly plan for the addition of new sports to the interscholastic athletic program under the direction of the Athletic Director, Principal, the Athletic Department will require new sports to be organized as "club sports" for a minimum of (2) two years before they may be recognized and funded by the school. A club team is defined as being a new sport to the Athletic Department; being self-sponsored; and not considered to be a formal part of the Middle and High School Athletic Department. All funding requirements (officials, uniforms, equipment, etc.) must be supplied by the participants and their parents. The Cardington-Lincoln Athletic Boosters are not to be used as a funding source by club sports.

Process to be used in organizing a club sport:

- A. The organizing group must state in writing to the Athletic Director its intent to organize the club.
- B. The Athletic Director will set a meeting with interested parties to discuss guidelines for the club program.
- C. The Athletic Director will recommend to the Principal that the sport be recognized as a club organization.
- D. The club coach and group will cooperate with the Athletic Director to coordinate field and/or gym usage at available times. Athletic teams will have priority over club sports.
- E. Club sports team members will be permitted the use of school colors on uniforms. Any end of the season awards and programs will be organized, financed and held by the parent organization.
- F. At the conclusion of the second club sport season, a determination as to the future of the program will be made by the Athletic Director and Principal using these criteria :
 - a. Athletic viability of the program :
 - i. Is there sufficient student interest to sustain the program as a permanent part of Extracurricular offerings of Cardington High/Junior High School.
 - b. Financial aspects:
 - i. Can the Athletic Department support this program financially?

- ii. Does the addition of the sport satisfy compliance under Title IX of the United States Federal Code?
- c. Competition:
 - i. Are there enough schools of similar size located within reasonable distance offering this sport to make an adequate schedule where our athletes can expect to be competitive?
- d. Other factors:
 - i. Are there other factors to consider? Are there certified coaches? Are there additional liability concerns? Would the goals of the club sport be better served by remaining a club sport?

Should approval be recommended, then the Athletic Director and Principal will recommend to the Superintendent that the sport be added to the list of sponsored sports offered by the Cardington-Lincoln High/Junior High Schools. If approval is not recommended then the Athletic Director and Principal will inform athletes and parents of the reasons for remaining a club sport. The two-year evaluation cycle outlined above will be used for future assessments of the club sport program.

35. ATHLETIC BOOSTERS

The Cardington Athletic Boosters Club is an organization designed solely to assist the school administration in providing a better athletic program for the Cardington Schools. Although the boosters contribute to the program in many ways, they exercise no official control over the athletic program. Coaches are never to directly request financial assistance from the boosters club. Requests for financial assistance from the boosters should be given to the Athletic Director who will evaluate the request and make the presentation to the booster club. Coaches are encouraged to attend meetings and participate in any club activity. Coaches are responsible for seeing that their athletes assist the booster club when needed.

The Cardington-Lincoln Athletic Boosters is a separate entity from the school district. They are given express permission from the School District to operate fundraisers on school property. The Boosters operate under specific set of by-laws and guidelines that must be upheld and are subject to periodic review by the School Board.

Parents are encouraged to participate in Booster activities including concession stand work and other fundraisers.

36. BRANDING and USE OF DISTRICT NAME AND IMAGE

The name “Cardington-Lincoln Local Schools” and “Cardington-Lincoln Pirates” are the property of the district. Any group or business who wishes to use these names for the purposes of creating products, accessories, and apparel must gain approval from the school district. Request for approval must include reference to all words, logos, and slogans that are to be used in association with the school district.

ATHLETIC PARENT CODE OF CONDUCT

The essential elements of character building and ethics in athletics are embodied in the concept of sportsmanship and the core principles: trustworthiness, respect, responsibility, caring, and good citizenship. The highest potential of athletics is achieved when competition reflects these characteristics. Therefore I AGREE:

1. I will refrain from coaching my athlete or other players during games.
2. I will respect the officials and their authority during games.
3. I will never question, or confront coaches at practice or games. I will make an appointment to speak to coaches at an agreed time and place. No form of communication (phone or electronic) concerning playing time and coaching decisions will be permitted.
4. I will remember that student athletes participate to have fun and that the game is for the student/athlete, not adults.
5. I will teach my athlete that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
6. I will demand that my student treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, sex, or ability.
7. I will promote the emotional and physical well being of the student athletes ahead of any personal desire I may have for my own child to play.
8. I will not encourage any behaviors or practices that would endanger the health and well being of the student athletes.
9. I will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and other spectators at every game, practice, or sporting event.
10. I will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; or using profane language or gestures.
11. I understand that any violation of this code of conduct will be cause for dismissal, suspension, or permanent expulsion from future athletic contests.

I have read, understand, and agree to the parent's code of conduct with Cardington High School and Cardington Junior High School.

ATHLETE'S NAME _____

PARENTS SIGNATURE _____

DATE _____

** This form must be returned to the coach prior to athletic participation. Athletes will not be allowed to participate without completion and return of this form.

**THIS IS YOUR COPY OF THE AGREEMENT. PLEASE KEEP THIS
FOR YOUR RECORDS. SIGN AND RETURN THE FULL PAGE
COPY GIVEN TO YOU BY YOUR COACH.**