

# LICKING HEIGHTS LOCAL SCHOOLS

## Athletic Department Handbook 2018 – 2019

A Resource for our Students,  
Coaches, Parents and  
Community



## **PREFACE**

This handbook has been prepared in order to define the division of duties and responsibilities of all stakeholders, to help prevent duplications of effort, misunderstanding of intentions, as well as to express in practical form the aims and objectives of the Licking Heights Middle and High School Athletics Program.

As in any program involving the efforts of professional personnel, it is understood that they bring to their positions the skills acquired through training and experience which will be utilized in accord with the philosophy of the Licking Heights Local Schools. This handbook is set forth as a guide to assist in solving the problems which may arise and to promote uniformity in the operation of the various phases of our athletic program.





## Table of Contents

PHILOSOPHY .....	6
ALMA MATER.....	6
MESSAGE FROM ADMINISTRATION .....	7
LICKING HEIGHTS LOCAL SCHOOL DISTRICT SCHOOL BOARD ATHLETIC PROGRAM DIRECTIVE.....	9
CHAIN OF COMMAND – ORGANIZATION CHART .....	10
STEP ONE:    HEAD COACH.....	10
STEP TWO:    ASSISTANT ATHLETIC DIRECTOR .....	10
STEP THREE:  PRINCIPAL.....	10
STEP FOUR:   ASSISTANT SUPERINTENDENT .....	11
STEP FIVE:   SUPERINTENDENT .....	11
STEP SIX:    BOARD OF EDUCATION.....	11
BOARD APPROVED ATHLETIC TEAM SPORTS .....	13
Central Middle School Interscholastic Sports.....	13
High School Interscholastic Sports.....	14
ATHLETIC ACTIVITY LOCATIONS .....	15
Licking Heights High School.....	15
Licking Heights Central Middle School .....	15
Golf Course.....	16
Oakstone Academy .....	16
ADDITION OF NEW ACTIVITY OR SPORTS TEAM .....	17
Criteria for entry: .....	17
GOAL AND OBJECTIVES OF THE LICKING HEIGHTS ATHLETIC PROGRAM .	18
Goal.....	18
Objectives .....	18

RESPONSIBILITIES OF A PARTICIPANT .....	19
RESPONSIBILITIES TO YOURSELF .....	19
RESPONSIBILITIES TO YOUR SCHOOL.....	19
RESPONSIBILITIES TO OTHERS.....	19
PARENT RESPONSIBILITIES .....	20
Communication with your child .....	20
Communication You Should Expect from Your Child’s Coach .....	20
Communication Coaches Expect From Parents.....	21
Appropriate Concerns to Discuss With Coaches .....	21
Issues Not Appropriate To Discuss With Coaches .....	21
Appropriate Procedures for Discussing Concerns with Coaches .....	21
If the Meeting with the Coach Did Not Provide A Satisfactory Resolution.....	21
ATHLETIC DEPARTMENT CODE OF CONDUCT.....	22
ANIMALS ON DISTRICT PROPERTY .....	24
FREE ADMISSIONS .....	24
DRESS CODE FOR COACHES/PLAYERS .....	24
UNIFORM ROTATION.....	24
EQUIPMENT INVENTORY LIST.....	25
HARASSMENT AND HAZING .....	25
PROHIBITIONS.....	26
ATHLETIC MAJOR INFRACTION POLICY .....	26
LICKING HEIGHTS LOCAL SCHOOL DISTRICT ATHLETIC SUBSTANCE ABUSE/TOBACCO POLICY .....	28
DUE PROCESS PROCEDURE .....	29
DENIAL OF PARTICIPATION/DUE PROCESS.....	29
ATHLETIC DENIAL OF PARTICIPATION FORM .....	31
REQUIREMENTS FOR PARTICIPATION.....	32
(INCLUDING PAY TO PARTICIPATE).....	32
PAYMENT .....	33
REFUND POLICY .....	33
PARTICIPATION FEES .....	33
PHYSICAL EXAMINATIONS .....	34
INSURANCE.....	34
SCHOLASTIC ELIGIBILITY REQUIREMENTS .....	34

PRACTICES .....	35
OPEN GYMS/FACILITIES-OHSAA .....	36
ROSTERS .....	36
RECORDS AND SCORE REPORTING .....	36
EVENT WORKERS .....	37
ASSOCIATION MEMBERSHIPS .....	37
PROFESSIONAL DEVELOPMENT .....	37
TEAM ACCOUNTS AND PURCHASING .....	37
PICTURES .....	38
STUDENT ATHLETE INVOLVEMENT IN MULTIPLE EXTRACURRICULAR ACTIVITIES .....	38
OHIO HIGH SCHOOL ATHLETIC ASSOCIATION .....	39
REST PERIOD BETWEEN SPORT TRYOUTS .....	39
INDIVIDUAL TEAM RULE .....	39
QUITTING A TEAM OR ATHLETIC ACTIVITY .....	39
AGE .....	40
RESIDENCE .....	40
STUDENT TRANSFERS .....	40
COLLEGE RECRUITMENT .....	40
FINANCIAL OBLIGATIONS AND EQUIPMENT .....	40
TRAVEL .....	41
SUMMER, TOURNAMENT AND OVERNIGHT TRIPS .....	41
FUNDRAISING .....	42
SOCIAL MEDIA .....	42
EVALUATION FORMS .....	43
HEAD COACH JOB DESCRIPTION .....	44
ASSISTANT COACH JOB DESCRIPTION .....	46
VOLUNTEER COACH JOB DESCRIPTION .....	47
PARENT/GUARDIAN/STUDENT/COACH ACKNOWLEDGEMENT .....	48
LICKING HEIGHTS LOCAL SCHOOLS .....	49
<i>Coach/Assistant Coach</i> .....	49
<i>Ethics Rules Acknowledgement Form</i> .....	49

## PHILOSOPHY

We, at Licking Heights Schools place much emphasis on education and learning. We realize that this is not only accomplished in the classroom but also through athletic activities. Athletic activities give the young men and women of our district the opportunity to grow and develop in many areas such as leadership, responsibility, team dynamics, character and positive attitude.

Our athletes are representatives of our school district which comes with a certain responsibility. These young men and women are at all times under the watchful eyes of their community, peers, and neighboring communities. We expect our athletes to behave in a manner conducive to the high expectations our district holds for our community. We also expect our athletes to set a good example for, and have a positive influence on, those emulating them.

In an effort to aid these young people in grades seven through twelve, Licking Heights Schools has set forth a list of rules, regulations, and standards within this handbook by which participants in athletic activities should abide.

## ALMA MATER

*No matter where we chance to dwell  
There is no place we love so well  
A place where honor is the rule  
Our dear, old Licking Heights High School  
To our homes we must be true  
And for our school we'll gladly do  
For our country live and die  
For this we learn at  
Licking Heights High.*

## MESSAGE FROM ADMINISTRATION

**As a student,** we are pleased with your interest in our athletic programs. We believe that Licking Heights' Athletic Programs are a vital extension of the educational process. As a Licking Heights athlete, there are a myriad of responsibilities you must maintain as a representative of our district. We expect good sportsmanship, fair play, proper etiquette and good moral character as you serve as examples of what we hold true at Licking Heights. We welcome you to our program and wish you the very best of luck!

**As a coach,** we welcome you to our athletic program. We believe Licking Heights is an excellent district coupled with a robust athletic program, serving to enhance our students' global educational experience. As a Licking Heights Coach, there are a myriad of responsibilities you must maintain as a representative of our district. We expect you to serve as a positive role model, leader and advocate for our students while promoting fair play, good sportsmanship and positive moral character. As a coach, our students look to you to provide them guidance, support and leadership, values our district holds in high regard. Please know you represent our district during practices and all contests throughout the year: We expect to be represented well and respectfully in all venues where Licking Heights is viewed. We welcome you to our program and wish you the very best of luck!

**As a parent/guardian,** this handbook has been presented to your student because your son and/or daughter has indicated a desire to participate in our athletic program, and you have expressed your willingness to permit him/her to compete. We look forward to working with you collaboratively in your child's respective athletic interests. As an Athletic Department, we believe parents/guardians are critical members of our team. In saying this, there will be a number of volunteering opportunities that we will need your involvement with in order to enhance the programs we provide our students. These include, but are not limited to:

- 1) Team Parents
- 2) Concession Helpers
- 3) Scorekeepers and Clock Operators
- 4) Line Judging
- 5) Football Chain Crew
- 6) Athletic Booster Members/Officers

At the beginning of each season, a list of available opportunities will be presented for all parents/guardians to volunteer. Please consider making yourself available to assist with at least two opportunities per season to help ensure our programs are effectively maintained for the benefit of our students. As a parent/guardian, we expect you to be positive role models for our students, both during practices as well as during official contests. We welcome you to the Licking Heights' Athletic Program and wish you the very best!

This handbook is to serve as a guide to answer questions that you may have about the policies of the program. We are hopeful that this handbook will be of assistance to you as you participate in our athletic programs.

Yours in scholarship, sportsmanship and success,

Tiffane Warren  
Principal  
Licking Heights  
High School

David Moore  
Assistant Principal  
Licking Heights  
High School

Michael Shipton  
Assistant Principal  
Licking Heights  
High School

Anna Annett  
Principal  
Licking Heights  
Central Middle School

Maria Redanty  
Assistant Principal  
Licking Heights  
Central Middle School

Corey Stroud  
Assistant Principal  
Licking Heights  
Central Middle School

Rita Pendexter  
Assistant Athletic Director  
Licking Heights High School

Brian Evans  
Assistant Athletic Coordinator  
Licking Heights Central Middle School

Bill Sternberg, Ed.D.  
Assistant Superintendent  
Licking Heights Local School District

Philip Wagner, Ph.D.  
Superintendent  
Licking Heights Local School District

## **LICKING HEIGHTS LOCAL SCHOOL DISTRICT SCHOOL BOARD ATHLETIC PROGRAM DIRECTIVE**

This Athletic Department Handbook is the result of the Board of Education's commitment to meeting annual goals. As outlined in the District Goals and Objectives from the 2015-2016 School Year:

***Promote a culture of accountability that relies on data, research, evaluation and assessment as tools to measure the effectiveness of programs and the satisfaction of stakeholders.***

The Board has asked for a holistic review of the Athletic Department with a report on the status of operations and recommendations to improve items including, but not limited to finances, reporting structure, hiring of coaches, reviews, maintenance, inventory, facility planning and offerings for Board action.

The 2018-2019 Athletic Department Handbook outlines policies, processes and expectations after careful analysis of our Athletic Program. We are extremely proud of the heritage, traditions and high expectations we have for our students and community. As well, we are pleased that our focus on the Athletic Department, as outlined in our annual goals has produced a detailed approach to the operational aspect of this department.

This handbook shall be reviewed annually and revised as needed to reflect necessary enhancements.



## **CHAIN OF COMMAND – ORGANIZATION CHART**

In an effort to improve operational efficiency of our Athletic Program, the following shall be the chain of command for communications:

### **STEP ONE: HEAD COACH**

When a concern arises from a parent or athlete, the Head Coach shall be the first point of contact. The head coach shall work diligently to resolve any conflicts that they've been made aware of.

### **STEP TWO: ASSISTANT ATHLETIC DIRECTOR**

Should the concern not be rectified, the Assistant Athletic Director shall be notified of the concern. The assistant athletic director will follow up with the parent, student and Head Coach regarding any concern(s) in an effort to collaboratively resolve the issue(s).

### **STEP THREE: PRINCIPAL**

If the concern(s) are not rectified at Step Two, the Building Principal shall be notified of the concern(s). The building principal shall work directly with the Assistant Athletic Director, parent, student and coach to resolve any issue(s).

**STEP FOUR: ASSISTANT SUPERINTENDENT**

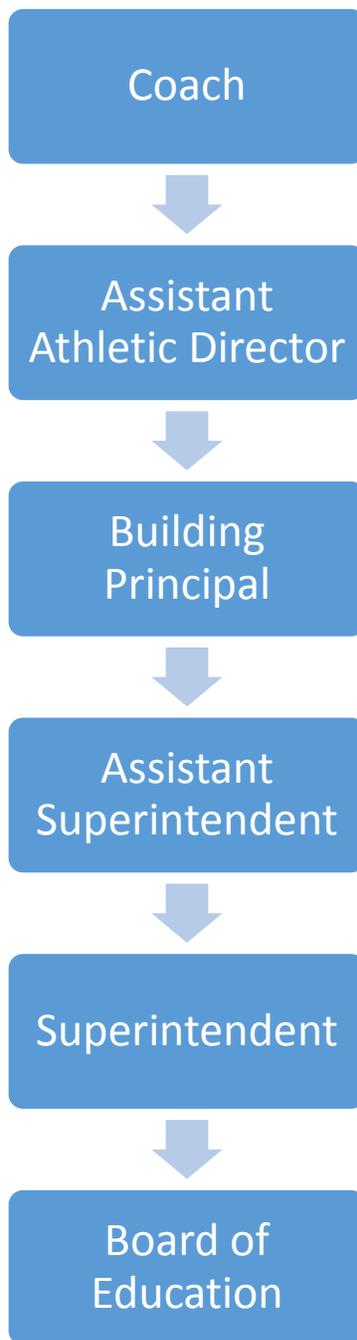
Should there be no resolution as a result of step three, the Assistant Superintendent shall be notified of the concerns(s). The Assistant Superintendent shall work directly with the Assistant Athletic Director(s), parents, student(s) and coach to resolve any issue(s).

**STEP FIVE: SUPERINTENDENT**

If there is not an amenable resolution as a result of Step Four, the Superintendent shall be notified of the concern(s). The Superintendent shall work directly with the Assistant Superintendent, Assistant Athletic Director(s), Parents, Student(s) and Coach to resolve any issue(s).

**STEP SIX: BOARD OF EDUCATION**

Step six shall serve as the highest step to be utilized only after all prior steps have been exhausted. Should the Board of Education be contacted, they shall work directly with the Superintendent to resolve and issue(s).



# BOARD APPROVED ATHLETIC TEAM SPORTS

## Central Middle School Interscholastic Sports

### Fall Sports

Boys	Girls
Cross Country	Cheerleading (May Be Coed)
Football	Cross Country
	Volleyball

### Winter Sports

Boys	Girls
Basketball	Basketball
Wrestling (May Be Coed)	Cheerleading

### Spring Sports

Boys	Girls
Baseball	Softball
Track and Field	Track and Field

# High School Interscholastic Sports

## Fall Sports

Boys	Girls
Cross Country	Cheerleading (May Be Coed)
Football	Cross Country
Golf	Golf
Soccer	Soccer
	Volleyball

## Winter Sports

Boys	Girls
Basketball	Basketball
Wrestling (May Be Coed)	Cheerleading
Swimming and Diving	Swimming and Diving

## Spring Sports

Boys	Girls
Baseball	Softball
Track and Field	Track and Field
Volleyball	

# ATHLETIC ACTIVITY LOCATIONS

## Licking Heights High School

4000 Mink Street  
 Pataskala, OH 43062  
 Phone: 740-927-9046  
 Fax: 740-927-3197

High School Sports	Middle School Sports
Main Gym	7th/8th Baseball Field
Auxiliary Gym	Track and Field
Football Stadium	Cross Country Course
Boys/Girls Soccer Field	
JV/Varsity Baseball Field	
JV/Varsity Softball Field	
Track and Field	
Cross Country Course	

## Licking Heights Central Middle School

6565 Summit Road  
 Pataskala, OH 43062  
 Phone: 740-927-3365  
 Fax: 740-927-5845

Middle School Sports
Main Gym
Football Stadium (Craig Field)
Softball Field

**Golf Course**

TBD

Boys	Girls
Golf	Golf

**Oakstone Academy**

939 Club Drive  
Westerville, OH 43081

Boys	Girls
Swimming	Swimming

## **ADDITION OF NEW ACTIVITY OR SPORTS TEAM**

The Board recognizes that additional teams may be organized in the school community. These teams may request District sponsorship and/or full or partial funding. The Administration will consider the following when making a recommendation to the Board for such sponsorship and/or funding.

### **Criteria for entry:**

1. Fields and facilities are available for the new team.
2. Funds are available to support the new team.
3. Ability to fill a schedule with Central Ohio opponents of comparable size.
4. OHSAA or LCL-Ohio sponsors the activity, or a similar statewide governing body and post-season tournament exists.
5. Impact of addition of this team on current teams in terms of:
  - a. Numbers
  - b. Gender equity
  - c. Facilities
6. Competent, local coach available to direct the activity.
7. Club teams that show growth, consistency and sustainability may request sanction status from the athletic department and the district. Acceptance will be determined by the Licking Heights Board of Education. Growth, consistency and sustainability can be shown by:
  - a. Growth in numbers to include a Varsity, JV, and/or Freshmen teams.
  - b. Growth in numbers outside of the original group of participants, especially at the 9<sup>th</sup>/10<sup>th</sup> grade levels over time, to exhibit sustainability of the program for the future.
  - c. Growth in popularity of the sport locally, statewide, and nationally.
  - d. Ability to be competitive with other Central Ohio teams.
  - e. Consistency in the following areas as it relates to our current teams:
    - i. Coaching turnover, philosophy, and coaching certification
    - ii. Practice and game scheduling
    - iii. Positive representation of the community by the participants and coaches
    - iv. Coaches and participants uphold current athletic department and school guidelines, policies, and procedures

# **GOAL AND OBJECTIVES OF THE LICKING HEIGHTS ATHLETIC PROGRAM**

## **Goal**

*Our students, coaches, parents and community will consistently enhance our athletic programs through the building of relationships, trust, collaboration and support which serve to benefit our student athletes with successful athletic experiences.*

## **Objectives**

- The student participant shall learn teamwork: To work with others in a democratic society, a person must develop self-discipline, and respect for authority and the spirit of hard work and sacrifice.
- To have fun: The main reason people participate in sports and games.
- To be successful: Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
- Sportsmanship: To accept success and defeat like a true sportsman, knowing you have done your best. We must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
- To improve: Continual improvement is essential to good citizenship. As a participant, you must establish a goal and constantly try to reach that goal. Try to better yourself in the skills involved and in those characteristics set forth as being desirable.
- Enjoy athletics: It is necessary to acknowledge all of the personal rewards we derive from athletics, and to give sufficiently of ourselves in order to preserve and improve the program.
- To develop desirable personal health habits: To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop a desire to maintain this level of physical fitness after formal competition has been completed.

## **RESPONSIBILITIES OF A PARTICIPANT**

Being a member of a Licking Heights Local School District 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 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. Our tradition has been to win with honor. We desire to win, but only with honor to our participants, our school and our community. Such a tradition is worthy of the best efforts of all concerned. It will not be easy to contribute to such a great tradition. When you wear your school colors, 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.

## **RESPONSIBILITIES TO YOURSELF**

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

## **RESPONSIBILITIES TO YOUR SCHOOL**

Another responsibility you assume as a member is to your school. Licking Heights Local School District cannot maintain its position as having outstanding programs unless you do your best in whatever activity you wish to engage. By participating in extra-curricular activities to the maximum of your ability, you are contributing to the reputation of your school. You assume a leadership role when you are on a squad. The student body and citizens of the community know you. You are on a proverbial 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. Make Licking Heights proud of you and the community proud of your school by your faithful exemplification of these ideals.

## **RESPONSIBILITIES TO OTHERS**

As a member of our community, you also bear a heavy responsibility to your home. You must measure up to all of the training rules. You should practice to the best of your ability every day. If you have played the game “all out,” you can keep your self-respect and your family can be justly proud of you. The younger students in the Licking Heights Local School District are watching you. They will imitate you in many ways. Do not do anything to let them down. Set good examples for them.

## **PARENT RESPONSIBILITIES**

### **Communication with your child**

- Make sure your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. You were frightened, backed off at times and were not always heroic. Athletic children need their parents, so do not withdraw. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.
- Make a point of understanding courage and the fact that it is relative. Some of us climb mountains and are afraid to fly. Some of us will fly but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear and discomfort.
- There will be several volunteer opportunities throughout each athletic season. We are asking all parents/guardians to sign up to help work concessions, run the game clock, fill out scorebook, become a line judge, help with team meals, become a team parent, etc. Please consider helping your son/daughter(s) team through these volunteer opportunities.
- Get involved! Licking Heights has an Athletic Boosters organization that serves to support our athletic teams. Membership is \$5 and monthly meetings are held in the high school media center on the second Monday of each month at 6:30pm.

### **Communication You Should Expect from Your Child's Coach**

- Philosophy of the coach
- Expectations the coach has for your child as well as all players on the squad

- Locations and times of all practices and contests
- Team requirements (fees, special equipment, off-season conditioning)
- Procedure should your child be injured
- Discipline that results in the denial of your child's participation

### **Communication Coaches Expect From Parents**

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Specific concerns in regard to a coach's philosophy and/or expectations

### **Appropriate Concerns to Discuss With Coaches**

- The treatment of your child, mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

### **Issues Not Appropriate To Discuss With Coaches**

- Playing time
- Team strategy
- Play calling
- Other student-athletes

### **Appropriate Procedures for Discussing Concerns with Coaches**

- Call to set up an appointment with the coach (contact the Assistant Athletic Director to set up the meeting if unable to reach the Head Coach)
- Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)

### **If the Meeting with the Coach Did Not Provide A Satisfactory Resolution**

- Call to set up an appointment with the Assistant Athletic Director(s)
- Determine the appropriate next step at this meeting

## ATHLETIC DEPARTMENT CODE OF CONDUCT

The Licking Heights Local School District, in association with the Ohio High School Athletic Association promotes interscholastic events and sportsmanship. Sportsmanship is an essential part of any competition and is expected from participants, coaches, officials and fans.

As a **fan/spectator/guest** of the Licking Heights Local School District we want you to be an example of positive encouragement while supporting our students, officials and coaches/advisors/directors. Our behavior should be positive, respectful and encouraging of the participants, coaches, advisors, directors, officials, guests, and the game.

Failure to be an example of these practices and/or ejection from a contest will result in the following procedures to be taken:

First Offense – Removal from the next two home contests and/or one calendar week (7 days) of the same sport. A letter will be sent by the Assistant Athletic Director and/or designee of the respective school to the spectator in question notifying them of the ejection and the dates that they must be absent from the contests.

Second Offense – Removal from all home contests for that season. If applicable, relinquishing their season pass to the Athletic Department. A letter of ejection will be sent from the office of the Superintendent and/or designee notifying the spectator of the ejection.

Third Offense – Removal from all home Licking Heights Local School District contests for the year. If applicable, relinquishing their yearly pass to the Athletic Department. A letter of ejection will be sent from the office of the Superintendent and/or designee notifying the spectator of the ejection. Any athletic official, including but not limited to, officials, Assistant Athletic Directors, Principals, Assistant Principals, Site Directors and anyone else in an administrative role on the site, may uphold enforcement of an ejection.

As a **participant(s)**, athletes shall abide by a code of conduct which will earn him/her the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the participant, team, or the school will not be tolerated. Acts of unacceptable conduct include, but are not limited to, theft, vandalism, racist comments, harassment, disrespect, hazing, or violations of the law as these behaviors tarnish the reputation of our school and district as well as all who are associated with our athletic programs.

Any student ejected for unsportsmanlike conduct, flagrant foul, or inappropriate language shall be ineligible for contests for the remainder of that day as well as for all contests in that program until two regular contests are played at the same level as the ejection occurred (one contest in football, OHSAA 14.2). If the ejection occurs in the last contest

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

A student who is ejected a second time shall be suspended for the remainder of the season in that activity. If the ejection occurs in the last contest of the season, the student will be ineligible for two times the ejection penalty.

It is the responsibility of the local school authorities to ensure this regulation is enforced. When an ineligible student is allowed to participate, forfeiture of the contest is mandatory.

This regulation shall apply to all season and tournament contests and shall in no way limit the discretionary authority of the commissioner as specified in the OHSAA Tournament Regulations. In accordance with Bylaws 3-3-1, decisions for the contest officials are final.

As a **Coach**, you must demonstrate and apply leadership, integrity, responsibility, self-control, knowledge of the sport's rules and regulations, honesty and sportsmanship at all times on and off the playing field/court. It is necessary and important that coaches act in a responsible and professional manner at all times because he/she represents the school, community, profession, faculty and student body of our district. The coach must set a good example for all participants. While everyone wants to do their best and hopefully win the contest, coaches must remember that interscholastic athletics is an extension of the classroom and that the coach is probably the most influential person at the contest whose actions will be reflected in the behavior of others.

Any coach ejected or disqualified from an interscholastic contest for unsportsmanlike conduct shall be suspended from coaching in all contests for the remainder of that day. In addition, the coach shall be suspended from coaching for all contest at all levels in that sport until two regular season/tournament contests (one in football; two in wrestling OHSAA 14.2) are played at the same level as the ejection or disqualification and shall be fined \$100. In addition, the coach shall take the National Federation of State High School Association's "Teaching and Modeling Behavior" course, which must be completed within 30 days of the ejection and can be completed within the following link: [www.nfhslearn.com](http://www.nfhslearn.com).

## **ANIMALS ON DISTRICT PROPERTY**

### **School Board Policy 8390**

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), those that serve as service animals as required by Federal and State law, or those the Superintendent or designee permits, in his/her discretion, to be on school property during non-school hours. Non-service animals are not permitted on District property during District-sponsored events (e.g., sporting events).

## **FREE ADMISSIONS**

### **School Board Policy 9710**

Free admission to athletic events will be granted to individuals presenting valid league passes or valid senior citizen's passes. When presenting the pass, the person will be asked to sign a register of attendance.

## **DRESS CODE FOR COACHES/PLAYERS**

1. All OHSAA and National Federation rules and policies must be followed regarding equipment and uniforms for practices and contests.
2. All coaches should be dressed appropriately for their sport. As a note, jeans are not acceptable.
3. All student athletes must adhere to the school dress code.
4. Students must wear appropriate shirts at all times during any school contest, practice, open gym/field/run (no sports bra, spaghetti strapped tops, half or cut off shirts, etc. unless worn under a proper shirt). Students may not go shirtless in or out of the building, weight room, playing fields, etc.
5. Student athletes must wear appropriate athletic shorts/pants while practicing.
6. Shoes must be worn at all times, especially in the weight room. Sandals and flip flops are permitted in transit before and after practices/contests.

## **UNIFORM ROTATION**

Uniforms are on a five year rotation. However, the rotation may change based on compliance and sizing needs. It is the responsibility of each player to maintain their uniform during their season.

## **EQUIPMENT INVENTORY LIST**

Each coach will maintain an inventory list which will include uniforms and equipment assigned to each player. Coaches will record this information for each player, while ensuring all equipment and uniforms returned at the end of the season are in acceptable condition. This list is to be maintained by each coach and submitted to the athletic office within 10 days of the season's end.

## **HARASSMENT AND HAZING**

Harassment of a student(s) by other student(s) or any member of the staff is a violation of Federal law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

It is a violation of law and of school rules for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual actions or comments or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the principal's office. Discipline measures will be taken and may result in suspension or expulsion. All reports shall be kept confidential and shall be investigated.

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Harassment, intimidation or bullying is any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student or students more than once and the behavior causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s). It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, hazing, and dating violence.

Permission, consent or assumption of risk by an individual subjected to hazing, harassment, intimidation, or bullying does not lessen the prohibition. Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing, harassment, intimidation, or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing, harassment, intimidation, or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, harassment, intimidation, or bullying. If hazing, harassment, intimidation, or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing, harassment, intimidation, or bully activities immediately. All hazing, harassment, intimidation, or bullying incidents are reported immediately to the building administrator or appropriate administrator. An investigation will result and shall include documentation of the event, response and strategy for protecting the victim.

If the investigation finds an instance of hazing, harassment, intimidation, and/ or bullying/ cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/ or disciplinary action. This may include suspension or up to expulsion for students, exclusion for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

## **PROHIBITIONS**

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, Principal, Assistant Principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating for any violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

In addition, student participants are further subject to this Code of Conduct and may be prohibited from participating in all or part of any interscholastic events for violations therein.

## **ATHLETIC MAJOR INFRACTION POLICY**

Participation in athletics is a privilege extended to all students who meet the Licking Heights School District eligibility requirements. Students shall conduct themselves in a manner that reflects the values of a Licking Heights student athlete. Any behavior that results in dishonor to the student, team, or school will not be tolerated and is subject to athletic major infraction policy.

Coaches reserve the right to remove a student athlete from activity for conduct considered detrimental to the team.

**Violations of the athletic code of conduct include but not limited to:**

<b>Arson</b>	<b>Insubordination</b>
<b>Assault</b>	<b>Leaving school without permission</b>
<b>Bullying</b>	<b>Loitering/Trespassing</b>
<b>Conduct outside of school hours or away from school</b>	<b>Possession/Influence of Alcohol</b>
<b>Fighting</b>	<b>Possession/Intent to sell controlled or noncontrolled drugs</b>
<b>Gambling</b>	<b>Possession/Intent to sell drug paraphernalia</b>
<b>Gang Behavior</b>	<b>Unwelcome Sexual Misconduct</b>
<b>Harassment/Intimidation</b>	<b>Theft</b>
<b>Inappropriate use of electronic devices</b>	<b>Vandalism</b>
<b>Inciting a fight/causing a disruptive situation</b>	<b>Verbal abuse of student/staff member</b>

**Consequences:**

First Offense: 20% loss of participation for the current or upcoming season and loss of Leadership in the respective activity

Second Offense: 50% loss of participation for the current or upcoming season and loss of Leadership for all activities for one calendar year

Third Offense: Permanent loss of the privilege to participate in all extra-curricular activities

- Offense steps will reset upon entering high school

A participant will be considered in violation of the code if he or she is observed doing something, which is prohibited, by a coach/ advisor/director, assistant athletic directors, principals, assistant principals, superintendent or other school personnel.

If a participant is in violation of a major infraction during the off-season (summer to be included in the off-season), his/her punishment will begin at the beginning of his/her next seasonal activity in which the student-athlete completes the season.

Coaches/ advisors/directors should establish and explain to their participants the rules of that particular activity and the consequences for breaking those rules for all matters not already covered in this handbook.

## **LICKING HEIGHTS LOCAL SCHOOL DISTRICT ATHLETIC SUBSTANCE ABUSE/TOBACCO POLICY**

### **School Board Policy 7434 - USE OF TOBACCO ON SCHOOL PREMISES**

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone smoking and/or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds and/or any school-related event.

The Superintendent shall require the posting of signs as required by R.C. 3794.06 and as specified by the Ohio Department of Health.

R.C. 2923.12, 3313.20, 3313.47, 3313.751, 3794 et seq.  
20 U.S.C. 6081 et seq., 20 U.S.C. 7182  
U.S.D.O.E. Memorandum, 1995  
Adopted 9/94  
Revised 2/25/03  
Revised 1/05  
Revised 1/22/08  
Revised 5/17/11

## **DUE PROCESS PROCEDURE**

A participant may appeal a disciplinary action. The steps are as follows:

- When an infraction occurs, the coach/ advisor/director of that activity has the responsibility to discipline the participant.
- The coach/ advisor/director shall meet with the participant being disciplined and present him/her with the charge(s). The participant shall have an opportunity to explain his/her position.
- If disciplinary actions results in denial of participation for more than twenty four (24) hours, the student shall be informed by the coach/ advisor/director of the intended removal and the reason(s) for the proposed action.
- The participant shall be given the right to appeal the decision of the coach/ advisor/director to the appeal board within three (3) days of the official notice.
- The Appeal Board shall consist of the principal, assistant athletic director, activity advisor and the superintendent or designee.
- During the appeal process, the participant shall not be permitted to participate in the sport or activity.
- The Appeal Board's decision is final. No further appeal can be sought with the Board of Education.
- Participants dismissed from an activity are subject to the same regulations as participants who quit a team.

## **DENIAL OF PARTICIPATION/DUE PROCESS**

A student who does not comply with the rules and regulations set forth in this Athletic Department Handbook or rules and regulations established by a coach for a specific activity may be denied participation from an athletic activity. Should it become necessary to deny participation in an activity for any length of time, the following procedures will be used:

1. The Coach should inform the Assistant Athletic Director of the possibility of a denial of participation.
2. The Coach or the Assistant Athletic Director will inform the student in writing of the intention to deny participation from the activity. The student will be told the reasons why this action is taking place and the length of time the coach intends to deny the student participation.

3. The student will be given the right of an informal hearing with the Coach and/or the Assistant Athletic Director.
4. If the student does not receive satisfaction at the informal hearing, a formal hearing may be requested within 72 hours of the informal hearing with the Principal. The student has the right to be represented by counsel at this hearing.
5. If the student does not receive satisfaction from the Principal, the student then has the right to ask for a hearing from the Superintendent. This request must be made in writing within 72 hours of receipt of the findings from the Principal. The Superintendent's decision is final.

# ATHLETIC DENIAL OF PARTICIPATION FORM

\_\_\_\_\_ will be denied participation  
from \_\_\_\_\_  
(name) (sport)

for \_\_\_\_\_ games/weeks, (circle one) because of the following violations (s) of  
training rules:

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

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Coach)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Player)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Assistant Athletic Director)

## **REQUIREMENTS FOR PARTICIPATION (INCLUDING PAY TO PARTICIPATE)**

Students are NOT eligible to participate in any activity until the following are completed. It should be noted participation includes practices as well as contests.

- Prospective participants and parents must attend the pre-season meeting with the Coach/Advisor/Director and the Assistant Athletic Director.
- Registration must be completed online through the Final Forms Program on our Athletic Department website at [www.lhathletics.com](http://www.lhathletics.com) , including the following:
  - Cardiac Arrest Video
  - Concussion Video
  - Emergency Medical Form
  - Student Insurance
  - Athletic Acknowledgement/Student Data Sheet
  - Athletic Department Handbook
  - OHSAA Student Athlete Eligibility
- A physical card must be completed, signed and on file in the Assistant Athletic Director's office. A physical is required for an individual who participates in a physical activity program that involves athletics, routine regular physical activity or health and safety considerations.
- Academic eligibility requirements must be satisfied. Students must maintain a minimum 2.0 grade point average in order to remain eligible.

The Licking Heights Local School District institutes a pay to participate fee as it relates to athletic activities. The institution of a participation fee is intended to recoup a portion of the funds paid from the general fund to support athletic activities that are school sponsored. All students participating in an athletic activity will pay a participation fee.

A paid participation fee does not guarantee that a student will play. The direction for the sport/activity will remain the responsibility of the coach/director.

The pay to participate program will be reviewed at the conclusion of each year of operation.

## **PAYMENT**

Students participating in athletics will be permitted to participate in practice until the payment deadline. If payment is not received in full by the payment deadline, the student will not be able to attend practice, contests or scrimmages until payment is made in full.

Fees should be paid online through Final Forms. However, fees may be paid in the athletic department between the hours of 8am and 3:30pm. Payment can be made in the form of cash, check, or money order. All checks/money orders must be made out to: Licking Heights Local School District. The student's name and activity should be noted on the check. There is a link on the athletic website at [www.lhathletics.com](http://www.lhathletics.com) . Please check the website for more information.

There will be no waiver of pay to participate fees due to free or reduced lunch status or any other financial hardship.

There will be no caps on fees paid by one (1) family.

In the event that a check is returned due to insufficient funds, the student will not be permitted to attend practice, contests or scrimmages until the fee is paid in full through the district's returned check process. Once the collection process has started, cash payments will not be accepted to remedy a returned check.

## **REFUND POLICY**

100% refunded, if the student has a season-ending injury prior to the start of the competitive season.

50% refunded, if the student misses one-half or more of the regular season contests as the result of a season-ending injury.

No refund for loss of academic eligibility, unless determined prior to the start of the season.

No refund if a student quits the team or is removed from the team.

## **PARTICIPATION FEES**

Athletics:

High School (9-12)	\$100.00 per student, per activity
Middle School (7-8)	\$75.00 per student, per activity

The Licking Heights Local School District appreciates the cooperation and support of the community and parents as we work to provide the best educational and athletic opportunities for our students.

## **PHYSICAL EXAMINATIONS**

OHSAA physical examination forms for all participants shall be signed by a physician, the participant, and by a parent or legal guardian, and must be on file in the athletic trainer's office before any candidate for a team may participate in any way. These forms necessitate the physician's certification of the individual's physical fitness no less than once each school year. Students are encouraged to get their physicals during the month of May, which are offered through the athletic department.

## **INSURANCE**

Licking Heights Local School District does not provide accident or health insurance coverage for athletes participating in interscholastic athletics. It is the responsibility and a requirement of the parents to maintain an active accident and health policy while their child is participating in sports. The district does offer a supplemental accident insurance policy at the beginning of each school year to all students. Information on this policy can be obtained from the school office, the assistant athletic director or in the forms section on the Athletic Department website at [www.lhathletics.com](http://www.lhathletics.com).

## **SCHOLASTIC ELIGIBILITY REQUIREMENTS**

In order to be eligible in grades 7-12, the student must be a resident of Licking Heights Local School District and must have been enrolled in a school in the immediately preceding grading period. In addition to the eligibility requirements established by the Ohio High School Athletics Association, to be eligible for any interscholastic athletic activity, a student must have maintained at least a 2.0 grade point average for the grading period prior to the grading period in which she/he wishes to participate.

For students in grades 7 and 8, in order to be eligible in any nine-week period, the participant must have passed FIVE classes in the preceding grading period and have earned a 2.0 GPA with no failing grades. Scholastic deficiencies at the end of any semester cannot be removed by summer school, night school, special examinations, tutoring, etc., in order to obtain eligibility.

Students in grades 9-12 must have passed FIVE one credit courses or the equivalent in the preceding grading period and have earned a 2.0 GPA. Scholastic deficiencies at the end of any semester cannot be removed by summer school, night school, special examinations, tutoring, etc., in order to obtain eligibility.

If a student becomes ineligible during the season, the student cannot participate in any practices or games for the rest of the nine weeks. He/she must turn in all school issued equipment/uniforms within three days of notice of ineligibility.

Once a season begins, students who may become eligible after tryouts and team members have been selected are not able to join the team.

In both of scenarios whereby students become eligible after a season begins or ineligible during the season, these students are not able to practice with the team or participate in contests.

The eligibility 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.

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Effective at the end of the first grading period seventh and eighth grade students must pass a minimum of FIVE classes of all subjects taken the preceding grading period and earn a 2.0 GPA with no failing grades.

A student enrolling in the 9<sup>th</sup> grade for the first time must have been enrolled in school the immediately preceding grading period of his/her eighth grade year. Effective at the end of the fourth grading period of their eighth grade year 9<sup>th</sup> grade students must have passed a minimum of FIVE one credit courses of all subjects taken and have a 2.0 GPA.

To participate in any athletic activity a student must be **in school all day** on the day of the activity. Saturday events will refer back to Friday's attendance for participation. Rare exceptions to this policy may be made with prior notification and approval by the principal and/or designee with written verification of the need for the absence (for example, but not limited to, medical appointment, court appearances, etc.) Activity is defined as any practice, contest, open gym/field, weightlifting, and conditioning.

## **PRACTICES**

- The head coach shall determine all practice times.
- Gym times shall be established by a meeting of all coaches and the Assistant Athletic Director.
- A monthly schedule of practices and contest times shall be distributed by the Head Coach.
- No Sunday or Holiday practice unless approved by the Superintendent through the Assistant Athletic Director.

- Inclement Weather/school closings: Should school be cancelled due to inclement weather or for any other reason, all practices and contests will be cancelled unless approved by the Superintendent through the Assistant Athletic Director.
- A participant may not practice or participate in a contest if he/she has not been in attendance the entire day. This rule may be waived at the discretion of the principal or his designee in unusual circumstances (i.e., family emergency, dental or medical appointments substantiated by a Physician's Note).

## **OPEN GYMS/FACILITIES-OHSAA**

School officials may designate open gyms or facilities and the sports to be played. You may participate in open gyms or facilities provided:

- no one is limited from participating
- no one is required to attend
- no school officials are permitted to invite selected students, determine the teams or transport students
- no timing or written score keeping is recorded
- no coaching or instruction is provided
- no one is restricted from observing

## **ROSTERS**

Each coach shall submit their roster to the Assistant Athletic Director the day their team has been established. The roster must also be completed on Final Forms. The roster must include the following:

- First and last name of the student athlete
- Student identification number
- Jersey number
- Playing position
- Grade level

## **RECORDS AND SCORE REPORTING**

Each coach will enter their scores through press box applications within 24 hours of the contest. Varsity scores must be reported to the Newark Advocate and Columbus Dispatch immediately following the contest. The Assistant Athletic Director(s) shall be responsible for updating the school district's website with regard to game information,

cancellations and rescheduled events. Each coach is responsible for their own team's website which will be linked to the Athletic Department's website.

## **EVENT WORKERS**

The Athletic Department will secure ticket sellers and announcers for events. The coaches are responsible to secure clock operators, scorekeepers and statisticians. As these individuals are extensions of the coaching staff, it is imperative that these individuals work well with the coaching staff. Should there be training necessary, the athletic office may assist.

## **ASSOCIATION MEMBERSHIPS**

All coaches are encouraged to join their respective sport association. All varsity coaches are required to join their associations to ensure our student athletes are represented from Licking Heights. Association dues are paid for through the team account. Examples of these associations include Ohio High School Volleyball Coaches Association, Ohio High School Football Coaches Association, Ohio High School Basketball Coaches Association, Ohio Scholastic Soccer Coaches Association, Ohio High School Baseball Coaches Association, etc.

## **PROFESSIONAL DEVELOPMENT**

The Athletic Department strongly encourages all of our coaches to expand their knowledge through the attendance of clinics, camps or conferences. All varsity coaches will provide an educational clinic for their coaching staff. These professional development opportunities shall be paid for out of team accounts.

## **TEAM ACCOUNTS AND PURCHASING**

Individual teams must complete a Purpose Statement for their sports accounts. These must be approved by the Assistant Athletic Director. Once approved, all proposed purchases must be approved by the Assistant Athletic Director and/or the Assistant Athletic Advisor. Once this step has been completed, the Assistant Athletic Director and/or the Assistant Athletic Advisor will process a requisition for the purchase. These requisitions are reviewed by the Assistant Superintendent and approved for processing. The treasurer's office then creates a purchase order which is delivered to the Assistant Athletic Director or the Assistant Athletic Advisor. At this point, the Assistant Athletic Director/Assistant Athletic Advisor will communicate with the coach to determine how best to move forward with the ordering process.

All deposits and expenses are to be recorded by the coach and submitted to the Assistant Athletic Director or the Assistant Athletic Advisor. All cash, checks and other funds are to be delivered to the athletic department by the coach no later than 24 hours after funds have been collected. There is not to be a designee to handle athletic funds.

## **PICTURES**

Team, individual and senior pictures are scheduled through the Athletic Department. A coach must be present at picture dates to provide the following information:

- First and last name of participant
- Jersey number
- Position
- Graduation Year

## **STUDENT ATHLETE INVOLVEMENT IN MULTIPLE EXTRACURRICULAR ACTIVITIES**

An individual student who attempts to participate in several 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 extra-curricular activities; and to his end, will attempt to schedule events in a manner so as to minimize conflicts.

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 involved immediately when a conflict does arise.

When conflicts do arise, the activity sponsors may meet in an attempt to devise a solution. If a solution cannot be found, then the Assistant 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.
- Is the absence going to negatively impact a league or tournament game?
- Talk with parent(s) or guardian(s).

## **OHIO HIGH SCHOOL ATHLETIC ASSOCIATION REST PERIOD BETWEEN SPORT TRYOUTS**

All athletes may take five school days off before beginning practices of their next sport. All student athletes must try out for team sports. Should students decide to exercise the OHSAA rest period, coaches will make provisions to include these students in a tryout session, which may be held after regular tryouts have been completed.

### **INDIVIDUAL TEAM RULE**

Coaches will establish additional rules and regulations for their respective sports. Penalties will be designated/handled by the respective coaches. All rules shall be approved by the appropriate Assistant Athletic Director.

### **QUITTING A TEAM OR ATHLETIC ACTIVITY**

Any member of a team or activity who quits before the second contest will be subject to the following regulations:

- Notify the Head Coach/Advisor/Director of his/her intention to leave the team or activity.
- Return all school issued equipment, uniforms, etc.
- Clean out locker and dressing area.
- Pay any fees or damage costs which have been accumulated.
- A participant who quits a team or activity after the second contest will not be permitted to begin practice with another team or activity until the first team's season or activity is complete or with permission from the assistant athletic director/activity supervisor.
- Participants quitting teams or activities forfeit all awards and any nominations for post-season honors and awards.

Failing to comply with any of the above regulations will result in the following:

- The participant will not be permitted to join any other team or activity until all obligations are met.
- Participants who do not meet financial obligations will be dealt with according to board policy.
- Proper authorities will be notified in extreme cases when equipment or uniforms have not been turned in.

## **AGE**

High school students (grades 9-12) who turn 20 years of age are ineligible for interscholastic athletics. A student in grade 7 or 8 who attains the age of 15 before August 1 are not eligible for 7 or 8 grade athletics. After a student completes the eighth grade, or is otherwise eligible for high school athletics pursuant to OHSAA Bylaw 4-2-3, the student shall be eligible for a period not to exceed eight semesters taken in order of attendance, whether the student participates or not.

Those with a disability may qualify for an exception to this regulation and should arrange a meeting with the Principal or Assistant Athletic Director to review the exception.

## **RESIDENCE**

A student must live in the Licking Heights Local School District in order to be eligible to participate in our athletic program. (See OHSAA Bylaws 4-6-1 through 4-6-3).

## **STUDENT TRANSFERS**

The transfer bylaws of the OHSAA apply to all students enrolled in grades 9-12. Contact the Assistant Athletic Director to schedule a meeting to discuss eligibility.

## **COLLEGE RECRUITMENT**

In the event 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 is available in the Athletic Office. Eligibility requirements can be found at [eligibilitycenter.org](http://eligibilitycenter.org)

## **FINANCIAL OBLIGATIONS AND EQUIPMENT**

All equipment issued to a participant will be turned in at the end of the season unless otherwise approved by the Coach/Advisor/Director and Assistant Athletic Director.

All equipment not turned in will be paid for by the participant at the cost it would take to replace it.

Any participant not turning in or making restitution for equipment issued to him/her will NOT be permitted to take part in any activity until restitution is made.

Any participant not turning in equipment will NOT receive any award until the equipment is turned in.

Any participant not turning in or making restitution for lost or stolen equipment will be turned over to the proper legal authorities for legal action. The records and/or transcripts of any participant not turning in equipment will NOT be released until such time equipment is turned in or restitution is made. The diploma of any senior participant whose equipment is not turned in or who does not provide restitution for equipment will be withheld.

## **TRAVEL**

All participants must travel to and from away contests in transportation provided by Licking Heights Local School District. Participants will remain with their squad and under the supervision of the Coach/Advisor/Director when attending events.

Participants who miss the bus will not be allowed to participate in the event. If there are extenuating circumstances involved that caused the participant to miss the bus, prior to the bus departing Licking Heights Local Schools, the Coach/Advisor/Director may allow the participant to play only if the participant's' parent/guardian transports him/her to the contest. The final decision is up to the Coach/Advisor/Director.

All regular school bus rules will be in effect, including rules pertaining to food, noise, remaining in seats, care and respect for equipment.

## **SUMMER, TOURNAMENT AND OVERNIGHT TRIPS**

Occasionally long trips, summer trips, and overnight trips afford our students special opportunities and experiences that they may not otherwise have. These experiences include, but are not limited to, OHSAA tournaments that are more than 60 miles from Licking Heights.

Any individual expense to the participants not covered by the individual budget for the activity should be included on the coach preseason incidental expense form (See Appendix A for form).

All overnight trips and trips exceeding 50 miles one-way must be approved by the Assistant Athletic Director and the Principal. All out of state travel requests must be approved by the Assistant Athletic Director first, then to be recommended by the Principal of the building and Superintendent.

Furthermore, all travel must comply with OHSAA rules and regulations and be Board approved.

All summer trips must be approved by the Assistant Athletic Director / Principal and payment for transportation will be paid by the sport participants.

The Athletic Department will approve and pay for OHSAA tournament trips according to the following guideline: The Department will match the reimbursement amount given by the OHSAA as long as this amount does not exceed the actual cost.

## FUNDRAISING

Fundraising activities undertaken by a member of and for the Athletic Department should be approved in advance by the Assistant Athletic Director. Any coach who receives approval for a fundraiser is solely responsible for the organization and execution of the event. An approval will include the designation for the use of the funds raised.

Any camp created and/or conducted by a coach or other school personnel should be approved in advance by the Assistant Athletic Director. The coach's request shall include a detailed description of costs for participants, schedule of activities, location of activities, and anticipated expenses/profits. All camp profits **will be accounted for by the Head Coach of the activity, and a balance sheet provided to the Assistant Athletic Director. All monies will be deposited into the designated team account through the Athletic Office.**

Donated funds which are specifically designated for a particular activity shall be deposited into the appropriate team account fund for use only by that activity.

## SOCIAL MEDIA

The advent of social media (e.g., Facebook, Twitter, Instagram, etc.) has allowed for a myriad of messaging delivery vehicles which are broadcasted to a larger public population. These resources can be useful in promoting school events, encouraging players and teams as well as notifying others of last minute changes in practice times or contests.

The use of social media dictates a level of responsibility for the user/author of messages that are posted. In Licking Heights, we take this responsibility very seriously. Degrading or inappropriate messages that portray our athletes, schools, parents or players in a negative light will not be tolerated. Should these messages be discovered, sanctions may include, but are not limited to the following:

- Suspension of playing time
- Suspension of attendance at contests

- Removal from team sport
- Suspension from school

Before posting any message on social media, please ask yourself the following questions:

- Is it true?
- Is it necessary?
- Is it kind?

## **EVALUATION FORMS**

All coach and assistant coach evaluation forms will be emailed to parents and student athletes within two weeks of the completion of the season. If you should not receive an evaluation form, please contact Rita Pendexter, Assistant Athletic Director.

# HEAD COACH JOB DESCRIPTION

**Title:** Head Coach - All Sports

- Qualifications:**
1. The head coach shall be an approved certificated employee if available.
  2. High school diploma required of all approved non-certificated personnel.
  3. Possess skills related to the coaching of the sport employed to coach.
  4. Demonstrate leadership and organizational skills.
  5. Such alternatives to the above qualifications as the board of education may find appropriate and acceptable.
  6. Will acquire and maintain appropriate sports medicine and CPR certificate.

**Reports to:** Assistant Athletic Director - School Administration

**Job Goal** Provide the school with a well-organized program that has concern for the development of athletes as individuals and team members. The coach shall provide a team which is representative of the district philosophy of sportsmanship and fair play.

## **Performance Responsibilities:**

1. Appropriately coordinate the particular sport program, grades seven (7) through twelve (12), in terms of goals, instruction and program philosophy.
2. Assist in the recruitment of assistants throughout the program.
3. Provide the proper documents, as requested by the athletic director and the school administration in order to maintain the operation of the program.
4. Maintain records, accounts and inventories of all team activities.
5. Attend such meetings, workshops, clinics and in-service required to maintain a working knowledge of local, state and national rules and designed to provide a constant awareness of skills in sport to be coached.
6. Provide the athletic director with a written list of rules that the players are to follow other than those listed in the athletic handbook, before the season begins.
7. Be sure that all players have left the building after practices and games.

8. Perform all other related duties assigned by the Assistant Athletic Director and/or the School Administration.

## ASSISTANT COACH JOB DESCRIPTION

**Title:** Assistant Coach - All Sports

- Qualifications:**
1. An Assistant Coach shall be approved certified employee if available.
  2. High School Diploma required of approved non-certified personnel.
  3. Possess skills related to coaching of the sport employed to assist.
  4. Demonstrates a desire to coach and provide support and loyalty to the head coach and the established program.
  5. Such alternatives to the above qualifications as the board of education may find appropriate and acceptable.
  6. Will acquire and maintain appropriate sports medicine and CPR certificate.

**Reports to:** Head Coach - Athletic Director - School Administration

**Job Goal:** Provide the Head Coach with the necessary assistance to instruct athletes in sport skills. Help formulate program policy and philosophy in accordance with the directives of the Head Coach, School Administration and the Board of Education.

### Performance Responsibilities

1. Appropriately provide instruction as directed by the Head Coach.
2. Assist with the supervision of individuals on the team as a group.
3. Assume a leadership role when the Head Coach is absent or when the need arises.
4. Provide scouting reports when requested by the Head Coach.
5. All other related duties as assigned by the Head Coach, Athletic Director, and/or the School Administration.

## **VOLUNTEER COACH JOB DESCRIPTION**

- Qualifications:**
1. An Associate Coach shall be an approved certified employee if available.
  2. High School Diploma required of approved non-certificated personnel.
  3. Possess the necessary skills to coach the particular sport employed to coach.
  4. Demonstrate a desire to coach and the necessary leadership qualities to direct a sport program.
  5. Such alternatives to the above qualifications as the board of education may find appropriate and acceptable.
  6. Will acquire and maintain appropriate sports medicine and CPR certificate.

**Reports to:** Head Coach – Assistant Athletic Director - School Administration

**Job Goal:** Provide sports programs for the students in grades seven (7) through nine (9). Instruction of fundamentals of the sport and development of team concept. Provide a sports program in direct compliance with the Head Coach, Athletic Department, Administration and Board of Education policy and philosophy.

### **Performance Responsibilities**

1. Appropriately provide instruction of fundamentals as directed by the Head Coach.
2. Supervise and direct the program at the level assigned.
3. Provide scouting reports as directed by the Head Coach.
4. Provide the proper documents, as requested by the Head Coach, Assistant Athletic Director and the School Administration, in order to maintain the operation of the program.
5. Maintain records, accounts and inventories of all team activities.
6. Report to the School Administration the purpose, goal and means of funding the team activity.
7. Insure, through proper and acceptable accounting, the financial accountability for the team activity.
8. All other related duties as assigned by the Head Coach, Assistant Athletic Director and/or the School Administration.

# **PARENT/GUARDIAN/STUDENT/COACH ACKNOWLEDGEMENT**

At the beginning of each school year or at the time a student tries out for a team, he/she will be presented with this handbook and all necessary forms and information for participating in extracurricular activities. Each parent/guardian and participant should read all of the material and certify that they understand all rules and regulations of Licking Heights School District and the OHSAA. The signed documents will be placed on file in the athletic office for the current school year.

## **SIGNATURE FORM**

By signing this form, you have acknowledged that you have read through all parts of the Licking Heights Athletic Handbook.

---

**Signature of Parent/Guardian**

---

**Date**

---

**Print Name**

---

**Signature of Student**

---

**Date**

---

**Print Name**

---

**Signature of Coach**

---

**Date**

---

**Print Name**

# LICKING HEIGHTS LOCAL SCHOOLS

## *Coach/Assistant Coach Ethics Rules Acknowledgement Form*

As formal employees of our district, our coaches and assistant coaches are representatives of Licking Heights Local Schools. Further, all coaches and assistant coaches in the Licking Heights Local School District are considered public employees by state law. This designation brings about a heightened sense of ethical considerations, specific to the use of their public position or influence of that position to secure anything of value. Specifically, Ohio Revised Code Section 102.03(D) states:

*No public official or employee shall use or authorize the use of the authority or influence of office or employment to secure anything of value or the promise or offer of anything of value that is of such a character as to manifest a substantial and improper influence upon the public official or employee with respect to that person's duties.*

To summarize, all coaches and assistant coaches shall be held to this ethical standard such that no activities of the coach or assistant coach shall result in:

- Additional compensation monetarily or through anything of value above and beyond the amount of the supplemental contract; and/or,
- Contracting services through side companies of the coach or assistant coach or participating in decisions in the purchasing process to benefit the coach or assistant coach.

Violations of these ethical standards represent, at the least a first degree misdemeanor, and at the most, a fourth degree felony. It is imperative all coaches and assistant coaches in the Licking Heights Local School District understand this standard.

By signing below, you acknowledge receipt of this notice.

\_\_\_\_\_  
Signature/Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Athletic Director/Coordinator Signature

\_\_\_\_\_  
Date