

Arcadia Athletic Department

High School and Middle School **Athletic Handbook**



Home of the Redskins!

**Adopted: May 2008
Revised: Aug 2012**

FORWARD

This booklet has been prepared as a reference guide for regulations, existing rules and information now in effect concerning the athletic policies and procedures of Arcadia High School and Arcadia Middle School.

It is our hope that this handbook will contribute to a better understanding of policies and procedures, which should give a harmonious and efficient athletic program.

It is our wish that his handbook will be helpful to those for whom it is intended. From time to time, our policies and regulations may change. We welcome any ideas or suggestions that will improve our athletic program.

The regulations and policies herein stated become effective immediately and supersede all other regulations and procedures which have been previously adopted by the Arcadia Athletic Department, the Administration of Arcadia Local Schools, and the Arcadia Board of Education.

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ARCADIA ATHLETIC DEPARTMENT

A STATEMENT OF PURPOSE

Adopted May 2008 by the Arcadia Athletic Council and Board of Education

Arcadia High School is a member of the Ohio High School Athletic Association (OHSAA) with authorization of the local Board of Education. This state organization, with its Constitution and Bylaws, govern, promote, regulate and supervise interscholastic competition among its members in the state.

Arcadia is a member of the Blanchard Valley Conference (BVC). The present membership of this conference is made up of ten schools with the management being an athletic committee composed of the local superintendents or designated representative of each member school. All sporting activities in which at least one more than half of the members participate on a league basis may be approved as a league activity. The following are the activities which Arcadia is competing in: Football, Volleyball, Golf, Boys' and Girls' Basketball, Boys' and Girls' Track and Field, Baseball, and Softball. The BVC also determines the following for each member: a schedule for each sport, appoints league game officials, sets and determines the admission prices, individual and team awards, and conducts a conference tournament whenever necessary.

Arcadia is a member of the Ohio Wrestling League (OWL). The present membership of this conference is made up of eight schools. The Head Varsity Wrestling Coach of each member school shall be responsible in all matters pertaining to interscholastic wrestling involving their school in OWL league matters. These individuals will form the Board of Representatives. All motions approved by the Board of Representatives will then be reviewed by each school's Athletic Director(s) for final approval.

The administrative head of the local school is held ultimately responsible in all matters pertaining to the athletic activities involving the school. Services and the duties performed by the Athletic Director, assistant Athletic Director(s), coaches, and Principal(s) assist in conducting a sound program of athletics at the local level.

The primary objective of the Arcadia Athletic Department is to promote, regulate, supervise and administer interscholastic competition and to provide such a program as to be an integral factor in the total educational program of the school.

The purpose of this handbook is to serve as a guideline for all athletic personnel employed by the Arcadia Local School. The Arcadia Athletic Council has adopted the policies, procedures, and guidelines contained herein. Requests for exceptions to these policies should be minimal and directed to the Athletic Director. Any amendments must be submitted to the school superintendent and the board of education for approval.

The local Arcadia Athletic Council determines all local policies, with guidelines set forth by the Arcadia Board of Education, the OHSAA, the Blanchard Valley Conference, and the Ohio Wrestling League. This Athletic Council is composed of the following members, each entitled to vote on items of business: an appointed member from the Board of Education, the administrative head of the school, Principal of the high school,

Athletic Director, assistant Athletic Director, president of the Athletic Booster Club or his/her designee (non-voting member), as well as each head coach of the varsity sports at Arcadia, including the cheerleader advisor.

Further, the Arcadia Athletic Council believes the interscholastic athletic program(s) which support the interscholastic program exist for the purpose of:

1. Providing boys and girls who have interest and ability in sports with an outlet for the expression of these interests and abilities.
2. Providing an opportunity to experience important lessons of life which are part of athletics. For example:
 - a. The opportunity to see that many limitations, physical and mental, can be conquered.
 - b. The ability to accept limitations which cannot be overcome.
 - c. The joys of teamwork as well as individual accomplishments.
 - d. The ability to accept both victory and defeat gracefully.
 - e. The opportunity to develop ideas and habits of health, fair play, initiative, achievement and emotional control.
3. Providing tangible values for the student body. Athletics can make a substantial contribution to morale and can provide an outlet for enthusiasm.
4. Making sure the welfare of the individual student is always to be the primary concern. **The game exists for the student – never the student for the game.**

In relating the desire to win with the purpose listed above, the Athletic Council feels the lessons can be more easily taught in a winning atmosphere. However, the general philosophy underlying the Arcadia Local School Athletic Department as guided by the policies of the Board of Education must emphasize not merely the winning of games, but the development of team and self-discipline, cooperation, and sportsmanship on the part of the students, the faculty, and the residents of the Arcadia School District.

OBJECTIVES

1. The athletic program shall:
 - Provide each participant with desirable learning experiences.
 - Fit harmoniously in the overall educational program.
 - Be controlled by designated school authorities.
 - Be operated in a first class manner reflecting positively on the participants, the coaches, the school and the community.
2. The total program shall operate in a manner such that each participant shall realize the following rewards:
 - Development of moral values.
 - Development of sense of competition.
 - Development of a spirit of cooperation.
 - Development of emotional maturity.
 - Development of physical skills.
 - Development of social competence.
 - Development of self-discipline.
 - Development of health and happiness.
 - An understanding of the democratic process.
 - A realization of group goals.

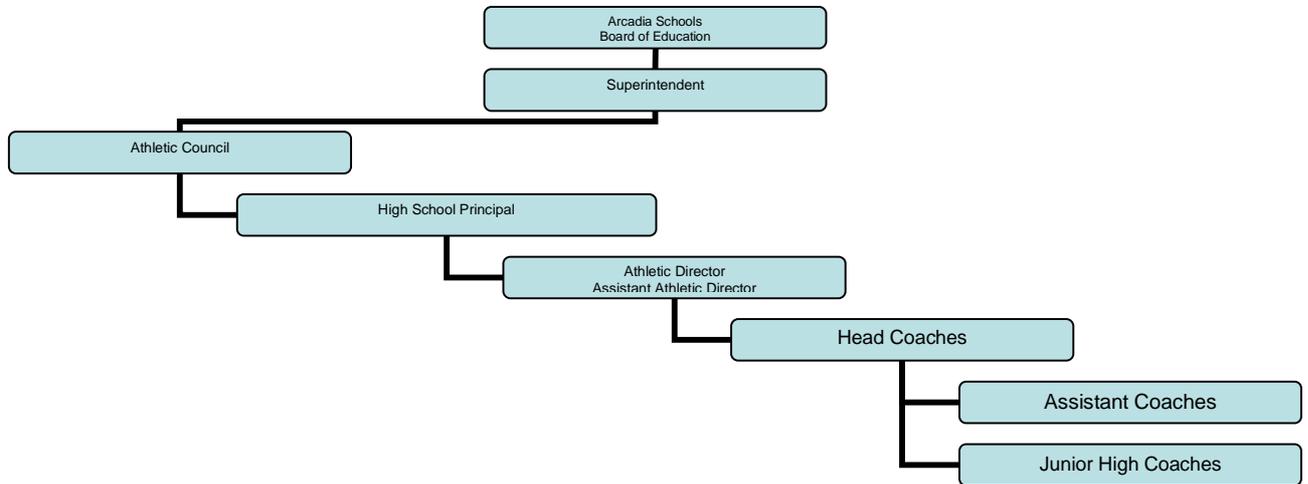
ACTIVITIES

FALL	WINTER	SPRING
Football Volleyball Golf Cheerleading	Basketball Wrestling Cheerleading	Baseball Softball Track and Field

SCHOOL COLORS

1. The official colors for Arcadia athletic teams are red and white.
2. No equipment or uniforms shall be ordered that do not conform to the official colors.
3. Accent colors or shading is to be approved by the Athletic Director and Principal prior to ordering. Black is the accent color.
4. Payment will not be approved for uniforms that do not conform to school colors. The head varsity coach will be held responsible for all items ordered which do not conform to school colors or have not been properly approved.

ADMINISTRATIVE CHAIN OF COMMAND



The Athletic Director is responsible for all areas of interscholastic athletics and shall be responsible to the Principal for all matters therein.

Coaches should follow the line of authority on all matters pertinent to the athletic program. If, however, a coach feels that a matter should be discussed with the Principal it shall be permitted. The Principal however, may request the Athletic Director be present.

Ethical procedure demands issues in the athletic program originating at any level shall proceed upwards through each office of responsibility, or inversely, it shall follow the same line of authority downward. To bypass any office not only delays consideration, but causes misunderstanding. This, in turn, creates an atmosphere which is incompatible with harmonious procedure.

DEPARTMENTAL LOYALTY

At no time should any member of the Athletic Department staff criticize publicly the methods used by any fellow coaching staff member. It is desirable for all coaches to speak professionally and positively to anyone with regard to other programs in our system whether athletics or not. To speak negatively of our programs not only detracts from that particular program, but your program as well, since you also represent Arcadia School. It is good policy to keep quiet and simply say nothing unless your comments are positive or complimentary.

Any concerns regarding student safety or welfare should be made to the proper administrator.

In season sports supersede all off season sports, and there should be no attempt to interfere with players or teams during their particular season.

ATHLETIC COUNCIL

The Athletic Council is the policy formation body of the Athletic Department. Its chief function shall be to determine the general rules and regulations that govern the functioning of the Athletic Department.

The functions of the Athletic Council shall be:

- To continuously evaluate the athletic program.
- To control and regulate athletics by uniform policies consistent with sound educational aims and objectives.
- To act in an advisory capacity in the preparation of the budget.
- To make recommendations for the development and extension of facilities for each sport.
- To make recommendations for changes in policies and regulations.

The Athletic Council will consist of the following members:

- Superintendent
- High School Principal
- Athletic Director (Chairperson)
- Assistant Athletic Director(s)
- All Varsity Head Coaches and Cheerleading Advisor
- One member of the Board of Education
- Athletic Booster Club President or designee (non-voting member)

The Athletic Director shall be the presiding officer at the meetings of the Athletic Council. Either the high school Principal or the Athletic Director may call meetings of the body when deemed necessary. The Athletic Council shall meet at least three times per year. These meetings will occur at the beginning of each season in the months of August, November and March. All decisions by the Athletic Council are determined by a simple majority vote and must be approved by the Board of Education.

The Athletic Director will notify members of the date, time and location of the meetings and prepare the agenda. All items requested to be considered for the agenda must be given three days in advance to the Athletic Director.

The Assistant Athletic Director shall serve as the recording secretary of the Athletic Council. All minutes are to be recorded, typed, and distributed to all members of the Athletic Council.

ATHLETIC HANDBOOK DISTRIBUTION POLICY

A copy of the Athletic Handbook for the Arcadia Local School shall be issued to the following personnel:

- A. Superintendent
- B. High School Principal
- C. Elementary Principal
- D. Treasurer
- E. Athletic Director
- F. Assistant Athletic Director(s)
- G. All Head Coaches and Cheerleader Advisor
- H. Board of Education Members
- I. Athletic Booster Club President

From time to time during the school year, new policies, decisions, and interpretations will be established. Copies of these statements will be sent to all persons issued a handbook so they may insert this information. Any amendments must be submitted to the Superintendent and the Board of Education for approval.

JOB DESCRIPTIONS

ATHLETIC DIRECTOR

REPORTS TO: High School Principal

SUPERVISES: Assistant Athletic Director(s), all coaches, and the following activities:

- Home and away boys varsity football
- Home and away boys varsity basketball
- All other home athletic events for middle school and high school

JOB GOAL: To provide for overall leadership and coordination among the various sports to facilitate programs that provide youngsters a worthwhile learning experience.

DUTIES AND RESPONSIBILITIES:

1. Responsible for administering all interscholastic policies and procedures working within the confines of the Rules and Bylaws of the Arcadia High School Athletic Council.
2. Observes current coaches sufficiently in order to make future recommendations in terms of job expectancies and to make recommendations to the HS Principal as coaches' job assignments. Complete coaches' evaluations following each season.
3. Posts job openings for head coaches, interview and makes recommendations to the Principal for job assignments.
4. Secures a season end report from head coaches.
5. Responsible for all recommendations for the improvement of adequate facilities which shall be directed to the Principal and/or Superintendent for consideration and referral at his/her discretion.
6. Responsible for the development of all game schedules.
7. Responsible for contracting all game officials.
8. Serves as chairman of the Arcadia Athletic Council and meet as scheduled.
9. Resolves conflicts that may develop from time to time within the ranks of the athletic department.
10. Seeks and finds ways for supporting and financing the athletic department.
11. Receives equipment quotations from coaches, evaluates such requests, approves appropriate orders and orders equipment. The Athletic Director, Principal and Superintendent are the only ones authorized to sign an athletic department purchase order.
12. Responsible for the cancellation or postponement of contract contests because of non-playing conditions.
13. Supervises all radio broadcasts, as well as the public address system operation at the various games.
14. Works closely with Booster Club and community groups as liaison for the school.

15. Maintains permanent records for each sport, such as wins and losses, outstanding records, letterpersons, etc.
16. Determines scholastic eligibility of all candidates for athletic teams from the guidance counselor and certifies their eligibility on the proper state forms.
17. Supervises the athletic insurance program, collect written reports from coaches concerning injuries to students and supervise the processing of claims.
18. Develops the yearly budget for the athletic program.
19. Completes transportation scheduling for all away contests with input from coaches.
20. Responsible for game management at all home contests and, when admission is charged, is responsible for the tickets, gate workers, as well as, the safekeeping and deposit of gate receipts.
21. Provides for the cleaning, repairing, and storing of all athletic equipment and maintaining a perpetual inventory of all equipment. Make necessary arrangements for reconditioning of equipment. School equipment will NOT be ordered by individual coaches. All orders must be done through the Athletic Director and Principal.
22. Arranges for medical doctors and EMT units at all home football games.
23. Plans, organizes and supervises all athletic awards and award programs in cooperation with the coaches and Athletic Booster Club.
24. Coordinates, with the coaches, the maintenance of all athletic facilities.
25. Hires or makes arrangements to provide ushers, parking, security and other services required by the athletic department.
26. Represents the school in all athletic business at league and state meetings.
27. Responsible for the operation and organization of the press box.
28. Distributes complimentary passes to school personnel.
29. Responsible for the annual review of the Athletic Handbook and Student Code of Conduct.
30. Supports and enforce the Athletic Handbook.
31. Coordinates with the head coaches and Athletic Booster Club to produce game programs.
32. Responsible for seeing that all required paperwork for each athlete is on file in the office, including:
 - a. Physical and OHSAA Authorization form (supplied by head coach)
 - b. Emergency Medical Card (supplied by head coach)
 - c. Risk of Injury and Insurance/Assumption of Risk Card (supplied by head coach)
 - d. Code of Conduct and Equipment Contract Card (supplied by head coach)
 - e. Record of attendance at OHSAA athletic pre-season meeting
 - f. Informed Consent Agreement (Parent Signature)
 - g. Informed Consent Agreement (Student Signature)
33. Responsible for seeing that all required paperwork for each coach is on file in the office, including:
 - a. Application

- b. CPR
 - c. BCI/FBI on file with ODE
 - d. Pupil Activity Certificate (ODE)
 - e. Any additional coaching requirements mandated by the state of Ohio
34. Certifies to the treasurer that coaches have completed their coaching assignments and should receive their salaries.
35. Coordinates the efforts of the Athletic Booster Club so that they best benefit the Arcadia High School and Arcadia Middle School Athletic Programs. This will entail:
- a. Attendance at Athletic Booster Club meetings/functions
 - b. Carrying all requests from coaches to the Athletic Booster Club
36. Coordinates the cheerleading program in conjunction with the Principal and advisor.
37. Performs such other duties as are assigned by the Principal.

ASSISTANT ATHLETIC DIRECTOR

REPORTS TO: Athletic Director

SUPERVISES: All athletic events requested by the Athletic Director

JOB GOAL: To provide assistance to the Athletic Director in administering the interscholastic athletic program of Arcadia Local Schools.

DUTIES AND RESPONSIBILITIES:

1. Acts, in general, as crowd control person.
2. Moves about the area he/she is to supervise.
3. Enforces all school rules.
4. Escorts from the game persons exhibiting boisterous, unruly behavior.
5. Acts as recording secretary for all Athletic Council meetings.
6. Performs other duties as are assigned/requested by the Principal or Athletic Director.

HEAD VARSITY COACH

REPORTS TO: Athletic Director

SUPERVISES: In several instances the head coach must advise, coordinate and support a staff of high school assistant coaches, middle school coaches, players and managers involved in the program.

JOB GOAL: To instruct athletes in the fundamental skills, strategies and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self confidence.

GENERAL:

1. The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not over-ride the objectives of good sportsmanship and good mental health.
2. The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.
3. It is the express intent of the job description to give sufficient guidance to function, in cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

DUTIES AND RESPONSIBILITIES:

1. Conducts an athlete/parent meeting before the season to inform athletes and parents of training rules and regulations. Record attendance.
2. Has a thorough knowledge of the athletic policy approved by the Arcadia Board of Education and is responsible for its implementation by the entire staff of the sports program.
3. Has knowledge of existing system, state and league regulations; implements them consistently and interprets them for staff.
4. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
5. Maintains all coaching certification/requirements mandated by the state of Ohio. These requirements include but are not limited to:
 - a. Current CPR certificate
 - b. Sports medicine clinic and a current Ohio Department of Education (ODE) Pupil Activity Certificate
 - c. BCI/FBI finger print on file with ODE
 - d. Fundamentals of Coaching course

6. Attends an annual rules interpretation meeting prior to the season.
7. Attends Athletic Booster Club meetings.
8. Supervises weight room during team work-outs.
9. Cooperates with the cheerleader advisor in planning pep rallies or activities.
10. The head wrestling coach will determine if mat-maids are required and if so, will appoint a volunteer to supervise them. Mat-maids will follow the code of conduct.

STAFF RESPONSIBILITIES:

1. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences, clinics, and staff meetings to insure staff awareness of overall program.
2. Trains and informs staff, supports professional growth by encouraging clinic attendance according to local clinic policy.
3. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
4. Maintains discipline, adjusts grievances and works to increase morale and cooperation.
5. Instructs his/her staff concerning the regulations of the Arcadia School, including these procedures, the rules and Bylaws of the OHSAA, the Bylaws of the Blanchard Valley Conference and the Bylaws of the Ohio Wrestling League.
6. Performs such other duties which may be assigned by the Athletic Director.

ADMINISTRATIVE DUTIES:

1. Assists the Athletic Director in scheduling, providing transportation and requirements for tournament and special sports events.
2. Assists in the necessary preparation to hold scheduled sporting events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
3. Provides documentation to fulfill state and system requirements concerning physical examinations, injury treatment waiver, insurance waiver, code of conduct contract and injury warning letter.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.
5. Provides the Athletic Director with the names of all students who earned letters and awards.
6. Files the season end report with the Athletic Director.
7. Certifies to the Athletic Director that the staff has completed their assignments and payment of their coaching salaries is due.
8. Submits a complete roster of players to the Athletic Director by the close of the first practice session and keeps the roster current and accurate. All players who are added or dropped from the original roster shall be reported in writing within twenty-four hours to the Athletic Director.
9. Submits a complete practice schedule to the Athletic Director. This schedule should be done sufficiently in advance to avoid conflicts. The proper building

- use forms must be completed and turned into the high school office. (Green form in high school office)
10. Responsible for making sure all required paperwork for each athlete has been turned in to the Athletic Director:
 - a. Physical and OHSAA Authorization form (supplied by head coach)
 - b. Emergency Medical Card (supplied by head coach)
 - c. Risk of Injury and Insurance/Assumption of Risk Card (supplied by head coach)
 - d. Code of Conduct and Equipment Contract Card (supplied by head coach)
 - e. Record of attendance at OHSAA athletic pre-season meeting
 - f. Informed Consent Form (Parent Signature)
 - g. Informed Consent Agreement (Student Signature)
 11. Carries completed emergency medical authorization forms for all members of the team to all athletic contests.
 12. Completes all bus cards for scheduling transportation of all away contests. (Blue bus cards are in the high school office unless duties performed electronically by the Athletic Director.)
 13. Responsible for summer programs.
 14. Assists the Athletic Director, Principal and Superintendent in selecting assistant coaches for the sport assigned.
 15. Evaluates all assistant coaches and provides Athletic Director with signed evaluation forms.

STUDENT RESPONSIBILITIES:

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Gives constant attention to a student athlete's grades and conduct.
3. By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
4. Initiates programs and policies concerning injuries, medical attention and emergencies.
5. Completes paperwork on all disabling athletic injuries on proper forms and submits to Athletic Director within twenty-four hours.
6. Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough afterwards to help players with problems or to become involved in staff discussions.
7. Directs student managers, assistants and statisticians.
8. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible.
9. Assists athletes in their college or advanced educational selection.
10. Checks attendance for practice and game day and denies participation if necessary.

FINANCE AND EQUIPMENT:

1. Participates in the budgeting function with the Athletic Director by establishing requirements for the next season. Recommends equipment guidelines as to type, style, color or technical specifications. Responsible for operating within budget appropriations.
2. Accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for using, storing, and reconditioning of equipment and submits annual inventory and current records.
3. Properly marks and identifies all equipment before issuing or storing.
4. Monitors equipment rooms and coaches' offices, authorizes who may enter, issue or requisition equipment.
5. Permits the athletes to only be in authorized areas of the building at the appropriate times.
6. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
7. Secures all doors, lights, windows and locks before leaving the building.
8. Instills in each player a respect for equipment and school property, its care and proper use.

PUBLIC RELATIONS:

1. Organizes parents, coaches, players and guests for pre-season meetings.
2. Promotes the sport within the school through recruiting athletes that are not in another sports program and promotes the sport outside the school through news media, Little League programs, or in any other feasible manner.
3. Responsible for the quality, effectiveness and validity of any oral or written release to the media.
4. Responsible for maintaining good public relations with news media, Booster Club, parents, official, volunteers, and fans.
5. Presents information to news media.

ASSISTANT COACH AND MIDDLE SCHOOL COACH

- REPORTS TO:** The head coach in conjunction with the Athletic Director.
- SUPERVISES:** Athletes and team assigned to him/her and assumes supervising control over all athletes in program when such control is needed.
- JOB GOAL:** To carry out the aims and objective of the sport program as outlined by the head coach. To instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

DUTIES AND RESPONSIBILITIES:

1. Possesses thorough knowledge of all the athletic policy approved by the Arcadia Board of Education and is responsible for its implementation.
2. Knowledgeable of the existing system, state and league regulations; implements them consistently.
3. Understands the proper administrative chain of command and refers all students and parents requests of grievances through proper channels. Aware of all public/staff/departmental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.
5. Maintains all coaching certification/requirements mandated by the state of Ohio. These requirements include but are not limited to:
 - a. Current CPR certificate
 - b. Sports medicine clinic and a current Ohio Department of Education (ODE) Pupil Activity Certificate
 - c. BCI/FBI finger print on file with ODE
 - d. Fundamentals of Coaching course

ADMINISTRATIVE DUTIES:

1. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
2. Provides proper safeguards for maintenance and protection of assigned equipment sites.
3. Responsible for making sure all required paperwork for each athlete has been turned in to the Athletic Director:
 - a. Physical and OHSAA Authorization form (supplied by head coach)
 - b. Emergency Medical Card (supplied by head coach)
 - c. Risk of Injury and Insurance/Assumption of Risk Card (supplied by head coach)
 - d. Code of Conduct and Equipment Contract Card (supplied by head coach)
 - e. Record of attendance at OHSAA athletic pre-season meeting
 - f. Informed Consent Agreement (Parent Signature)
 - g. Informed Consent Agreement (Student Signature)

STUDENT RESPONSIBILITIES:

1. Provides training rules and other unique regulations of the sport to each athlete who is considered a participant.
2. By his/her presence at all practices, games and while traveling, provides assistance and guidance to and safeguards for each participant.
3. Directs student managers and statisticians on respective teams.

EQUIPMENT AND FACILITIES:

1. Accountable to the head coach for all equipment.
2. Recommends to the head coach budgetary items for next year in his/her area of the program.
3. Monitors equipment rooms and coaches' offices and authorizes who may enter.
4. Permits the athletes to only be in authorized areas of the building at the appropriate time.
5. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
6. Secures all doors, lights, windows and locks before leaving building.
7. Instills in each player a respect for equipment and school property, its care and proper use.

PROGRAM RESPONSIBILITIES:

1. Assists the head coach in carrying out his/her responsibilities.
2. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the head coach.
3. Works within the basic framework and philosophy of the head coach of that sport.
4. Attends all staff meetings and carries out scouting assignments as outlined by the head coach.
5. Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough afterwards to help players with problems or to become involved in staff discussions.
6. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
7. Never criticizes, admonishes or argues with head coach or any staff member within ears or eyes of players and parents.
8. Strives to improve skills by attending clinics and using resources made available by the head coach.
9. Attends most of the contests, when possible, of other teams in the program.
10. Performs such other duties that are consistent with the nature of the position and that may be requested by the head coach.

CHEERLEADER ADVISOR

REPORTS TO: Athletic Director

SUPERVISES: All Cheerleaders

JOB GOAL: To advise and lead the cheerleaders so they function as effectively as possible to instill school spirit at athletic events.

DUTIES AND RESPONSIBILITIES:

1. Plans and conducts a meeting to familiarize cheerleaders and parents with rules and expectations before the season.
2. Interprets the rules and regulations governing cheerleaders according to the Arcadia Athletic Handbook.
3. Responsible for directing, supervising and training of the cheerleaders.
4. Responsible for the conduct of the cheerleaders at practice sessions and at all contests.
5. Responsible for the proper transportation of the cheerleaders.
6. Leads and directs the cheerleaders in such a way as to encourage good sportsmanship by example and leadership.
7. Assumes responsibility for an energetic public relations program for the cheerleaders and their activities.
8. Responsible for uniform ordering and storage with approval from Athletic Director.
9. Responsible for ordering all supplies with approval from Athletic Director.
10. Conducts a clinic, tryouts and selection for all cheerleaders in the spring and arranges for all judges for the tryouts.
11. Sponsors money-making activities necessary for the support of the cheerleaders.
12. Plans and conducts all pep meetings.
13. Confers and cooperates with coaches in the development of spirit.
14. Maintains all coaching certification/requirements mandated by the state of Ohio. These requirements include but are not limited to:
 - a. Current CPR certificate
 - b. Sports medicine clinic and a current Ohio Department of Education (ODE) Pupil Activity Certificate.
 - c. BCI/FBI finger print on file with ODE
 - d. Fundamentals of Coaching course
15. Responsible for any other duties relating to cheerleaders as may be directed by the Athletic Director.
16. Completes a season end report and submits it to the Athletic Director at the conclusion of the season.
17. Responsible for making sure all required paperwork for each athlete has been turned in to the Athletic Director:
 - a. A parental acknowledgement and permission slip signed by parents and the cheerleader prior to try-outs.
 - b. Physical and OHSAA Authorization form (supplied by head coach)
 - c. Emergency Medical Card (supplied by head coach)

- d. Risk of Injury and Insurance/Assumption of Risk Card (supplied by head coach)
- e. Code of Conduct and Equipment Contract Card (supplied by head coach)
- f. Record of attendance at OHSAA athletic pre-season meeting
- g. Informed Consent Agreement (Parent Signature)
- h. Informed Consent Agreement (Student Signature)

VOLUNTEER COACH

REPORTS TO: The head coach in conjunction with the Athletic Director.

SUPERVISES: Athletes and team assigned to him/her and assumes supervising control over all athletes in the program when such control is needed.

JOB GOAL: To carry out the aims and objectives of the sport program as outlined by the head coach. To instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

DUTIES AND RESPONSIBILITIES:

1. Knowledgeable of the athletic policy approved by the Arcadia Board of Education and is responsible for its implementation.
2. Knowledgeable of the existing system, state and league regulations; implements them consistently.
3. Understands the proper administrative chain of command and refers all students and parents requests of grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.
5. Maintains all coaching certification/requirements mandated by the state of Ohio. These requirements include but are not limited to:
 - a. Current CPR certificate
 - b. Sports medicine clinic and a current Ohio Department of Education (ODE) Pupil Activity Certificate
 - c. BCI/FBI finger print on file with ODE
 - d. Fundamentals of Coaching course

ADMINISTRATIVE DUTIES:

1. Assists in the necessary preparation to hold scheduled sporting events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
2. Provides proper safeguards for maintenance and protection of assigned equipment sites.

STUDENT RESPONSIBILITIES:

1. Provides training rules and other unique regulations of the sport to each athlete who is considered a participant.
2. By his/her presence at all practices, games and while traveling, provides assistance and guidance to and safeguards for each participant.
3. Directs student managers and statisticians on respective teams.

EQUIPMENT AND FACILITIES:

1. Accountable to the head coach for all equipment.
2. Recommends to the head coach budgetary items for next year in his/her area of the program.
3. Monitors equipment rooms and coaches' offices and authorizes who may enter.
4. Permits the athletes to only be in authorized areas of the building at the appropriate time.
5. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
6. Secures all doors, lights, windows and locks before leaving building.
7. Instills in each player a respect for equipment and school property, its care and proper use.

PROGRAM RESPONSIBILITIES:

1. Assists the head coach in carrying out his/her responsibilities.
2. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the head coach.
3. Works within the basic framework and philosophy of the head coach of that sport.
4. Attends all staff meetings and carries out scouting assignments as outlined by the head coach.
5. Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough afterwards to help players with problems or to become involved in staff discussions.
6. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
7. Never criticizes, admonishes or argues with head coach or any staff member within ears or eyes of players and parents.
8. Strives to improve skills by attending clinics and using resources made available by the head coach.
9. Attends most of the contests, when possible, of other teams in the program.
10. Performs such other duties that are consistent with the nature of the position and that may be requested by the head coach.

DUTIES OF ATHLETIC PERSONNEL

SUPERVISION

Please keep in mind our responsibility as coaches and supervisors concerning the safety and welfare of our student-athletes. Be assured that all potential problem areas in regards to participants and spectator safety have been recognized and eliminated.

Remember that we are responsible for supervision and guidance of our athletes throughout practices, contests, clean up, and transportation. See the Athletic Director if you have any questions concerning responsibilities and liability regarding student-athlete supervision.

While supervising student-athletes, Board of Education approved coaches and advisors shall refrain from the use of alcohol, tobacco products, and any other illegal substances.

VIDEOTAPING OF CONTEST

1. Each individual coach shall be responsible for securing a camera operator.
2. Transporting of equipment and videotape shall be the responsibility of the coach.
3. Any mechanical problems with the equipment should be reported to the Athletic Director.

PARTICIPANT LIST AND REQUIRED FORMS

A player participant list is to be turned in to the Athletic Director prior to the start of practice along with the following:

- a. Physical and OHSAA Authorization form (supplied by head coach)
- b. Emergency Medical Card (supplied by head coach)
- c. Risk of Injury and Insurance/Assumption of Risk Card (supplied by head coach)
- d. Code of Conduct and Equipment Contract Card (supplied by head coach)
- e. Record of attendance at OHSAA athletic pre-season meeting
- f. Informed Consent Agreement (Parent Signature)
- g. Informed Consent Agreement (Student Signature)

EVALUATION OF COACHES

EVALUATION GUIDELINES

1. The Athletic Director shall provide each high school head coach with a written evaluation of performance within four weeks after the conclusion of the season. In the event a head coach is also the Athletic Director, the evaluation will be conducted by the high school Principal.
2. Each head coach shall provide all assistant coaches with a written evaluation of performance within four weeks after the conclusion of the season.
3. Evaluations shall be on the prescribed form and shall be kept on file by the Athletic Director and the Principal.
4. The Athletic Director shall report to the Principal a review of all the evaluations, especially identifying any problem areas.

Head Coach Evaluation Form

Name of Coach	Sport Assignment	Season	Level & School
---------------	------------------	--------	----------------

General comments about season:

1	2	3	4	5	6
Effective	Needs Improvement	Unsatisfactory	No Opportunity to Overview	Not Applicable	Refer to Comments

I. Professional and Personal Relationships

1. Cooperates with the Athletic Director in regard to submitting participant lists, bus times, parent permission, physical cards, year-end reports and program information relative to your sport.		
2. Follows policy in the Athletic Handbook and meets all criteria as outlined in the job description.		
3. Provides training rules to team members in writing and follows due process procedures.		
4. Develops rapport with the athletic coaching staff.		
5. Participates in in-service meetings and other activities to improve coaching performance. Attends meetings necessary to the welfare of the Athletic Department.		
6. Develops sound public relations. Co-operates with newspapers, radio, T.V., Booster Club, and interested spectators. Upholds the integrity of the athletic program by refraining from making negative remarks.		
7. Maintains suitable sideline conduct at games. Expects sportsmanlike behavior to be displayed by assistant coaches and athletes toward all individuals involved with the contest (officials, workers, fans, etc.).		
8. Serves as a role model to players, coaches and spectators in demonstrating good sportsmanship and ethical behavior at all times.		
9. Demonstrates respect for opponents before, during and after the contest. Displays modesty in victory and graciousness in defeat.		
10. Works cooperatively with junior high coaches in developing a coordinated program.		
11. Works cooperatively with Athletic Director and completes duties assigned to them.		
12. Attends Athletic Council and Athletic Booster meetings.		

II. Coaching Performance

1.	Develops respect by example in appearance, manners, behavior, language, and sportsmanlike conduct during a contest.		
2.	Is well-versed and knowledgeable in matters pertaining to the sport.		
3.	Has individual and team discipline and control.		
4.	Is fair, understanding, tolerant, sympathetic and patient with team members.		
5.	Educates players on rules and regulations of the game. Expects players to follow them and to accept the decisions about the game made by officials.		
6.	Teaches sportsmanship and rewards players who are good sports.		
7.	Teaching ability is innovative using new coaching techniques and ideas in addition to sound, already proven methods of coaching.		
8.	Is prompt in meeting team for practices and games.		
9.	Shows an interest in athletes in off-season activities and classroom efforts.		
10.	Delegates authority with responsibility while remaining accountable for such delegations.		
11.	Team performance consistent with quality of athletes available.		
12.	Supervision of players in locker room, practice, field, bus and other areas.		

III. Related Coaching Responsibilities

- 1. Is concerned about the care of equipment, including issue, collection, inventory and storage.
- 2. Is cooperative in preparation of non-league scheduling.
- 3. Is cooperative in helping service clubs, Booster Club, Recreation Department and other organizations in their projects, which in turn relate to our athletic program.
- 4. Follows proper procedure for purchase of equipment.
- 5. Operates sport within the budget as submitted.
- 6. Follows job description adopted by the Arcadia Board of Education;

Summary

Head Coach Evaluation Summary

_____ Date
_____ Season
_____ Number of years coaching in this assignment
_____ Number of years coaching in the school district
_____ Coaching Record

Strengths

Job Targets

Comments

Circle ONE

SUCCESSFUL
To be recommended for contract renewal.

NEEDS IMPROVEMENT
To be recommended for contract renewal, provided an understanding can be reached in areas where improvement is suggested.

UNSATISFACTORY
To be recommended for non-renewal of contract.

Athletic Director

Date

Head Coach

Date

Principal

Date

END OF SEASON OBLIGATIONS

AWARDS

Explanation of Awards

1. The Athletic Director is to keep a list of all athletes and awards received on file in his/her office.
2. All athletes, grades 7-12, will receive a certificate for participation in any sport they participate in and do not receive a varsity letter. This certificate is prepared by the Athletic Director and signed by the respective coach, Athletic Director and high school Principal.
3. An athlete will receive only one cloth varsity letter in her/his tenure at Arcadia. An athlete who earns a letter more than once in the same sport shall receive a 2nd, 3rd, or 4th year award for her/his accomplishments.
4. An athlete who letters in a different sport and has already lettered in another sport will receive a metal pin indicating the letter qualifications were met in that sport.
5. A senior athlete or manager who has not lettered previously and has participated for four years in the same sport will be given a letter – provided the athlete or manager has participated in that sport for the four year duration of her/his high school career at Arcadia.
6. The varsity letter for Arcadia School is a red eight inch block “A” with a white quarter inch border.
7. Individual sports may give special awards for performance. It is suggested that trophies and awards be kept to a maximum of following:
 - Less than or equal to 5 athletes – 1 award*
 - 6-10 athletes – 2 awards*
 - 11-15 athletes – 3 awards*
 - Greater than or equal to 16 athletes – 4 awards*
8. For continuity from sport to sport and season to season, the Athletic Department will solicit the lists and names of the awards given by each coach along with the criteria for receiving the awards and publish a list with the information.
9. A 9th, 10th, 11th or 12th grade athlete who enters athletics for the first time will receive a set of numerals along with her/his certificate.
10. Specific Awards:
 - 1ST YEAR PARTICIPANT** (did not meet letter requirements)
Numerals (if not already received) and certificate.

Letter and pin (if 4 year participant in that sport), numerals (if not already received), certificate (if not a 4 year participant).
 - 2ND, 3RD, AND 4TH YEAR PARTICIPANT** (did not meet letter requirements)
Certificate.
 - 1ST YEAR LETTER AWARD**
Letter, pin, bar and numerals (if not already received).
 - 2ND, 3RD, AND 4TH YEAR LETTER AWARD**
2nd, 3rd, or 4th year award, bar

Requirements for Letters by Sport

In order to earn a varsity letter, an athlete must meet the following requirements:

Football	Participate in 50% of total quarters of varsity contests during regular season. A quarter is defined as two consecutive scrimmage plays.
Golf	Participate in 50% of matches throughout the regular season.
Volleyball	Participate in 50% of total varsity games. Participation in a game is defined as two consecutive plays.
Basketball	Participate in 50% of total quarters of varsity contests during the regular season.
Wrestling	Participate in 50% of total varsity meets and score five team points.
Cheerleading	Participate in 100% of the games the squad cheers in that season unless excused for being injured or sick.
Baseball	Participate in 50% of total innings played by the team that season.
Softball	Participate in 50% of total innings played by the team that season.
Track & Field	Participate in 50% of total varsity meets. Score one or more points for each meet in which the athlete participates (Does not include Invitationals).

NOTE: Extenuating circumstances may provide exceptions to the above requirements. These cases will be judged by the Athletic Director upon request by the head coach.

Guidelines for Awards Night

1. Awards programs will be conducted according to the following schedule:
 - Fall sports season Golf, Football, Volleyball, Cheerleaders
 - Winter sports season Basketball, Wrestling, Cheerleaders
 - Spring sports season Baseball, Softball, Track and Field
2. The awards programs are open to the public.
3. All teams regardless of record or level of competition should be brought forward and honored.
4. There should be a concerted effort by the Athletic Director and coaches to insure attendance of all athletes and parents.
5. Coaches should always be positive. Never say anything that is negative or degrading about the athletes, program, records, etc.
6. Coaches should not review and rehash the entire season. The purpose of the program is to honor the participants, not to provide the coach with a captive audience. Remarks concerning anything other than recognizing athletes should be held to approximately five minutes.
7. The coaches should attend all awards programs.
8. The coaches should remind athletes that the school dress code applies at the program.
9. An effort must be made to insure proper and dignified behavior on the part of all athletes.

EQUIPMENT

1. All charts are to be made by the head coach or his designated assistant.
2. A complete inventory of uniforms, equipment, etc., is to be made and turned in to the Athletic Director prior to distribution to athletes.
3. An accurate and comprehensive list should be kept as to what equipment was distributed to athletes.
4. At the end of the season, the athlete is held financially responsible for any missing equipment. The head coach is to report any and all incidents of missing equipment to the Athletic Director.
5. All athletes and coaches must respect the enormous cost involved in outfitting our teams.
6. Equipment listed on the inventory should be listed with brand name, size, condition, etc. to complete the end of season report.
7. It is the responsibility of the head coach, in cooperation with the Athletic Director, to see that all equipment is properly cleaned, repaired, and stored at the close of the sport season.
8. School equipment will NOT be ordered by individual coaches. All orders must be done through the Athletic Director and Principal.
9. All inventories are to be filed at the beginning of each season when equipment is distributed to athletes. All missing equipment at the end of the season is the direct responsibility of the head coach. An athlete with outstanding debts will have his/her grade card held until proper restitution is made. Coaches must submit a lost equipment form to the Athletic Director in their end of season report.
10. Each coach for the ensuing sport's season shall be notified if his/her athlete owes for equipment to the previous sport. Athletes have one week from the end of their season to turn in all equipment.
11. Equipment contracts must be signed and on file in the Athletic Director's Office.

ARCADIA ATHLETIC DEPARTMENT

Equipment Issued

Name		Grade	
Address		Phone Number	
<p>The athlete named above has been issued the following equipment. He/she is responsible for any equipment not turned in. The athlete will pay for the full amount for each article not turned in. In the event the athlete is dismissed or leaves the team, he/she must return the equipment immediately. If the equipment is not turned in on the coach's due date there will be a \$20 one time fine.</p>			
Athlete's Signature		Date	
Practice Equipment		Game Issued Equipment	Miscellaneous
1. Issued _____ Returned _____		1. Issued _____ Returned _____	1. Issued _____ Returned _____
2. Issued _____ Returned _____		2. Issued _____ Returned _____	2. Issued _____ Returned _____
3. Issued _____ Returned _____		3. Issued _____ Returned _____	3. Issued _____ Returned _____
4. Issued _____ Returned _____		4. Issued _____ Returned _____	4. Issued _____ Returned _____
5. Issued _____ Returned _____		5. Issued _____ Returned _____	5. Issued _____ Returned _____
6. Issued _____ Returned _____		6. Issued _____ Returned _____	6. Issued _____ Returned _____

ARCADIA ATHLETIC DEPARTMENT

Equipment Final Notice



TO: _____

This notice is to inform you that you have been assessed a fee for either:

1. Failure to return equipment on the due date assigned by the head coach.
2. Loss of equipment issued to you during the season.

All athletic equipment received by you must be returned immediately or settled in cash payment. Equipment return or payment to the athletic office must be completed as soon as possible. There is a one time \$20.00 late fee automatically figured in all fines.

Equipment to return	Number	Cost
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
Fine		\$20.00
TOTAL		

SEASON END REPORT

All head coaches and cheerleader advisors must complete a season end report to be compensated.

Format for Preparation of Season End Reports

- | | |
|---------------|--|
| 1. Cover page | Arcadia High School
(Sport) Report
(Name) Head Coach
(Year) |
| 2. Page 1 | Roster of players with awards won |
| 3. Page 2 | Schedule and results of entire season |
| 1. Page 3 | Team and individual records and special honors won by individuals |
| 2. Page 4 | Evaluation of the season |
| 3. Page 5 | Recommendations for the upcoming year |
| 4. Page 6 | Proposed detailed budget for upcoming year |
| 5. Page 7 | Inventory of all equipment |
| 6. Page 8 | Outstanding equipment and/or money |
| 7. Page 9 | Unacceptable officials |
| 8. Page 10 | A complete description of criteria established for specific awards to athletes |

This report is to be typewritten and submitted to the Athletic Director.

Coaching salaries will be paid after all duties have been completed to the satisfaction of the Athletic Director. The payout voucher must be completed by all coaches for payment of salaries. Salaries will be paid as soon as possible after the above criteria are met.

TRANSPORTATION

TRANSPORTATION OF ATHLETIC TEAMS

1. All participating school personnel (coaches, players, cheerleaders, statisticians, student managers, etc.) must be transported by school provided transportation to and from games. Any special arrangements for individual transportations must be requested and approved by the head coach. The parent or legal guardian must initiate the request prior to the actual occurrence and the athlete is required to ride home with his/her parents or guardians. The request from the parent or legal guardian is to be in the form of a signed written note. It would be considered prudent policy not allowing any athletes to deviate from this procedure. As everyone is aware, the adult in charge of the activity is solely responsible for every student in the activity.
2. Under no circumstances may a school bus be used for any athletic event unless it has been properly requested and approved.
 - a. The Athletic Director will arrange for bus transportation
 - b. The transportation supervisor will provide the Athletic Director a schedule of transportation to be given to the coaches.
 - c. Coaches will leave a completed trip roster designating who is on the bus for each trip at the designated location.

Transportation by means other than school bus must be approved by the Athletic Director, Principal and Superintendent.

INCLEMENT WEATHER

With the onset of poor weather, coaches and parents should be aware of the following circumstances.

If school is cancelled due to inclement weather, **9th grade and middle school** contests scheduled that day will be postponed. These teams could conduct practice provided that:

1. The high school Principal or Athletic Director has judged that the weather conditions are no longer hazardous.
2. Gym/facilities are available (varsity teams will have preference)
3. Understanding that these practices are purely optional for the athlete. The parents of these students will be notified in advance that practices called under these circumstances are optional.

If school is cancelled due to inclement weather, **varsity and J.V. teams** will follow these guidelines.

1. Decisions about playing that night will be made by the superintendent, Principal, and Athletic Director by 2:00 p.m.
2. Practices will be at the discretion of the coaches' good judgment in consultation with the high school Principal and/or Athletic Director and under no circumstances should athletes be forced to attend. No athlete will be penalized for not attending.

If Hancock County is placed on a Level 2 or 3 emergency, ALL contests and practices will be cancelled. If Hancock County is placed on a Level 1 emergency, practices may be held after having consent being granted by the high school Principal and/or Athletic Director and under no circumstances should athletes be forced to attend. No athlete will be penalized for not attending.

If any questions, please see the Athletic Director.

PROFESSIONAL DEVELOPMENT

COACHING CLINICS, STATE TOURNAMENTS, TRIPS, MEALS, ETC.

1. Before any coach is approved to go to a clinic there must be funds available to cover expenses. These expenses are: substitute teacher, registration fee, lodging, etc. (food is not reimbursed). Receipts are to be turned into the Athletic Director for reimbursement.
2. The varsity head coaches shall be granted the opportunity to attend two (2) clinics per school year per approval from the Athletic Director.
3. Assistant coaches may be granted one (1) day per year to attend an athletic clinic in their sport.
4. The state tournament is considered a clinic.
5. Mileage for scouting, clinics, etc., will be reimbursed as money is available.
6. If meals are needed for teams, the athletic department will allow \$10.00 per meal, per person if money is available. A sports meal money form must be completed prior to the trip for prepayment of monies, or turned in after the trip for payment. Athletes, paid board approved coaches, managers, and trainers may be reimbursed.

Coaches' behavior at all events and at ALL TIMES should be professional. You are a representative of Arcadia Local School and employed by the Arcadia Board of Education.

SCOUTING

1. Scouting assignments shall be determined by the varsity head coach.
2. If funds are available, mileage will be reimbursed on the basis of one car per scouting assignment. Mileage will be paid from the school to the event being scouted and the return trip.
3. A scouting trip report form is to be used for payment of scouts.

FINANCES

BUDGETING, PURCHASING AND APPROPRIATIONS

1. Recommendation for the purchase of new athletic equipment is made by the head coach to the Athletic Director.
2. Recommendations for the budget should be submitted to the Athletic Director through the season end report.
3. After the Athletic Director has looked over these recommendations, the head coach and Athletic Director will confer to discuss these needs and the monies available.
4. The Athletic Director does all ordering of equipment. Before ordering, the proper purchase order must be completed and signed by the Athletic Director, high school Principal, and superintendent. No equipment is purchased by a coach. The head coach will be held responsible for all unauthorized purchases. The athletic department will not pay for anything that is ordered without pre-authorization.
5. Equipment, uniforms, etc. are school property and will not be given to athletes under any condition. The head coach will be held responsible for incomplete inventories.
6. The Athletic Director shall prepare all bills for payment.

FINANCES AND FUNDRAISERS

1. All monies derived from high school and middle school athletic events and programs shall be deposited in the athletic fund. A financial summary will be prepared and filed in the office for each athletic event. This will show the number of gate admissions sold and the total receipts received.
2. Donations are encouraged to be made to the athletic department and not to a specific sport.
3. All money made from individual fundraisers by various teams and cheerleaders will be added to the general athletic fund.
4. The athletic department may sponsor various fundraisers for the entire athletic program which will require assistance from all coaches and athletes in the district. All fundraisers must be approved in advance by the Athletic Director and Principal.

ATHLETIC EVENTS

ASSISTANCE AT ATHLETIC EVENTS

1. All varsity contests will have adult ticket takers. Coaches are expected to help with tickets during their off season. The remaining slots will be filled with school personnel and community members.
2. All middle school contests will have ticket takers from the sophomore class. As part of a fundraiser the class will be paid \$10.00 per contest only if workers report to help.
3. Individuals who help with athletic contests in the capacity of scorekeeper, scoreboard operator, and announcer will be included on the pass list for that contest.

OFFICIALS

1. Officials will be contracted by the Athletic Director according to league policy.
2. Coaches should list any officials that are unacceptable to them for the following season in their year-end report.
3. Rates are determined by the BVC and OWL.
4. Officials shall receive instructions from the Athletic Director regarding start time, doctor's presence, pre-game and halftime programs.

Varsity coaches must rate officials online at myOHSAA.org after contests.

TICKET POLICY AND PASS POLICY

All payroll employees and one guest of the Arcadia Local School district will be admitted to home athletic events.

Arcadia Board of Education members and administrators will receive a pass for him/herself and a pass for their spouse.

Blanchard Valley Conference passes are issued to the school system by the conference. These passes are to be honored by the Arcadia School for the bearer only. The conference issues thirty total passes to each school.

Senior citizens living in the Arcadia School District may receive a lifetime pass from the athletic department. They must live in the district and contact the athletic department to receive the pass.

Senior citizens living outside the district may purchase a season pass at a reduced rate. They must contact the athletic department to receive the pass.

Pre-school age children will be admitted free to every home contest.

Season passes are available for students, adults, and families.

Ticket prices are set by the BVC governing board.

OVERNIGHT ATHLETIC TRIPS

Regularly scheduled trips, practices or scrimmages that require teams to stay overnight **MUST** be approved by the Arcadia Board of Education. Teams, coaches or individuals who are invited to participate in the OHSAA tournaments will be permitted overnight privileges if approved by the Superintendent, Principal and Athletic Director prior to any action or reservations scheduled.

SUMMER CAMPS

With the increasing number of summer camps for athletes, the following points must be stressed:

1. ALL MONEY collected from participants WILL be turned in to the school treasurer. This money can be used at that coach's discretion towards future purchases.
2. At no time should students be told that camp attendance is a pre-requisite for making a team.
3. No transportation of any kind will be furnished by the Arcadia Board of Education.
4. All checks that go through the athletic department are to be made out to Arcadia School and not to individual coaches or parties.
5. School facilities and equipment will NOT be used without the approval of the Athletic Director and Principal.

ARCADIA ATHLETIC BOOSTER CLUB

1. All coaches should actively support the Arcadia Athletic Booster Club through attendance at regularly scheduled meetings, participation in events and fundraisers.
2. All requests for funds by an athletic team must be made in writing to the Athletic Director to be presented to the Booster Club at the next scheduled meeting. The Athletic Director will approve and present all requests. The coach or a member of the coaching staff from the athletic team requesting the funds must be in attendance at the Booster Club meeting when the request is made.
3. All donations from the Athletic Boosters will be paid to the Athletic Department.
4. The regularly scheduled meeting for the Boosters Club is the second Tuesday of the month at 6:00 p.m. (subject to change)

USE AND CARE OF FACILITIES

1. Building keys and a FOB will be issued to each coach. The keys and FOB are not permitted in the hands of students. All keys must be returned at the end of the season.
2. Coaches must be present at all times when a facility is being used.
3. Students are not to be in the coaching office unless under the direct supervision of a coach.
4. Coaches are completely responsible for the facility and equipment they are using. Coaches will be last to leave a facility, checking all lights and locks. Any damage to facilities shall be reported to the Athletic Director or Principal immediately.
5. Use of facilities must be cleared with the Principal in advance.
6. The Athletic Director shall approve daily practice schedules and provide a copy to the Principal for final approval. The Principal will provide a copy of schedules to the custodian.
7. Sunday games and practices are prohibited unless absolutely necessary and approved by the high school Principal.
8. If there is a conflict concerning the use of facilities, first choice will be given to the in-season program.
9. Students are not to operate any power equipment.

CONDITIONING PROGRAMS & WEIGHT ROOM

1. Coaches should cooperate with supervision of weight room.
2. No student should be unsupervised in the weight room.
3. No food, beverages (other than water or Gatorade) or horseplay in the weight room.
4. Conditioning or weight lifting programs for out-of-season athletes may be conducted only when all rules of the OHSAA are adhered to.
5. Athletes involved in an in-season sport should not be asked to participate in an out-of-season sport conditioning or lifting program without the approval of the coaches involved.
6. If there is a conflict concerning the use of the weight room, first choice will be given to the in-season program.

A supervisor must be present from the beginning to the end of each session for open lifting. Open hours for the weight room are posted and must be adhered to.

EMERGENCY MEDICAL ATTENTION

1. It is recommended that local physicians be encouraged to attend athletic events through a letter of invitation and extension of a "courtesy pass".
2. Each coach shall keep accurate and up-to-date emergency medical authorization forms for all players, managers, mat-maids and statisticians on hand at all times.
3. In case of a serious injury the supervising coach or her/his designated assistant shall summon the rescue squad (ask for first responders) and remain by the injured player until the rescue squad (first responders) assumes responsibility.
4. The supervising coach shall notify the parents as soon as possible following the injury.
5. If an athlete is injured either during practice or during a game and has to be transported to a hospital, someone must accompany the athlete. If the parent is unable to travel with the emergency unit, then a representative of the school must accompany the injured athlete. This representative will stay with the athlete until the parents assume supervision or the athlete is allowed to come home.
6. Inform the Athletic Director or Principal about the injury as soon as possible.
7. Make no commitment as to the school paying any bills or the liability of anyone involved.
8. Complete an accident report as soon as possible and give a copy to the Athletic Director and Principal.
9. The trainer shall notify the coaches of the details of the injury.
10. The injury waiver forms must accompany teams to all contests.

INSURANCE

1. All students are required to have some type of student insurance.
2. If the family wants additional coverage or does not have family insurance, then the school offers an insurance policy that can be obtained from the sport's head coach or the high school office.
3. All injuries should be reported to the Athletic Director as soon as possible.
4. If the athlete is insured through the school insurance program, the proper form should be completed as soon as possible following the injury.
5. All necessary forms are to be on file before the player participates in any practices.

FORMS

In addition to academic requirements, all of these forms must be on file with the Athletic Department in order for an athlete to be eligible.

EMERGENCY MEDICAL FORM (ALL athletes)

Arcadia Local School Athletic Department EMERGENCY MEDICAL FORM	
Name (Print) _____	Date _____
Date of Birth _____	Gender _____
Custody with _____ Mother; _____ Father; _____ Both; _____ Guardian: Name _____	
Address _____	Home Phone _____
City and State _____	Bus # (if you ride) _____
Father's Name _____	Daytime Phone _____
Father's Employer _____	Work Phone _____
Mother's Name _____	Daytime Phone _____
Mother's Employer _____	Work Phone _____
Name of Relative or Child Care Provider _____	
Address _____	
Phone _____	Relationship _____
Other Contact _____	Phone _____

Arcadia Local School Athletic Department EMERGENCY MEDICAL AUTHORIZATION	
Purpose – To enable parents to authorize emergency treatments for children who become ill or injured while under school authority, when parents cannot be reached.	
PART I OR II MUST BE COMPLETED	
PART I TO GRANT CONSENT	
In the event reasonable attempts to contact me at _____ (phone number) or _____ (other parent) at _____ (phone number) have been unsuccessful, I hereby give my consent for: (1) the administration of any treatment deemed necessary by Dr. _____ Phone _____ (preferred physician) or Dr. _____ Phone _____ (preferred dentist), or Medical Specialist _____ Phone _____ or in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to _____ (preferred hospital) Phone _____ or any hospital reasonably accessible.	
This authorization does not cover major surgery unless the medial opinions of two other licensed physicians or dentist; concurring in the necessity for such surgery, are obtained before surgery is performed. Facts concerning the child's medical history including allergies, medications being taken, and any physical impairments to which a physician should be alerted: _____	
Date _____	Signature of Parent _____
DO NOT COMPLETE PART II IF YOU COMPLETED PART I PART II (REFUSAL TO CONSENT)	
I do NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the authorities to take the following action: _____	
Date _____	Signature of Parent _____

RISK OF INJURY AND INSURANCE/ASSUMPTION OF RISK FORM (ALL athletes)

Arcadia Local School Athletic Department
RISK OF INJURY

I acknowledge that I have been properly advised, cautioned and warned by the administration and/or coaching staff of the Arcadia Local School that by participating in interscholastic athletics, I am exposing myself to the risk of serious injury. This could include, but is not limited to sprains, fractures, ligament and/or cartilage damage which could result in temporary or permanent, partial or complete, impairment of limbs, brain damage, paralysis or even death. I do desire to participate in athletics.

Athlete Signature

Date

Parent/Guardian Signature

Date

Arcadia Local School Athletic Department
INSURANCE/ASSUMPTION OF RISK FORM

As Parent/Guardian of _____, I give my permission for my child to participate in athletics at Arcadia Local School. I understand the school district will make every effort to supervise my child during practices and games so that he/she may participate without being injured, but acknowledge that injuries including serious and permanent ones, and even death, are a possibility in interscholastic athletics. Understanding the risk involved, I consent to have my child participate in athletic department programs and waive and forever release the Board of Education of the Arcadia Local School, its officials, agents and employees from all liability for wrongful death, bodily injury or property damage that may result to my child during or as a result of interscholastic athletics. I understand the school assumes no financial responsibility in case of any injury.

WARNING: THIS IS A RELEASE. READ CAREFULLY BEFORE SIGNING!

Parent/Guardian Signature

Date

STUDENT ATHLETE HANDBOOK AND CODE OF CONDUCT/EQUIPMENT CONTRACT (FALL athletes)

Arcadia Local School Athletic Department STUDENT ATHLETE HANDBOOK AND CODE OF CONDUCT

Name of Student _____ Grade _____

I have read, am aware of, and understand the rules and regulations that govern the conduct of participants in Arcadia Local School Athletic Program. The receipt of this code is my first warning, and it is in effect year round. If I choose to violate these rules and regulations, I understand I will be disciplined according to policy.

I will be responsible for all equipment issued to me. I will take proper care of, clean and return it when told to. I will pay replacement cost for any equipment that is lost or damaged that has been issued to me.

I _____ will abide by the Arcadia Local School Athletic Department Student
(Athlete Signature) Athlete Handbook and Code of Conduct.

I _____ understand my responsibilities and have read the rules with my
(Parent/Guardian Signature) son/daughter.

Arcadia Local School Athletic Department EQUIPMENT CONTRACT

The athletic equipment listed below may be issued to your son/daughter by the athletic department. By signing this contract, you and your son/daughter agree to accept responsibility for this equipment and will return the equipment at the end of the season or pay the replacement cost as listed below.

FOOTBALL

Helmet and face mask	\$130.00
Practice pant	20.00
Game pant(s)	50.00 ea
Game jersey(s)	60.00 ea
Travel bag	40.00
Knee pads	15.00 pr
Shoulder pads	85.00
Strap hip pads	20.00
Neck ring	40.00
Practice jersey	20.00
Sideline jacket	60.00
Rib pads	30.00
Belt	10.00

VOLLEYBALL

Jersey	\$40.00
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GOLF

CHEERLEADING

Skirt	\$50.00
Sweater	55.00
Raincoat	25.00
Pom Poms	20.00

I DO AGREE TO PAY THE COST OF EQUIPMENT THAT WAS ISSUED TO MY SON/DAUGHTER IF IT IS NOT RETURNED TO THE ATHLETIC DEPARTMENT AT THE END OF THE SEASON. **EQUIPMENT NOT TURNED IN ON THE DUE DATE ASSIGNED BY COACH WILL INCUR A ONE TIME \$20.00 FEE.**

Parent/Guardian Signature

Athlete Signature

STUDENT ATHLETE HANDBOOK AND CODE OF CONDUCT/EQUIPMENT CONTRACT (WINTER athletes)

Arcadia Local School Athletic Department STUDENT ATHLETE HANDBOOK AND CODE OF CONDUCT

Name of Student _____ Grade _____

I have read, am aware of, and understand the rules and regulations that govern the conduct of participants in Arcadia Local School Athletic Program. The receipt of this code is my first warning, and it is in effect year round. If I choose to violate these rules and regulations, I understand I will be disciplined according to policy.

I will be responsible for all equipment issued to me. I will take proper care of, clean and return it when told to. I will pay replacement cost for any equipment that is lost or damaged that has been issued to me.

I _____ will abide by the Arcadia Local School Athletic Department Student
(Athlete Signature) Athlete Handbook and Code of Conduct.

I _____ understand my responsibilities and have read the rules with my
(Parent/Guardian Signature) son/daughter.

Arcadia Local School Athletic Department EQUIPMENT CONTRACT

The athletic equipment listed below may be issued to your son/daughter by the athletic department. By signing this contract, you and your son/daughter agree to accept responsibility for this equipment and will return the equipment at the end of the season or pay the replacement cost as listed below.

BASKETBALL

Game Jerseys – 2	\$70.00 ea.
Game Shorts – 2	65.00 ea.
Shooting Shirt	40.00
Warm-up Pants	40.00
Jacket	50.00
Travel bag	40.00

WRESTLING

Singlet	\$50.00 ea.
Warm-up	80.00

CHEERLEADING

Skirt	\$50.00
Sweater	55.00
Raincoat	25.00
Pom Poms	20.00

I DO AGREE TO PAY THE COST OF EQUIPMENT THAT WAS ISSUED TO MY SON/DAUGHTER IF IT IS NOT RETURNED TO THE ATHLETIC DEPARTMENT AT THE END OF THE SEASON. EQUIPMENT NOT TURNED IN ON THE DUE DATE ASSIGNED BY COACH WILL INCUR A ONE TIME \$20.00 FEE.

Parent/Guardian Signature

Athlete Signature

STUDENT ATHLETE HANDBOOK AND CODE OF CONDUCT/EQUIPMENT CONTRACT (SPRING athletes)

Arcadia Local School Athletic Department STUDENT ATHLETE HANDBOOK AND CODE OF CONDUCT

Name of Student _____

Grade _____

I have read, am aware of, and understand the rules and regulations that govern the conduct of participants in Arcadia Local School Athletic Program. The receipt of this code is my first warning, and it is in effect year round. If I choose to violate these rules and regulations, I understand I will be disciplined according to policy.

I will be responsible for all equipment issued to me. I will take proper care of, clean and return it when told to. I will pay replacement cost for any equipment that is lost or damaged that has been issued to me.

I _____ will abide by the Arcadia Local School Athletic Department Student Athlete Handbook and Code of Conduct and will submit to random drug testing.
(Athlete Signature)

I _____ understand my responsibilities and have read the rules with my son/daughter.
(Parent/Guardian Signature)

Arcadia Local School Athletic Department EQUIPMENT CONTRACT

The athletic equipment listed below may be issued to your son/daughter by the athletic department. By signing this contract, you and your son/daughter agree to accept responsibility for this equipment and will return the equipment at the end of the season or pay the replacement cost as listed below.

BASEBALL/SOFTBALL

Uniform	\$130.00
Jacket	80.00
Belt	10.00

TRACK

Shirt	\$40.00
Shorts	25.00
Warm up Jacket	40.00
Warm up Pants	40.00

I DO AGREE TO PAY THE COST OF EQUIPMENT THAT WAS ISSUED TO MY SON/DAUGHTER IF IT IS NOT RETURNED TO THE ATHLETIC DEPARTMENT AT THE END OF THE SEASON. **EQUIPMENT NOT TURNED IN ON THE DUE DATE ASSIGNED BY COACH WILL INCUR A ONE TIME \$20.00 FEE.**

Parent/Guardian Signature

Athlete Signature

**ARCADIA LOCAL SCHOOLS
ATHLETIC CODE OF CONDUCT AND EXPECTATIONS**

INFORMED CONSENT AGREEMENT

AS A PARENT/GUARDIAN/CUSTODIAN:

- I have read the **Code of Conduct** and thoroughly understand the responsibilities of my son/daughter/ward as a participant in athletic activities in the Arcadia Schools.
- I pledge to promote healthy lifestyles for all student athletes of the Arcadia Schools.
- I understand and realize that there is an assumed risk of injury involved for my son/daughter/ward as a participant in athletic activities.
- I understand that my son/daughter/ward, when participating in any athletic program, will be subjected to reasonable suspicion and random urine drug testing, and if they refuse will be equivalent to a 1st, 2nd, or 3rd offense violation of the Drug Policy. I have read the consent on the reverse of this form and agree to its terms.
- I understand this is binding while my son/daughter/ward is a student at Arcadia.

_____ Date _____
Parent/Guardian/Custodian Signature

Parent/Guardian/Custodian Name (PRINT)

Home Phone _____

Cell Phone _____

Work Phone _____

READ CONSENT TO PERFORM URINALYSIS FOR DRUG TESTING ON REVERSE SIDE.

INFORMED CONSENT AGREEMENT

We hereby consent to allow the student named on the reverse side to undergo urinalysis testing for the presence of illicit drugs, alcohol, or banned substances in accordance with Policy and Procedures for Drug Testing of the Arcadia Local School District.

We understand that testing will be administered in accordance with the guidelines of the Arcadia Local District Drug Testing Policy for student athletes.

We understand that any urine sample taken for drug testing will be tested only by a Board approved company.

We hereby give our consent to the company selected by the Arcadia Local Board of Education, its employees, or agents, together with any company, hospital, or laboratory designated to perform urinalysis testing for the detection of drugs.

We further give our consent to the company selected by the Arcadia Local School Board of Education, its employees, or agents, to release all results of these tests to designated School District employees or agents. We understand that these results will also be available to us upon request.

I, the student, hereby authorize the release of the results of such testing to my parent/guardian/custodian.

We hereby release the Arcadia Board of Education, its employees or agents from any legal responsibility or liability for the release of such information and records.

This will be deemed a consent pursuant to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g as amended, and the Ohio Revised Code 3319.321, for the release of the test results as authorized by the Informed Consent Agreement or as required by law.

**ARCADIA LOCAL SCHOOLS
ATHLETIC CODE OF CONDUCT AND EXPECTATIONS**

INFORMED CONSENT AGREEMENT

Student Name _____ Grade _____
(Please Print)

AS A STUDENT:

- I understand and agree that participation in athletic activities is a privilege that may be withdrawn for violations of the **Athletic Code of Conduct and Expectations**, hereinafter **Code of Conduct**.
- I have read the **Code of Conduct** and thoroughly understand the consequences that I will face if I do not honor my commitment to the **Code of Conduct**.
- I understand and realize that there is risk of injury in participating in athletic activities.
- I understand that when I participate in any athletic program, I will be subjected to reasonable suspicion and random urine drug testing, and if I refuse it will be equivalent to a 1st, 2nd, or 3rd offense violation of the Drug Policy. I have read the consent on the reverse of this form and agree to its terms.
- I understand this is binding while a student at Arcadia.

_____ Date _____
Student Signature

READ CONSENT TO PERFORM URINALYSIS FOR DRUG TESTING ON REVERSE SIDE.

INFORMED CONSENT AGREEMENT

We hereby consent to allow the student named on the reverse side to undergo urinalysis testing for the presence of illicit drugs, alcohol, or banned substances in accordance with Policy and Procedures for Drug Testing of the Arcadia Local School District.

We understand that testing will be administered in accordance with the guidelines of the Arcadia Local District Drug Testing Policy for student athletes.

We understand that any urine sample taken for drug testing will be tested only by a Board approved company.

We hereby give our consent to the company selected by the Arcadia Local Board of Education, its employees, or agents, together with any company, hospital, or laboratory designated to perform urinalysis testing for the detection of drugs.

We further give our consent to the company selected by the Arcadia Local School Board of Education, its employees, or agents, to release all results of these tests to designated School District employees or agents. We understand that these results will also be available to us upon request.

I, the student, hereby authorize the release of the results of such testing to my parent/guardian/custodian.

We hereby release the Arcadia Board of Education, its employees or agents from any legal responsibility or liability for the release of such information and records.

This will be deemed a consent pursuant to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g as amended, and the Ohio Revised Code 3319.321, for the release of the test results as authorized by the Informed Consent Agreement or as required by law.

ATHLETE WITHDRAWAL FORM

I _____ have chosen to withdraw from the sport of _____.

The reason for withdrawal is

I realize I may not participate in another sport this season. I further realize that to participate in any sport in a subsequent season, I must return all equipment for which I am responsible.

Student Signature

Date

Parent/Guardian Signature

Date

Coach Signature

Date

Arcadia Student-Athlete Handbook and Code of Conduct

**Adopted: May 2008
Revised: August 2012**

STUDENT ATHLETE HANDBOOK

In order for a student to participate in athletics at Arcadia Local School the following pages must be read and the last page signed verifying your acceptance of the following conditions.

A current physical form must be on file before a student participates. Physicals are only valid for one calendar year.

PHILOSOPHY

You, as an athlete, cannot do some of the things other students do. No one is guaranteed a place on our teams. Arcadia Local School strongly feels that participation in interscholastic athletics is a privilege, not a right; this has been upheld in a number of court cases. You are selected as a member of a team in the following ways: those with superior qualifications (talent) will be considered first. However, talent alone will NOT guarantee you a place on our team. Other factors such as academics, emotional control, attitude, desire, cooperation, trust, responsibility and self-discipline will all play important parts in your making the team and then staying on the team.

Athletes' conduct, while representing a team, traveling to or from an event, as well as in the community, is seen as a direct reflection of Arcadia Local School and standards of the school. If you think more of smoking, using alcohol, unprescribed drugs, staying out late at night, not studying, not being a good citizen and not having the best interest of the team foremost in your mind, then you are not willing to "pay the price" for being a part of our teams, and it is best for you not to take out a uniform or to turn it in, in case you already have one.

The Athletic handbook applies to all students in grades 7-12 of the school. Students during the full duration of his/her athletic career must adhere to it. **This policy is in effect year round for 7-12.** Consequences may extend beyond the school year into a new school year.

ACTIVITIES

FALL	WINTER	SPRING
Football	Basketball	Baseball
Volleyball	Wrestling	Softball
Golf	Cheerleading	Track and Field
Cheerleading		

The Arcadia Board of Education and Athletic Council recognize the above activities as **privileges** afforded the students of the Arcadia Local School. **Because they are privileges, they may be revoked at any time.**

GENERAL PARTICIPATION STATEMENT

Students, grades 7-12 who wish to participate in the Arcadia Athletic Program must be willing to accept the guidelines, rules, and regulations of the activity. Students are expected to maintain a high standard of personal appearance and exhibit acceptable conduct at all times.

Prior to any practice for any sport or activity under Arcadia Athletic jurisdiction, coaches are to hold a meeting for parents and student athletes for the purpose of reviewing these training rules, additional training rules specific to that sport or activity, safety procedures and good sportsmanship.

ELIGIBILITY

Students must conform to the rules of the Ohio High School Athletic Association (OHSAA) regarding academic eligibility.

To be academically eligible, a student in grades 9-12 must have passed 5 or more credits during the preceding grading period. We strongly recommend our student-athletes carry more than the minimum 5 credits. Some classes are worth 1 full credit; some ½ credit; etc. A student in grades 7-8 must have received passing grades in the immediately preceding grading period in 75% of subjects in which enrolled. This also applies to beginning 9th graders. Summer school grades **may not** be used for eligibility purposes. In addition, the Arcadia Board of Education requires that student athletes must maintain a minimum GPA of 1.70. If the athlete's quarter GPA is below the 1.70, the student athlete is required to follow study table guidelines to maintain eligibility.

Any student suspended from school will be ineligible for the period of suspension. In-school and out-of-school suspension will be treated equally. No student shall participate in any school activity on the day of a suspension.

TRAINING RULES

Participants are encouraged to set a proper example in all areas of training. The Athletic Department believes that all participants covered by these rules are persons who have a great opportunity to have a strong influence both in our community and among the student body. With this opportunity comes the responsibility of showing positive leadership to those with whom they come in contact. Thus, all participants are to refrain from the use or possession of drugs, alcohol and tobacco in any form.

Including:

1. The sale or distribution of drugs, drug paraphernalia, tobacco, and/or alcohol at any time for any purpose is prohibited.
2. The possession or use of drugs and/or drug paraphernalia (except as medically required), tobacco, and/or alcohol, or being under the influence of drugs or alcohol (except as a consequence of required medical use) is prohibited.

Violation on the part of students of any one or more of the above rules of conduct will result in denied participation. Athletes meeting one or more of the following criteria are to be bound to this policy. The term "athlete" includes cheerleader, trainer, manager, statistician, mat-maid and athlete.

Criteria:

1. An athlete who may intend to participate in athletics or a sport.
2. An athlete attempting to participate in a sport.
3. An athlete participating in a sport.

Definitions:

In-season	The first day of practice as allowed by OHSAA to the morning after the last contest.
Under the influence	Inconsistent and incoherent behavior and/or aroma of alcohol, drugs, or tobacco.

This policy and regulations described are in reference to conduct both on and off the school premises as this conduct will directly affect the good order and welfare of the athlete and the Arcadia School. Any team sports camps held on or off school premises will be subject to all rules and regulations that are included in the student code of conduct in the student handbook. This will be in effect throughout the entire year, i.e. during the school year, as well as during the summer and holiday breaks.

Additional In-season Policies:

1. Any employee of the Arcadia Local School, Board of Education, or a law enforcement officer, who witnesses a student-athlete in violation of a training rule, is considered a credible source and denial proceedings will occur. All other witnesses will be considered for credibility by the Principal and denial proceedings will occur if deemed a credible source.
2. If a student-athlete is found to be under the influence of drugs, alcohol, or tobacco, the Principal, Athletic Director, and student-athlete will meet and render a decision regarding disciplinary action.
3. A student-athlete serving a suspension (in-school or out-of-school) is ineligible for any athletic participation the day(s) of the suspension. Friday suspension will make the student-athlete ineligible for weekend contests and practices.
4. In order to participate in an athletic contest or practice a student athlete must be in attendance before 3rd period begins. In addition, a student must be in school on Friday before 3rd period begins in order to participate in athletic contests over the weekend. Exceptions: Field trip, college visits (2 per year), funeral, doctor or dentist appointment, driver's permit exam, and family emergency, excused by the Principal. Student athletes must be able to verify their appointment; if not, they will be denied participation.
5. If a student-athlete is found guilty of breaking a criminal law, the Principal and Athletic Director will meet and render a decision regarding action.

Concerns/Complaints:

With few exceptions, the chain of command should be followed in dealing with problems, questions, or complaints. **Do not confront coaches before or after contests or practices.** Call to set up an appointment with the coach. If a meeting with the coach did not result in a satisfactory resolution, then call to set-up an appointment with the Athletic Directors. Failure to follow chain of command will only delay any resolution. The chain of command is as follows:

1. Direct Coach (JV, Freshman, Junior High)
2. Head Coach
3. Athletic Director
4. Principal
5. Superintendent
6. Board of Education

Inappropriate issues to discuss with coaches:

1. Game strategy
2. Play calling
3. Playing time
4. Other student athletes

PLAYER RESPONSIBILITY

1. Athletes shall abide by all rules and regulations established by the OHSAA, the Arcadia Board of Education, the Athletic Council and members of the coaching staff, as explained and administered by the coaching staff.
2. The athlete is expected to know the training rules as outlined by the athletic department.
3. All equipment issued to a player is to be worn only at practice sessions or scheduled games involving that sport, unless exceptions are made by the head coach after granting approval from the Athletic Director.
4. Each athlete is individually responsible for all equipment issued to him/her.
5. Athletes will not receive equipment or uniforms for another sport if they have not returned all equipment or paid for them in a previous sport.
6. Athletes shall conduct themselves in such a manner that they will create a positive reflection upon themselves, their teammates, school, student body and Arcadia Local School.
7. Athletes must be in school by the beginning of 3rd period in order to practice or play in an athletic contest that night. An athlete must be in school by the beginning of 3rd period on Friday in order to participate in athletic contests over the weekend.
8. All athletes shall uphold the traditions of sportsmanship and fair play.
9. Athletes may not quit one sport or squad and join another the same season.
10. Any athlete who quits a squad before the official sport season ends may forfeit his/her right to participate in another sport for the remainder of the school year. In order to remain in good status for other subsequent sports, the athlete must complete and return an Athlete Withdrawal Form to the head coach before the end of the season.
11. Athletes are expected to dress properly when representing their school in all athletic contests both home and away. They should create a positive image of themselves and their team in the eyes of their fellow classmates, student body, and the Arcadia community. School dress code must be followed at all times.
12. Student athletes must be in good standing and not under disciplinary action in school in order to be eligible for interscholastic competition.
13. Athletes must notify the coach if they are going to be absent or late for a practice session.
14. Unexcused absence from practice will result in disciplinary action by the coach.
15. All participating school personnel (coaches, players, cheerleaders, statisticians, student managers, etc.) must be transported by school-provided transportation to and from games. Any special arrangements for individual transportation must be requested by the parent and approved by the Principal, Athletic Director, assistant Athletic Director, and/or superintendent and head coach. The parent or legal guardian must initiate the request in written form prior to the actual occurrence: violation will result in disciplinary action. **Athletes will be given permission to ride only with their parent or guardian.**
16. Athletes will not be able to practice until all of the following forms have been completed and turned in:
 - a. Physical and OHSAA Authorization form (supplied by head coach)
 - b. Emergency Medical Card (supplied by head coach)
 - c. Risk of Injury and Insurance/Assumption of Risk Card (supplied by head coach)
 - d. Code of Conduct and Equipment Contract Card (supplied by head coach)
 - e. Record of attendance at OHSAA athletic pre-season meeting
 - f. Informed Consent Agreement (Parent Signature)
 - g. Informed Consent Agreement (Student Signature)
17. There will be no dual participation for athletic purposes in the Arcadia School District. This policy includes cheerleading and all other male and female athletic events which have seasons that run concurrently.

DRUG TESTING FOR STUDENT ATHLETES

PHILOSOPHY

The policy is designed to help students and parents cope with drug, alcohol and tobacco use. Therefore, the policy is in place to provide guidelines for each student/family to receive assistance as needed. Accordingly, the policies established by the Arcadia Schools' administration are based upon the following beliefs:

1. We believe that there is no such thing as responsible use of controlled substances/mood altering chemicals, alcohol or tobacco by any high school student. Adolescent use is not only against the law---it jeopardizes the student's health and safety, and it inhibits attainment of the individual's potential. Therefore, any use of controlled substances/mood altering drugs, alcohol or tobacco by student athletes will not be tolerated.
2. **We believe that participation in athletics is a privilege, not a right.** Student athletes are in a highly visible setting of leadership and/or competition/performance. Therefore, these student athletes will be held to a higher accountability of conduct and behavior than the student who chooses neither to participate nor to represent Arcadia Schools.
3. We believe that the parent/guardian(s) of a student athlete have a right to be informed. Therefore, the parent/guardian/custodian(s) will be contacted by school staff regarding findings.
4. We believe that violating the drug policy in a school or community setting reflects poorly on the individual, family, team/organization and school. Therefore, violations of this nature will carry penalties in regard to competition/contests/performances.
5. We believe that the coaches, trainers, guidance counselor and administration are interrelated. Therefore, these departments must share information in an effort to promote a lifestyle among students that is drug, alcohol and tobacco free. Professional judgment will be used regarding the sharing of confidential information shared with school staff; however, we believe that when all resources are called upon for assistance, more help can be provided to the student.

PURPOSE

1. To provide a healthy and safe environment to all student athletes participating in the athletic program.
2. To discourage or provide a deterrence for all student athletes from using drugs or alcohol.
3. To provide solutions for the student athlete who does use drugs and/or alcohol.
4. To provide the athletic department with guidelines and disciplinary policies for violations of the drug free policy.

DEFINITIONS

1. **Student Athlete** – Any person participating in the Arcadia High School athletic program and/or contests under the control and jurisdiction of the Arcadia Local Schools and/or the Ohio High School Athletic Association. The term athlete includes manager, trainer, statistician, mat-maid, cheerleader, etc.
2. **Athletic Season** – In-season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and continues until the completion of all contests for that sport for the Arcadia Local Schools.
3. **Random Selection** – A system of selecting athletes for drug and alcohol testing in which each athlete shall have a fair and equitable chance of being selected each time selections are required.
4. **Illegal/Illicit Drugs** – Any substance included in USC 802(6), in which an individual may not sell, offer to sell, possess, give, exchange, use, distribute or purchase under State or Federal Law. This definition also includes all prescription drugs obtained without

authorization and all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use by the prescription or the manufacturer.

5. **Alcohol** – Any intoxicating liquor, alcohol, wine, beer, mixed beverage, or malt liquor/beverage, as defined in the Ohio Revised Code Section 4301.01. The term “alcoholic beverages” includes any liquid or substance, which contains alcohol in any proportion or percentage. The term “alcoholic beverage” does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer, and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, providing the substance is (a) authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student’s name and directions for use or (b) an over-the-counter medicine.
6. **Assessment** – A screening program operated by a certified chemical dependency counselor or at an agency certified by the Ohio Department of Alcohol and Drug Addiction Services, or a licensed physician trained in chemical dependency.
7. **Possession** – Having a substance in your control or ownership. This can include being in a vehicle or in your immediate control whether or not you are the owner, driver or passenger.
8. **Trafficking** – Sell, offer to sell, distribute, possess with intent to distribute, cultivate, manufacture or otherwise engage in any part of the production of a controlled substance.
9. **Controlled Substance** – Means a drug, compound, mixture, preparation or substance included in Schedule I, II, III, IV or V established pursuant to the Ohio Revised Code.
10. **Mood-Altering Chemicals** – Includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol and any common substance such as “white out”, glue, gasoline, aerosols, cleaning solutions, etc., used for its mood-altering effect. Prescription drugs are included in this, unless authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student’s name and directions for proper use.
11. **Paraphernalia** – Instruments such as pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits and any other items normally or actually used for the packaging, conveyance, dispensation or use of drugs will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a controlled substance.
12. **Tobacco** – All types of tobacco products, including smokeless.
13. **Counterfeit Substances** –
 - a. Any drug that bears or whose container or label bears a trademark, trade name or another identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
 - b. Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, possessed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it;
 - c. Any substance that is represented to be a controlled substance/mood-altering chemical, but is not a controlled substance/mood altering chemical or is a different controlled substance/mood altering chemical;
 - d. Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.
14. **Under the Influence** – Inconsistent and incoherent behavior and/or aroma of alcohol, drugs, or tobacco.

TYPES OF TESTING

1. TEAM TESTING:

At the beginning of each season, all eligible athletes may have to submit to urine drug testing. This testing will be completed within the first two weeks of the season on a specified date and time. The collection process will take place on school property or at the Board of Education approved testing facility.

In the event that the athlete is absent from pre-season testing, the athlete will submit to urine drug and alcohol testing at the Board of Education approved testing facility within **five calendar days** of the scheduled pre-season team testing. Failure to do so will result in the athlete not being permitted to play that season in any sport. The Athletic Director is responsible for ensuring that all student athletes and their parents/guardians properly sign the INFORMED CONSENT AGREEMENT prior to the testing. Any student moving into the District may be tested prior to the time he/she joins a sport.

2. RANDOM TESTING:

In-season random testing will be done throughout the season. An athlete may be randomly tested more than once per season. Once an athlete has participated in a sport, they are subject to random testing throughout the school year, regardless of how many sports they participate in during the year. In the event of a positive result, the athlete may have the original sample re-tested within 24 hours at his/her own expense.

- a. **Random Selection of Student Athletes:** The Athletic Director, under the Principal's supervision, will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible athletes.
- b. **Scheduling of Urine Drug Testing:** Random testing is unannounced. The day and date are selected by the Athletic Director and confirmed with the Principal. Random testing will be done weekly.

3. REASONABLE SUSPICION TESTING:

School officials will have the right to have student athletes tested for the use of illicit or banned substances when there is "reasonable suspicion" surrounding the particular student athlete. This reasonable suspicion will be left solely to the judgment of the school official (Coach, Athletic Director, and Principal).

REFUSAL TO TEST

Any student athlete refusing to submit a urine sample during a pre-season, random or reasonable suspicion test will be equivalent to a 1st, 2nd or 3rd offense violation of the Drug Policy (this is dependent upon any previous violations).

DRUGS FOR WHICH ATHLETES MAY BE TESTED

Marijuana, LSD, Alcohol, Amphetamines, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Methadone, Anabolic Steroids, Methaqualone, Opiates, Cocaine, Propoxyphene (Darvon), or any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

APPROVED BOARD OF EDUCATION TESTING FACILITY

The only facility in which the Arcadia Local Schools will accept test results from is:

GREAT LAKES BIOMEDICAL
25660 DIXIE HWY
PERRYSBURG, OH 43551
(419) 872-5343 OFFICE
(419) 872-7464 FAX

COLLECTION PROCESS

The selected student will be notified to report to the collection site at the school. A specimen of urine is collected following this process:

1. Drug testing area must be secured during the testing.
2. Only lab technicians and students will be witness to the test.
3. Privacy must be kept for all students.
4. The Athletic Director is responsible for ensuring that the Informed Consent Agreement is completed and signed by both parent/guardian and student.
5. When students arrive and cannot give a sample, they will need to start drinking water, pop or juice. After 36 oz., the human body will need to urinate.
6. Any student who is taking a medication must notify the technician prior to testing and have the medication listed on the Informed Consent Agreement.
7. No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area.
8. Students processed by the technician who cannot produce a sample will be kept in a secured area to wait until they can test. They are not to have contact with anyone until after they have tested. If they leave this area, they may not be allowed to test.
9. Students will be asked to hold out their hands and a sanitizer will be put on their hands. The bathroom personnel will add a dye to the toilet.
10. Students will be asked to urinate directly into the collection cup given to them by the lab technician. The technician will stand outside the stall and listen for normal sounds of urination.
11. Any and all adulterations or diluted samples of the specimen will be detected and considered the same as a test refusal or drug policy violation. The lab checks samples for adulterations or diluted samples and requires a retest within 24 hours if so occurs.
12. Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be sent to the lab for immediate confirmation of tampering.
13. The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.
14. Students are not to flush the toilets. In the event that a student flushes the toilet, they will be required to give a new sample immediately or the sample will be invalid.
15. With the student watching, the technician will recap the sample and hand it to the student who must then return it to the technician. In the event the student does not hand the cup directly to the technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or walks out to talk to anyone, the sample is invalid and the student will have to give another sample.
16. Any infringement of these rules will result in the student taking a retest.
17. This collection procedure is subject to change because of procedural requirements by the testing agency. The Arcadia Local Schools reserves the right to change the collection procedure to coincide with the testing guidelines as set forth by the agency.

CONSEQUENCES FOR VIOLATIONS OF DRUG POLICY

A. POSSESSION OF ALCOHOL, CONTROLLED SUBSTANCES, MOOD ALTERING CHEMICALS, TOBACCO

OR

B. POSITIVE TEST RESULT (Drugs, Alcohol, Tobacco)

FIRST OFFENSE

1. Loss of any leadership position in athletic activities for the remainder of the school year.
2. A letter shall be mailed to the parent/guardian(s) and a copy placed in the athlete's file that alerts the athlete of the violation and informs the athlete of the consequences of further violations.
3. The athlete will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment, and then follow the recommendations of the counselor. The parent/guardian is responsible for all expenses and for providing the Athletic Department with documentation that the athlete completed all recommendations of the counselor. The athlete will be denied 20% of the regularly scheduled contests of the current sport season. This includes any post-season contests or will be extended through the next sport season. The parent/guardian and athlete will meet with the Athletic Director, the coach, and the administrator to determine reinstatement. The athlete may be required, at parent/guardian expense, to submit to weekly testing for the remainder of the current athletic season.

OR

***If the athlete does not comply with the first offense consequences (items 1-3), the student will be denied participation in interscholastic athletics for the remainder of the current season and the next athletic season.**

4. The denial of the privilege to compete will begin with the last contest in which the athlete has been eligible to compete or the date on which the violation of the substance abuse policy has been determined.

SECOND OFFENSE

The athlete is denied contest participation for one calendar year from the date of notification or the violation. Coaches, at their discretion, may allow an athlete to practice with a team. The athlete will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian(s) is responsible for all expenses and for providing the Athletic Department with documentation that the athlete completed all recommendations of the counselor. The parent/guardian/custodian(s) and athlete will meet with the Athletic Director and the Principal to determine the reinstatement. The athlete may be required, at parent/guardian/custodian(s) expense, to submit to weekly testing for the remainder of the current athletic season.

THIRD OFFENSE

The athlete is permanently denied participation in athletics in the Arcadia Local Schools.

C. SELLING/ATTEMPTING TO SELL ALCOHOL, TRAFFICKING IN CONTROLLED SUBSTANCES/MOOD-ALTERING CHEMICALS

Student athletes who in any way aid or abet another student will be disciplined as if he/she were the principal offender.

FIRST OFFENSE

1. A letter shall be mailed to the parent/guardian(s) and a copy placed in the athlete's file that alerts the athlete of the violation, and informs the athlete of the consequences of further violations.
2. Dismissal from all athletics for the remainder of the school year.
3. Information collected related to trafficking will be reported to appropriate law enforcement authorities.

Any Additional Offenses will result in permanent denial of participation in athletics in the Arcadia Local Schools.

REASONABLE SUSPICION

Reasonable suspicion is still part of the Athletic Code of Conduct. Therefore, athletes who use alcohol, tobacco, or drugs will be subject to denial of participation. The Athletic Department reserves the right to enforce its policy based upon reasonable suspicion. Disciplinary action based on reasonable suspicion will be the responsibility of the Athletic Director and Principal.

DISCIPLINARY PROCEDURES

1. When school personnel learn that a student has violated or is suspected to have violated any rule, the Athletic Director and Principal (designee) shall be notified immediately. The investigation shall be initiated within 72 hours of notification.
2. The student may be temporarily removed from an athletic contest and/or practice by the Principal (designee), Athletic Director, Coach or faculty manager responsible for supervision of that activity.
3. A review committee, consisting of the coach/advisor and the Athletic Director at a minimum, will meet to investigate the violation. If the review committee feels action beyond temporary removal is warranted, the Principal or designee shall inform the student and the parent/guardian of the specific violation and possible penalty.
4. An informal hearing with the student and the review committee will be held.
5. Violations shall be determined based on the totality of all reasonable, available evidence. The review committee shall have the authority to hear testimony, receive sworn statements and evidence and take any other reasonable actions necessary to reach a decision and may recommend additional penalties for more severe situations.
6. The Principal/Designee will inform the student and the parents of the review committee's decision in writing.
7. All decisions are final and may not be appealed.