

WORTHINGTON SCHOOLS

CO-CURRICULAR  
COACHES/ADVISORS HANDBOOK

2015-2016

HIGH SCHOOL  
ATHLETICS & ACTIVITIES



## MISSION & VALUES of the WORTHINGTON SCHOOLS CO-CURRICULAR DEPARTMENT

### MISSION

The Worthington Schools Co-Curricular Program will provide diverse opportunities for personal growth through the development of student participants' unique interests and/or talents.

### VALUES

- \* Teamwork and cooperation
- \* Honesty, integrity, ethics and sportsmanship
- \* Striving for excellence
- \* Holistic growth of the individual

### CHARACTER and CITIZENSHIP

Partners for Citizenship and Character is a group within the Worthington community which has formed to promote character and citizenship. The group conducted a study to determine which character traits were most important to the citizens of Worthington. The findings were (in order):

Responsibility	Respect	Honesty
Compassion	Integrity	Spirituality
Moral courage	Self-discipline	Trustworthiness
Commitment	Hard work	Tolerance
Cooperation	Courtesy	Service

These characteristics are the building blocks for successful teams and successful athletes. Moreover, these characteristics provide the foundation for successful people. Successful coaches will seize each and every opportunity to emphasize the importance of these characteristics with their teams.

### STUDENT PARTICIPATION in the CO-CURRICULAR PROGRAM

The Board of Education recognizes that a complete co-curricular program based upon student interest assists in the total education of students. While emphasis is given to the intellectual growth, diversified opportunities must be provided for students who wish to participate in the co-curricular program. All such programs must contribute to the goals of general education to justify their existence in the curriculum.

1. Participation in a co-curricular sport/activity is a privilege, not a right.
2. All participants will be subject to the rules and regulations of the respective sport/activity including the co-curricular Alcohol-Tobacco-Drug Policy.
3. Participants will be advised **in writing** of all regulations by their respective advisors or coaches prior to their participation in order for each student to determine the feasibility of such participation.
4. Violation of rules and regulations may result in loss of privilege to participate or other disciplinary action.

### PURPOSE of HANDBOOK

The purpose of this book is to provide specific, standard operating procedures for those tasks that coaches and administration must complete on a regular basis. It is realized that all responsibilities of all head coaches/advisors may not be defined. However, it is hoped that those areas outlined define the responsibilities of both the head coach/advisor and administrator that are germane to all sports/activities. The objective of these guidelines is to create a more efficient operation of the Co-Curricular department by defining specific responsibilities, standardizing operation, and providing planning for the future.

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### IMPORTANT WEBSITES

National Collegiate Athletic Association - [www.ncaa.org](http://www.ncaa.org) National Association of  
Intercollegiate Athletics - [www.naia.org](http://www.naia.org)  
Ohio High School Athletic Association - [www.ohsaa.org](http://www.ohsaa.org)  
Central District Athletic Board - [www.cdab.org](http://www.cdab.org)  
Department of Education - [www.ode.state.oh.us](http://www.ode.state.oh.us)  
Worthington Schools - [www.worthington.k12.oh.us](http://www.worthington.k12.oh.us)  
National Federation of High Schools - [www.nfhs.org](http://www.nfhs.org)

## **OHSAA SPORTSMANSHIP POLICY**

### **STUDENT CONDUCT POLICY**

As a prospective student-athlete, you are expected to accept seriously the responsibility and privilege of representing your school and community while participating in interscholastic athletics. School and athletic department personnel expect you to treat opponents with respect; respect the judgment of contest officials; abide by contest rules; display no behavior that could incite fans or other participants in the contest or which is intended to embarrass, ridicule or demean others under any circumstances including on the basis of race, relation, gender or national origin; cooperate with officials, your coaches and other participants to ensure a fair contest, and live up to the high standard of sporting conduct that has been established by your school.

### **STUDENT PARTICIPATION CONDUCT PENALTY**

Any student ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contests for the remainder of that day, as well as for all contests in that sport until two regular season/tournament contests are played at the same level as the ejection. (One contest in football.)

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

A student who is ejected a second time shall be suspended for the remainder of the season in that sport. A student who has been ejected for unsportsmanlike conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contests subject to the discretion of the Commissioner. The period of ineligibility shall commence during the next sport in which the student participates.

It is the responsibility of the local school authorities to ensure that this regulation is enforced. When an ineligible student is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contest and shall in no way limit the discretionary authority of the Commissioner as specified in the OHSAA Tournament Regulations. In accordance the Bylaw 8-3-1, the decisions of contest officials are final.

## **SPORTSMANSHIP – A TOTAL TEAM EFFORT**

### **COACHES**

- Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
- Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the number 1 priority.
- Respect judgment of contest officials, abide by rules of the event and display no behavior that could incite fans.
- Treat opposing coaches, participants and fans with respect. Shake hands with officials and the opposing coach.
- Develop and enforce penalties for participants who do not abide by sportsmanship standards.
- Work with parents and support groups to help them understand the importance of good sportsmanship.

## **PARTICIPANTS**

- Treat opponents with respect. Shake hands prior to and after contests. Do not embarrass, demean, taunt or intimidate your opponent with ridiculing motions, finger pointing and trash talking.
- Respect judgment of contest officials, abide by rules of the event and display no behavior that could incite fans.
- Cooperate with officials, coaches and fellow participants to conduct a fair contest.
- Accept seriously the responsibility and privilege of representing school and community; display positive public actions at all times.
- Live up to the high standard of sportsmanship established by the coach.

## **PARENTS, OTHER FANS**

- A ticket is a privilege to observe a contest and support high school activities.
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- Do not use profanity or displays of anger that draw attention away from the game.
- Encourage surrounding fans to display only sportsmanlike behavior and respect all fans, coaches and participants. Treat competition as just a game.
- Applaud during introduction of players, coaches, and officials.
- Recognize players' performance with applause, regardless of team.
- Show concern for an injured player, regardless of team.
- Respect decisions made by contest officials.
- Do not blame the loss of the game on officials, coaches or participants. Players on your team are already under the stress of competition. Your actions toward officials can add to their stress and frustration both during and after competition.
- Be a fan, not a fanatic.

## **SPIRIT GROUPS**

- Stimulate desired crowd response using only positive cheers, signs and praise without antagonizing or demeaning opponents.
- Treat opposing spirit groups and fans with respect.
- Recognize outstanding performances on either side of the playing field or court.
- Know rules and strategies of the contest in order to cheer at proper times.
- Maintain enthusiasm and composure; serve as a role model.

## **SCHOOL ADMINISTRATORS**

- Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, the league/conference and state.
- Provide appropriate supervisory personnel for each interscholastic event.
- Support participants, coaches and fans who teach and display good sportsmanship.
- Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans.
- Attend events whenever possible.

# ALCOHOL, TOBACCO AND OTHER DRUG EXPECTATIONS FOR PARTICIPANTS IN THE CO-CURRICULAR PROGRAM

## HISTORY, PRINCIPLES AND PHILOSOPHIES

These expectations are designed to help students and parents cope with drug, alcohol and tobacco use and to provide guidelines for each student/family to receive assistance as needed. Accordingly, the expectations and consequences established by the Worthington Schools' coaches and advisors and approved by the Board of Education are based upon the following beliefs:

- Participation in athletics and activities programs is a privilege (supported by the Ohio Revised Code). In the Worthington Schools this privilege is extended to students who are willing to make a commitment to attempt to develop their talents and skills to their ultimate level; **therefore**, the privilege of participation in co-curricular activities and athletics is extended to those who meet the expectation of non-use of alcohol, tobacco and controlled drugs.
- Use of controlled drugs, alcohol, or tobacco by any high school or middle school student inhibits attainment of individual potential; it is illegal; and it jeopardizes the student's health and safety; **therefore**, use of alcohol, tobacco, or drugs (including illegal use of prescription drugs) by students participating in the Co-curricular Program will not be tolerated.
- Use of alcohol, tobacco, or drugs (including illegal use of prescription drugs) by a student creates an environment which compromises his/her individual health, safety and welfare, as well as the health, safety and welfare of all student participants in that program; **therefore**, use of alcohol, tobacco, or drugs (including illegal use of prescription drugs) by students participating in the Co-curricular Program will not be tolerated.
- Participation of the Co-Curricular Program affords students many growth and learning opportunities centered around the commitment to reach one's own potential while contributing to team and/or organizational success. These are valuable learning opportunities that we want to make available to students; **therefore**, it is our desire to keep students interested and involved in programs and denial of privilege to participate will be a progressive consequence.
- Student participants will be held to a higher standard of accountability and conduct than the student who chooses not to represent a Worthington School because the participant is in a highly visible setting as a leader and performer; **therefore**, use of alcohol, tobacco, or drugs (including illegal use of prescription drugs) will not be tolerated by students who participate in the Co-Curricular Program.
- For a middle school or high school student to perform at his/her optimum level the student must make a year-round commitment to prepare mentally, physically and academically; **therefore**, the expectations of non-use are in effect 12 months of the year for the duration of a student's middle school and high school career.
- School officials' ignoring a rumor implies consent; therefore, all reports, information, or rumors will be investigated by coaches, advisors and/or administrators.
- The parent(s)/guardian(s) of a student participant have a right to be informed; **therefore**, the parent(s)/guardian(s) of students will be informed of the results of investigations in which it is determined that the student violated the policy.
- The student body has the greatest access to information concerning student use of drugs, alcohol and tobacco; **therefore**, in order to encourage student referrals, denial of privilege to

participate will not be a penalty for students who self-refer for assistance and who agree to follow policy and assistance recommendations.

- A violation of these expectations is a betrayal of the trust placed in a co-curricular participant by teammates or fellow organizational members, coaches and advisors, and the school community; **therefore**, violations discovered independently from the self-referral process will carry penalties in regard to competition/contests/performances.
- Education and assistance are necessary in promoting a behavior change among students who have made the choice not to follow the coach's/advisor's expectation of non-use; **therefore**, any denial of privilege to participate will be reduced if the student chooses to enter the student assistance program. (The student assistance program includes an educational component for both students and parents and a drug testing component for students.)
- Participation is better than exclusion; **therefore**, the student may remain a participating member of the group/organization as long as he/she follows the assistance recommendations and so long as the student has not been suspended, expelled, or removed from school for violations of the Student Code of Conduct.
- The Co-Curricular, Student Services and Guidance Departments and the school nurse are interrelated; **therefore**, these departments must share information in an effort to promote a lifestyle among students that is drug, alcohol and tobacco free.

**NOTE: Professional judgment will be used regarding the sharing of confidential information with school staff, however, we believe that when all resources are called upon for assistance more help can be provided to the student. Once a student enters the school-based assistance program, the student will be considered to have self-referred.**

**NOTE: Consequences by level are not carried from middle school to high school. The first violation of these expectations by a high school student is a level one violation. Additionally, a student who participates in both athletic and activity programs may be subject to consequences in both athletics and activities programs.**

The following expectations and consequences are in effect and will be enforced for twelve (12) months of the year during all six years of the co-curricular participant's middle school and high school career. Consequences will be cumulative, and, for activities participants, consequences will be adjusted to meet limited performance schedules as determined by the advisor and activities coordinator.

#### **The Worthington Board of Education Believes:**

1. Participation in athletics, activities programs and student leadership activities ("co-curricular programs") is a privilege extended to those students willing to make a commitment to attempt to develop their talents and skills to the ultimate level.
2. Participation in co-curricular programs affords students' growth and learning opportunities for personal development and team participation and contribution.
3. Students who participate in co-curricular activities are highly visible school leaders and performers. Accordingly, such students should be held to a higher standard of conduct and behavior than those who do not participate.
4. The Board of Education has made a commitment to providing education to students about the harmful effects of alcohol, tobacco and illegal drugs and to provide information to parents when there is reason to believe that the use of such substances has or may have occurred. The use of alcohol, tobacco or drugs is prohibited by the student discipline code. Any such

use by any middle school or high school student participating in co-curricular activities, at any time or place, regardless of whether school is in session, will not be tolerated and may result in the loss of the privilege of participation. These expectations are in effect 12 months of the year for the duration of each student's middle school and high school.

5. The use of alcohol, tobacco or drugs will result in the loss of some or all of the privilege of participation in co-curricular activities. Student's who participate in the student assistance program, as provided in this policy, should receive a lesser consequence in recognition of their participation.

### **Prohibited Conduct for Pupils Participating in Co-curricular Activities**

As used in this policy, "co-curricular activities" include all athletic programs, activities programs and student leadership activities. Student leadership includes appointed or elected leadership positions in athletics, student government or other co-curricular activities. References to the use, possession or sale of "alcohol," "tobacco," and "drugs" means the use, possession or sale of such substances as defined in and prohibited by the student discipline code. This policy is applicable to middle school and high school pupils participating in co-curricular activities. The prohibitions and penalties provided in this policy will be imposed in addition to, and not in the place of, penalties for conduct otherwise prohibited by the student conduct code. **Co-Curricular consequences will be imposed after school student conduct code violation penalties are complete.**

No student participating in co-curricular activities shall use, possess, sell, offer to sell, conceal, transmit, or distribute alcohol, tobacco, or any drug or drug paraphernalia prohibited by the student discipline code at any time. This prohibition shall be effective 12 months per year and shall be applicable regardless of the location of the student at the time. Students acting together with students who are known to have possession of prohibited substances may be deemed to also have possession of such prohibited substances unless they remove themselves immediately and/or report the offense at the earliest possible time.

The use of any drug, medication, or food supplement in a way not prescribed by the manufacturer will not be authorized or encouraged by school personnel or coaches. Natural substances in unnatural amounts may have short-term or long term negative health effects. In order to minimize health and safety risks to student athletes, maintain ethical standards, and reduce liability risks, neither school personnel nor coaches will supply, recommend or encourage the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

### **Consequences**

#### **First Violation (Level 1)**

Violation of this policy will result in the loss of the privilege of co-curricular participation (including contests, competitions, and performances) for one entire season (or, in the case of non-athletic activities, an equivalent period). Violation during a season will result in the loss of participation for the remainder of the season and for that portion of the next season equal to the time of the season (or school year) when the violation took place. The penalty will be reduced to a loss of participation for the equivalent of 20 percent of the season/contest (or, in the case of non-athletic activities, an equivalent period) for students who promptly enter and successfully complete the Student Assistance Program, as defined in this policy.

### **Second violation (Level 2)**

A second violation of this policy will result in denial of the privilege of co-curricular participation for one calendar year from the date the violation is determined. The penalty will be reduced to a loss of participation for one-half of the season/contest (or, in the case of non-athletic activities, an equivalent period) if the student promptly enters and successfully completed the Student Assistance Program.

### **Third Violation (Level 3)**

A third violation of this policy shall result in denial of all privileges or co-curricular participation for the remainder of the student's school enrollment. The penalty will be reduced to denial of privileges of co-curricular participation for a period of one calendar year from the date the violation is determined if the student promptly enters and successfully completes the Student Assistance Program.

### **Sale or distribution of Drugs**

The sale or distribution of prohibited drugs (including steroids) by a co-curricular participant will result in the denial of all privileges of co-curricular participation, including practices, for a period of one calendar year from the date the violation is determined.

### **Student Assistance Program**

The Student Assistance Program may include one or more of the following components as determined by the school representative(s):

1. A substance abuse assessment or other appropriate assessment as determined by the school representative. Assessment shall be done by an independent agency at the student's or parent's expense.
2. An educational component for students and parents to be determined by the school representative in cooperation with the student and parent.
3. Participation in the Student Assistance Program includes student and parent consent to at least three unannounced drug tests to be provided at time determined by the school representative during the 12 month period following determination of the violation. In appropriate circumstances, the School Assistance Program may provide for more than three drug tests as agreed between the school representative, the student, and parent(s). All drug testing beyond the first level will be conducted in accordance with school district guidelines and be done at the expense of the student or parent.

Failure to pass any drug test will be considered a violation of the Co-Curricular Alcohol-Tobacco-Drug Policy and will result in consequences being invoked as a subsequent violation.

Any reduction in co-curricular participation is conditioned on satisfactory completion of the education components of the policy by both the student and parent(s) and the drug testing component on the part of the student.

## **Self-Referral**

A student may self-refer to the Student Assistance Program one time during the student's enrollment. There will be no loss of privilege to participate in co-curricular activities based on self-referral provided the student successfully completes the Student Assistance Program. **The intent of permitting self-referral is to show support toward the student athlete who comes to realize he/she has a drug or alcohol problem. It enables the young person to get help from a trusted coach or other adult who puts the student in touch with the Student Assistance Program.** Self-referral may be denied if based on information that would otherwise come to the attention of the school district. Self-referral will not be permitted for a student who is presently in the Student Assistance Program, including the drug-testing period or has already had a violation. **It is not intended to be used as a way to avoid the regular consequences of an incident that has already occurred.**

## **Drug Testing**

1. Drug testing will be conducted by a laboratory selected by the school.
2. The student and the student's parents must sign a consent form authorizing the drug testing.
3. Drug testing may be requested by the school representative or other appropriate school officials at any time, including times outside the normal school day or school week. Upon such request students will be expected to provide a urine sample at school or at the designated laboratory within a reasonable time as specified by the school official. Failure to do so will be deemed a positive test and will result in a denial of participation privileges. The sample will be divided into multiple specimens, one or more of which will be retained in the event confirmation testing is necessary.
4. Falsifying or tampering with a sample will result in suspension of the assistance program and a denial of participation privileges.
5. The school will pay for all drug tests (other than any tests conducted as part of an assessment at the beginning of the Student Assistance Plan) on the first level. Tests on additional levels will be paid by the student.
6. A copy of the results will be sent to the designated school official and to the student's parent(s).
7. Prior to the testing procedure, the student may voluntarily provide information as to any prescription medication being taken which information will be provided to the testing laboratory.

## **Due Process**

Denial of co-curricular privileges for violations of this policy may be imposed by district administrative personnel, including building athletic directors and those persons charged with the directing of building activities programs. Prior to the determination of any violation of this policy, the district administrator shall advise the student of the conduct considered to be a violation and give the student an opportunity to respond to the charge. A student found to be in violation of this policy may appeal that determination to the building Principal. Any such appeal must be in writing and must be submitted no later than the end of the second school day following the day the violation was determined. The decision of the building principal shall be made in writing and shall be given to the student. The student may appeal the decision of the building Principal to the Superintendent or designee. Any such appeal must be in writing and must be submitted to the

Superintendent no later than the end of the second school day following the receipt by the student of the decision of the building Principal. The decision of the Superintendent, or designee, shall be final. During the time any appeal is pending, all penalties provided in this policy shall be enforced.

### **Miscellaneous**

A student denied participation in athletic events for violation of this policy for a period of less than an entire season shall be required to attend practice and events, but will not be permitted to wear school uniforms or participate in any event, competition or recognition ceremony. A student leader denied participation for violation of this policy shall forfeit all awards based on student leadership activities prior to the violation. The penalties for violation of this policy shall be applicable regardless of the school attended. Denial of participation will remain in effect when a student transfers from one school to another. Notwithstanding any other provision of this policy, a student participant in the co-curricular program may observe bona fide religious practices.

[Adoption Date: October 14, 1996]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.664

CROSS REFS.: 10-0601, Student Due Process Rights; 10-0603.07, Tobacco Use by Students; 10-0603.08, Drug and Alcohol Abuse by Students / Prevention of Chemical Abuse; 10-0700, Student Discipline and subcodes; 10-0803.04, Administering Medicines to Students

### **Procedural Issues**

If the co-curricular participant is in violation of the Co-Curricular Alcohol, Tobacco and Drug Policy and is caught on school property or at a school-related function not on the property of the Worthington City Schools or is otherwise in violation of the Student Code of Conduct 10-0603R for an offense related to drugs, alcohol or tobacco, the student must first serve his/her penalty with the school for a violation of the Code of Conduct which can include, but is not limited to, suspension or expulsion, which will result in denial of privilege to participate in the Co-Curricular Program while the student is expelled, suspended or removed from school. Upon returning, he/she must also follow the Co-Curricular Policy for first, second, or third violations of the alcohol, drug and tobacco policies.

The policy is intended to supplement and complement all other policies, rules and regulations of the school district regarding student use of drugs, alcohol and tobacco. Student participation in co-curricular activities is subject to the Student Code of Conduct 10-0603-R, including any and all penalties for violation of the Student Code of Conduct.

Failure to follow through with the recommended student assistance program will result in the enforcement of all denial of privilege penalties until the student assistance program is resumed.

Students may choose to enter the Student Assistance Program at any time after a violation.

If a student transfers from one school in the Worthington City Schools to another school within the district, the co-curricular records shall transfer with the student as will any consequences or required assistance programs. If a student transfers into a Worthington School from outside the district and is currently serving a consequence for an ATOD violation, the consequences administered by the original school will remain in effect unless the consequences would be more restricting than those specified by the Worthington Schools' Co-Curricular Policy.

**Banquet:** If any co-curricular participant, at the conclusion of the season, is not a team/group member in good standing as a result of not proving substantial effort to complete the required educational assistance programs or proving substantial effort to complete such assistance programming, the student will forfeit the privilege to attend the banquet and to receive all letters and/or awards that would have been awarded at that time.

Senior Recognition Programs: Should a student not complete the Student Assistance Program or prove substantial effort to complete such student assistance programming, the student will not be recognized at the Celebration of Excellence, other school sponsored recognition or co-curricular achievement, or other public recognition as determined by the Principal.

## **Definitions**

**Controlled Substances** – Alcohol, illicit drugs, dangerous intoxicants, counterfeit controlled substances, or licit medications without the supervision of a physician.

**Violation** – A violation will have occurred when there is determination by school district personnel indicating that a student used, purchased, sold, trafficked or possessed alcohol, tobacco or controlled substances on or off school grounds.

**Referral for Assistance** – Information from the student-participant, his/her peers, community members, and/or parents that leads the coach/advisor or other school officials to believe a co-curricular participant has violated the co-curricular drug, alcohol and tobacco policy. The co-curricular participant must confirm the validity of this information in order to proceed further, except when the participant's parent(s)/guardian(s) refers the student or confirms the information.

**Season** – In athletics, the length of the competitive season is defined by the OHSAA or in the case of non-OHSAA sports by the district. In activities, seasons are defined by schedules printed by the district. A season of denial may include parts of two sports or activities or parts of two seasons of the sport or activity. Example: a 50% denial of privilege could cover the last 25% of the current season and the first 25% of the next season in which the student wishes to participate. If serving part of the percentage of the denial of privilege in a second sport or activity, the student must remain as a participant in good standing for the duration of the second season. All co-curricular rules and expectations must be followed, as well as all expectations for the sport/activity.

**Possession** – Alcohol, tobacco, controlled substance or drug paraphernalia is physically on or in student-participant's body; or physically within his/her personal property (i.e., book or gym bag, coat, etc.); or in his/her home if other students are using or possessing alcohol, tobacco or controlled substance (e.g., hosting a party). Possession will include being present in a car where alcohol or controlled substances are being used or are present. Students acting together with students who are known to have possession of prohibited substances may be deemed to also have possession of such prohibited substances.

**Assessment/Primary Assistance** – Building administration, coaches, school counselors, and the certified district drug and alcohol counselor will decide what constitutes an adequate and approved assessment/assistance plan, completion of the assistance plan, and when the co-curricular participant may return to competition/contests/performances or participation.

**Denial of Participation** – The student-participant may not play but must practice, travel and sit with team/group at events (for various activity programs, this requirement will be defined as applicable by the advisor and the co-curricular coordinator) during any percentage denial of privilege which is less than one season. The student participant will not wear the school uniform at the contest or performance. This restriction is effective immediately following the determination that the policy has been violated.

If the denial of privilege is for one season, the student may sit out the next season of the sport/activity in which the student has last participated. Should the student have participated in both a sport and an activity, the denial of privilege will be served for both.

## **Student Leadership Issues**

1. A student leader is defined as anyone appointed or elected to a leadership position in athletics, student government, or other co-curricular activities.
2. Student leaders accept the responsibilities that accompany leadership positions and are expected to be positive role models at all times. Accordingly, they are subject to a higher level of conduct.
3. Any student leader found to be in violation of the ATOD policy will be subject to the following:
  - a. Immediate termination of all leadership positions, awards relating to these positions, and loss of all school or team/activity awards.
  - b. Denial of the opportunity to hold any additional leadership positions for the period of one (1) calendar year from the time of the infraction. Within the calendar year that the student may not serve in a leadership position, the student may, however, petition to run for a leadership position which will commence the following calendar year.
  - c. If the one (1) calendar year for which a student may not serve in a leadership position expires by the date their potential term of office would begin, that student is eligible to run for election or be considered for appointment to student leadership positions.
4. Referrals for assistance and student leadership:
  - a. Any student leader who refers himself/herself or verifies information provided in a referral by a third party, but then refuses to follow the co-curricular policy in regard to assistance, will be subject to the consequences listed in 3a and 3b above.
  - b. Referrals for assistance will carry no consequences for team participation, but will deny leadership positions, leadership awards or leadership recognition for three (3) months from the date of the infraction.
  - c. If the three (3) months for which a student may not serve in a leadership position expires by the date their potential term of office would begin, that student is eligible to run for election or be considered for appointment to student leadership positions.

## **ATOD VIOLATION OCCURS ON SCHOOL GROUNDS OR AT SCHOOL FUNCTION**

### Consequences: Use or Possession of Alcoholic Beverages or Drugs—Level 3

- 1<sup>st</sup> Violation – 5 day out of school suspension (suspension may be reduced to 2 days with completion of Student Assistance Program). Loss of privileges for 15 school days after the suspension, including attendance at after school co-curricular events and activities and driving privileges. Police Report.
- 2<sup>nd</sup> Violation – 10 day out of school suspension (suspension may be reduced to 5 days with completion of Student Assistance Program) Loss of privileges for 30 school days after the suspension, including attendance at after school co-curricular events and activities and driving privileges. Police Report.
- 3<sup>rd</sup> Violation – 10 day out of school suspension with recommendation for expulsion. Police Report.

**\*\*Special Note:** See Discipline Action Chart for more details and note that if a student disregards the loss of privilege consequence, the penalty is doubled.

### Use or Possession of Tobacco:

A student shall not use or possess tobacco or tobacco products in any form or otherwise violate Board policy JFCG "Tobacco Use By Students." This also includes a prohibition on smoking or otherwise using tobacco or tobacco products in cars which are on the school campus. Violations will result in Level 3 consequences and a loss of privileges for 5 school days for first offense, 10 days for second offense and 15 for third offense after the suspension, including attendance at after school co-curricular events and activities and driving privileges.

**Worthington Schools**

**Consequences for Violation of Expectation Not to Use or Possess  
Drugs, Controlled Substances, Alcohol or Tobacco**

**Goal of Co-Curricular Program** – To afford students growth opportunities through helping them learn to take a commitment to reaching their full potential and contributing to a team or organizational goal in a healthy, safe, and secure environment.

**Goal of the ATOD Expectations:**

1. Non-use of ATOD by student participants.
2. Help kids learn and grow through making individual choices which will have a positive effect on assisting them reach their maximum potential as performers on a team or in an organization.
3. Provide a healthy, safe and secure environment in which students can participate.

	Violations		Referrals for Assistance	
	CONSEQUENCES	CONSEQUENCES with choice of student assistance program	CONSEQUENCES	CONSEQUENCES with choice of student assistance program
<b>1st</b>	<b>ONE SEASON</b> Denial of privilege to participate	<b>20%</b> denial of privilege to participate <b>IF STUDENT AND PARENT AGREES:</b> 1. Prescribed assistance program; 2. Minimum of three unannounced drug tests in the next calendar year. 3. Leadership opportunity	Self-referral is designed to provide the opportunity for students to enter the student assistance program.  Self-referral is a violation, the first of which will carry no <b>DENIAL OF PRIVILEGE</b> to participate <b>IF STUDENT AND PARENT AGREE TO:</b> 1. Prescribed assistance program; 2. Three unannounced drug tests within the next calendar year.	
<b>2<sup>nd</sup></b>	<b>ONE YEAR</b> Denial of privilege to participate from date of enforcement for the violation.	<b>50%</b> Denial of privilege to participate <b>IF STUDENT AND PARENT AGREES:</b> 1. Prescribed assistance program; 2. Minimum of three unannounced drug tests within the next calendar year. 3. Leadership opportunity	Additionally: 1. One referral per career; 2. No referrals while drug testing; and 3. Any referral moves the student to the next level of consequence. 4. Leadership penalty is for three (3) months from incident allowing student to participate, but not in a leadership role. 5. A positive drug test will be considered a violation and student moves to the next level of consequences.	
<b>3rd</b>	<b>CAREER</b> Denial of privilege to participate from date of enforcement for the violation.	<b>ONE YEAR</b> Denial of privilege to participate <b>IF STUDENT AND PARENT AGREES:</b> 1. Assessment and follow recommendations; 3. Minimum of three unannounced drug tests in the next calendar year. 3. Leadership opportunity		

In addition, a student who violates the ATOD policy will not serve in any school leadership positions for one calendar year from the date of the infraction, nor will the student receive any awards or recognition relating to these positions. Referrals for assistance will carry no consequences for team participation, but will impact leadership positions, awards or recognition for three (3) months from the date of the infraction.

A positive drug test will be considered a violation, and the student will move to the next level of consequences.

(Revised 8/15)

## ATOD POLICY: IN-SCHOOL VIOLATION

Alcohol, drugs – Use or possession

1<sup>st</sup> violation - 5 days out of school suspension (OSS) to 2 OSS if :

### ASSISTANCE PROGRAM

- 1) Saturday Family Workshop
- 2) Consent for 1 drug screening-district paid (athletes share results with Athletic dept. and non- athletes share results with SSO) new 2004-05

### AUTOMATIC CONSEQUENCES FOR VIOLATION

- 1) Loss of privileges for 15 days of driving to school – clock starts running **after** the two days of OSS are served
- 2) Loss of privileges for 15 days of being on campus after 3 o'clock for any after school events including co-curricular–clock starts running after 2 OSS days are served (new 2004-05)

### CLARIFYING:

Violation Incident 2 days OSS Occurs		15 school days time clock starts after OSS served	Non-Athlete
M	T	W – begins the clock for privileges gone	



Violation Incident 2 days OSS Occurs		15 school days time clock starts after OSS served	
Athlete M	T	W – begins the clock for privileges gone	
		PLUS... athlete loses 20% of season and it runs concurrently – clock begins for the 20% calculation at same time is begins for loss of privileges	

#### Second violation

- loss of privileges for 30 days & use if SDFSC Saturday Morning Family WS
- ATOD assessment from certified Drug and Alcohol counselor – family paid

## **Co-Curricular Alcohol, Tobacco and Other Drug Use Prevention Program**

### **Responsibilities of the Coach**

You are not only a coach/advisor, you are also a teacher. As an adult, your primary concern should be your responsibility toward the young people whose lives you strongly influence. This doesn't mean that you have to be a trained counselor. You don't have to be an expert in treating drug problems, but you must be able to recognize the signs of alcohol, steroid, and other drug use.

As a coach or advisor, you are responsible for implementing school policy. If an athlete shares information with you regarding substance use, you are obligated to inform the student that it is your responsibility to assist in the enforcement of school policy. Tell him up front that you are interested in what is best for him. Encourage him to talk; but let him know that you can't help him if you are bound by secrecy. Encourage athletes to be positive role models for peers and younger students. Urge him to become involved in SSAPP.

1. You must be responsible for publicizing school policies and procedures about substance abuse to ensure that members of your team/organization clearly understand policies and consequences.

2. You must be sensitive to those students who work hard but fail to make the team/club/organization. Make sure that other adults in the school, such as the athletic director or counselors know which students might be feeling rejected. Treat athletes who don't make your team/organization with the dignity and respect they deserve as individuals.

3. You must be empathetic to students who have already been affected by problems with alcohol or other drugs. If a student comes from a family where there is substance abuse, he is probably not getting the support he needs from home. Consult with a counselor to determine what sort of help is most appropriate.

4. You are the person who is trusted among the student athletes, and you may be approached by young people who are in trouble with substance abuse. You send a student who is having difficulty with math to a trained person who can help him. Likewise, you need to send a student who is having drug or alcohol problems to someone who is trained to help him. It is your responsibility to know where your athletes can go for help, for example:

- athletic director or activities director
- school counselor health staff member
- drug abuse coordinator in your school intervention team in your school
- local agencies that help young people with drug or alcohol problems
- Student Services / Dean

Have a list of community resources, including names on contacts and phone numbers, that you can give to an athlete or a parent who asks your advice.

5. When a recovering athlete returns to the team/organization after being denied the privilege to participate, it is your responsibility to understand that student's special needs. Emphasize to other team/organization members the importance of accepting the athlete. Ask them to show their support for his new drug-free lifestyle. Make sure the athlete knows that he can talk with you whenever he feels tempted to revert to his old habits. Let him know that you are proud of his strength and courage to make a change in his life.

6. Share your responsibilities with your assistant coach/advisors. Their commitment of time and effort will make your program more successful, and they will work cooperatively with you as effective components of the drug prevention program for your team/club/organization.

7. Remind the team/organization and seniors of ramifications of violations after their final season of senior year- Celebration of Excellence - image of team/club/organization, etc.

#### Expectations of Coaches

1. Be a positive role model
2. Support and enforce Policy
3. Talk to team/organization once a week
4. Follow-up on rumors
5. Consider the development of a publicly displayed team/organization pledge poster

#### The Basics for a Successful Athlete Drug Prevention Program

1. **BE A GOOD ROLE MODEL.** Your actions speak louder than your words.
2. **USE YOUR TEAM/ORGANIZATION LEADERS.** Meet with all your captains/officers and talk about use of alcohol, steroids, and other drugs. Ask the captains/officers to make a commitment to work together to ensure that their team/organization members abide by the training rules. Explain to them that their role symbolizes their commitment to a drug-free team/club/organization. Meet with your captains/officers regularly (see Suggestions for Captains/officers).
3. **REGULAR AND HONEST COMMUNICATION.** Talk openly and honestly with your athletes/participants about alcohol, steroids, and other drugs at least once a week. Most young people learn about the use of dangerous chemical substances from the street, not from responsible or accurate sources. Street information rarely includes facts on the physical and emotional harm caused by chemical use. Athletes and performers should know the full and accurate story about alcohol and other drug use. Only with this information can they make health decisions.

-Talk about past and present substance abuse incidents.

-Keep the alcohol- and drug-free message before them throughout the year.

-Communicate to your athletes or members of your organization that you really care about their chemical use. Students need to know that adults care about their good health.

4. **POSITIVE PEER PRESSURE.** In order for your drug prevention program to be effective, it is essential that you encourage your athletes to use positive peer pressure on their fellow teammates.

Ask your athletes to turn negative peer pressure around-to pressure their friends to avoid drugs, including alcohol.

Team members have the right to apply peer pressure to fellow team/organization members who are not following the rules. If some members violate the training rules, the rest of the group can experience serious morale problems.

5. **Co-Curricular ATOD Enforcement.** This is a very important part of the program.

Report all violations to your athletic director or activities director in a timely manner. Don't give special preferential treatment to the stars. Be firm, but be empathetic with a student who is reprimanded. Let him know that you know how he feels. Let him know that you care.

6. **RECOGNIZE THE SIGNS.** Know the signs and symptoms of use of alcohol or other drugs.

-Mood swings from very high to very low Changes in personality

-Apathetic and listless behavior

- Loss of coordination
- Red eyes or frequent use of sunglasses
- Excessive sweating
- Tardy to practices or games/ Missing practices or games
- Sudden drop in grades
- Change in group of friends
- Lots of talk about alcohol and other drugs Dropping out of activities
- Frequent visits to the school nurse
- Hyperactivity or nervousness
- Neglected hygiene
- Subtle cries for help... listen to them; they'll tell you they have problems.
- Know the signs and symptoms of steroid use.
- Abnormal weight gain
- Dramatically increased muscular definition
- Severe acne
- Loss of hair
- Increased aggressiveness
- Breast development in males
- Problems with menstrual cycle in females

Note: The existence of one or more of the preceding symptoms does not necessarily mean that a student is using alcohol, steroids, or other drugs, but these signs and symptoms should send up a signal that something is wrong. Don't jump to conclusions. Do take the time to investigate the cause or causes of significant changes or symptoms.

7. **BE FAIR TO EVERYONE.** Treat athletes and performers of lesser ability with the same praise and respect as star athletes. Give everyone the same positive feedback. Likewise, the team/organization rules must be applied to everyone.

8. **BE PREPARED.** Have a definite plan ready when one of your athletes/performers is suspended for use of alcohol, tobacco, or drugs. And make sure that your students know the consequences of their actions.

Investigate the incident. Immediately talk to your athletic director or activities director. Involve the student's family. If recovery does not involve the family, the recovery rate is 1/20. If the recovery involves the family, the recovery rate is 1/ 2.

9. **TALK IMMEDIATELY WITH THE ATHLETE.** When you overhear students talking about an athlete who has broken the ATOD expectations, immediately discuss the situation with the athlete. Confront the athlete; tell him his behavior is against the policy. Explain the consequences of his actions. Tell him that you care about him.

10. **FOLLOW-UP ASSISTANCE.** After you discipline your athlete/performer, offer your help. It is important for the student to know that you do not disapprove of him; you disapprove of what he has done. You are not going to reject him. After he has been disciplined, he needs your help to regain his dignity and get his life in order. Call your athlete at home to let him know you care.

11. **PARENTAL COOPERATION.** Make sure parents co-sign ATOD card. This should be done prior to the beginning of practice. Conduct a pre-season meeting at which you review the Co-Curricular ATOD expectations with both parents and students. Include an educational component in this meeting (see suggestions for pre-season meetings in next section).

12. HEALTHY ACTIVITIES. Promote healthy, chemical-free activities for athletes after contests. Ask your team/organization members for suggestions. They need to be active in the decision-making process. Ask the Booster Club to help organize "fifth quarter" activities.

#### Suggestions for Coaches

1. General thoughts for pre-season meeting
  - Non-use is one of the many expectations you place upon the members of your team/organization because you care about them and want them to perform at their maximum level.
  - Explain the beliefs upon which the Co-Curricular Policy is based.
  - Explain the Co-Curricular ATOD Policy.
  - Express your belief in the policies and how a substance free lifestyle promotes performance.
  - Communicate to the parents of your athletes what you are planning to do in regard to the ATOD Policies. Without their support and commitment, your program will be less successful.
  - Be available to answer their questions or address their concerns.

Possible formats for pre-season meeting:

Student led discussion.

Parent led discussion.

Outside speakers.

Parent only discussion.

Present the ATOD expectations as you present the rest of your team expectations.

2. When talking with individual athletes, listen carefully for subtle cries for help.
  - Your athletes may not feel comfortable telling you they are in trouble with alcohol or other drugs. But they will give you hints that they are looking for help.
  - Work with captains/officers, have an open dialogue with the team/club/organization. Use peer pressure, investigate all rumors.
  - Enforce rules, recognize signs and symptoms. Recognize what to do when information gets to you as a coach/advisor.
  - As you talk with them, they will bring up subjects that concern them. When you realize they are trying to confide in you, give them an "open lead" to help them talk more easily. Your right say: "I remember that you asked me about drinking the last time we talked. This subject must be bothering you. Tell me more about how you feel". Or, I'd like to help you if you or your friends have a problem with smoking during the sport season. You asked me questions about that the last time we talked. Do you have other questions, or would you like to talk more about it?"
  - Your players see you as someone who can help them. They trust you. Listen carefully to them and pick up the hints that they give you.

#### Suggestions for Captains/Officers (help your players become good captains/officers and leaders)

1. In order for the drug prevention program to be effective, captains/officers must use positive peer pressure on their fellow team/organization members to keep them from using alcohol and other drugs. Captains/officers confront rumors.
2. Captains must talk with their fellow team/organization members, clearly explaining how they feel about the serious problems of using alcohol, steroids, and other drugs. Captains/officers might say:
  - "My goal is for everyone to follow the team/organization rules-including the captain. There will be no drinking, smoking, or drug use."

- "If I hear of rule violations, I will do everything I can to stop you from using chemicals, and that includes going to the coach/advisor."
- "Our training rules are important. They make sure that we will be the best athletes we can be; they make sure that we will have the best team/club/organization; and they will help us live healthy lifestyles."
- "Sometimes people feel pressure to make the wrong choices. They try beer or pot because they are with other people who are using these substances. If you have made a wrong decision, tell the coach/advisor about it and he will make sure you get help. Go to the coach/advisor first, and you won't get kicked off the team/organization if you enter the student assistance program."

3. Each captain must be a role model to his fellow team/ organization members and to his fellow students.

- The entire team/organization looks up to the captain.
- Younger students view captains/officers as heroes.
- Captains must not put themselves in a position where they could be accused of using alcohol or other drugs.

4. Captains/officers should find healthy activities for their team/club/organizations instead of going to parties where alcohol is served.

- Do things together as a team/organization, such as pizza parties or movies.
- Ask fellow team/organization members for suggestions for weekly social activities.
- The Booster Club and coach/advisor can help plan drug free activities. Captains should ask for their help.

5. Captains/officers must make it clear to their fellow team/ organization members that if any of them think they have a problem with alcohol, steroids, or other drugs, there is help available. If they receive help, they will still be on the team/ club/organization. The captain must let fellow team/organization members know that he and his other fellow team/ organization members will help and support any athlete who acknowledges he has a problem.

6. Captains/officers must understand that being a captain is a year-round commitment that doesn't end when the season is over. Being a role model is not something that can be turned off and on.

## **SUPPLEMENTS AND MEDICATIONS**

The use of any drug, medication, or food supplement in a way not prescribed by the manufacturer will not be authorized or encouraged by school personnel or coaches. Natural substances in unnatural amounts may have short-term or long term negative health effects. In order to minimize health and safety risks to student athletes, maintain ethical standards, and reduce liability risks, neither school personnel nor coaches will supply, recommend or encourage the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

## **GUIDELINES FOR CO-CURRICULAR FEES WORTHINGTON HIGH SCHOOLS AND MIDDLE SCHOOLS**

The Worthington Board of Education recognizes that co-curricular activities represent an extension of the overall school program. Such programs contribute to the educational goals of the district and assist in promoting the educational growth of each student participant. Although students and parents are being asked to assume a portion of the expense of co-curricular participation through an increased fee structure, it is hoped that no students will elect not to participate in the co-curricular experience due to financial constraints. Should students and their families have difficulty affording participation fees, they are encouraged to contact their coach, advisor, a teacher or an administrator for assistance. Requests will be handled in a confidential manner.

### **Collection of Fees:**

- All fees are due prior to the first game or performance.
- High school fees will be paid directly to the Co-Curricular Office.
- Middle school fees will be paid to the school secretary.
- Checks should be made out to the school.
- A receipt will be given upon cash payment.

### **Multiple Sport/Activity Participation:**

- Each athlete must pay the full pay to participation fee for each sport/activity.

### **Refunds:**

- No refunds will be made after the first game or performance.

### **Hardship Cases:**

- If a student qualifies for the subsidized lunch program, participation fees will be waived for free lunch and reduced by half for reduced lunch. (Forms are available in principal's office.)
- In special cases students can contact their coach, advisor, teacher or administrator for assistance.

### **CLASSIFICATION OF FEES**

#### **High School**

##### **Level I - \$125.00**

All High School Athletics Teams  
No fee: Bowling, Ice Hockey, Indoor Track,  
Water Polo

##### **Level II - \$85.00**

Fall & Winter Cheerleading  
In-the-Know Team  
Jazz Band  
Marching Band  
Marching Band Auxiliaries  
Mock Trials Team  
Winter Dance Team  
Winter Guard  
Winter Percussion Team

#### **Middle School**

##### **Level I - \$125.00**

All Athletics' Teams

##### **Level II - \$85.00**

Fall & Winter Cheerleading

##### **Level III - \$35.00**

Drama Club  
Math Counts  
Musical or Talent Show  
Pep Club  
Yearbook  
Drill Team  
Olympics of the Mind

#### **Catastrophic Insurance Fee - \$10.00**

Water Polo, Cheerleading, Lacrosse, Boys  
Volleyball

\* Level one NOT to exceed \$375.00 per year per student

\*Level II and III NOT to exceed \$195 per year per student

File: IGD

## **CO-CURRICULAR and EXTRACURRICULAR ACTIVITIES**

The Board recognizes that extracurricular activities of the school district such as interscholastic athletic events, plays, musical performances, dances, award ceremonies and field/class trips represent an extension of the overall school program. All such programs must contribute to the goals of general education to justify their existence in the curriculum.

The purposes of the co-curricular program are to:

1. Afford an opportunity for participation for all students who desire to take part;
2. Allow the participant to develop maximum self-potential;
3. Create an atmosphere which will promote a positive social attitude;
4. Provide an opportunity to extend student interest beyond the classroom experience, within and outside the community;
5. Provide an opportunity to develop skills and attitudes which can be employed in daily life and in the wise use of leisure time
6. Provide an opportunity for teachers and instructors to view the student in a variety of activities and academic areas.

The Board recognizes the challenges and responsibilities of guiding every young person who participates in extracurricular activities, be it in the classroom, on the field, track or court. Moreover, the Board recognizes that extracurricular activities afford student participants the opportunity to practice good citizenship and character through physical, emotional, social, moral and intellectual growth.

The Board supports the principles behind the Ohio High School Athletic Association's Sportsmanship Policy and Harold A. Meyer Award for Sportsmanship, Ethics, and Integrity. The value of good citizenship and high character apply equally to all school-sponsored programs. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Further, an awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed by the National Federation of High School Associations as a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity. The groups within District that are responsible for promoting good sportsmanship are coaches, athletes, parents and other fans, spirit and booster groups, media, officials, administrators, and the Board.

(Adoption date: July 22, 2002)

LEGAL REFS: ORC 3313.53; 3313.58; 3313.59; 3315.062 St Board of Ed Minimum Standards 3301-35-03, 3303-35-02

File: IGD-R

## **CO-CURRICULAR and EXTRACURRICULAR ACTIVITIES**

The following procedures will apply to all extracurricular activities in the District:

1. Each building principal is responsible for the entire extracurricular program of his school. The principal shall take a leadership role in initiating, improving and terminating extracurricular activities for both boys and girls in such a way that consideration is given to both the expressed students' interests and to the principal's judgment as to what kinds of activities should be provided and promoted in the school.
2. The advisor of each activity shall submit to the principal, in writing, purposes and objectives for the activity. Rules and regulations written for each activity must reflect and be consistent with the stated purposes and objectives, the functional involvement of students in the activities and Board

policies. These statements shall be reviewed annually by the principal with the advisor and are subject to review by the superintendent if the principal or superintendent desires to review. The statements must be on file in the building housing the program and in the superintendent's office.

3. Activities must be carefully organized and administered for girls and boys with regard to facilities, times allotted and equipment. Consideration should be given to expressed interest and the number of participants. However, facilities should not be preferentially used by any individual activity with regard to total time of use and preferred times.
4. Interscholastic athletics programs are limited to the middle and senior high levels. Elementary activities in the field of athletics are limited to skill development and intramural programs commensurate with the physical and psychological development of the girls and boys.
5. All participants will be subject to the rules and regulations of the respective state and national organizations of the school. The value of good which the participants attend as a member of said organizations, citizenship and high character apply equally to all school-sponsored programs. In perception and practice, good sportsmanship.
6. Participants will be advised in writing of the EXPECTATIONS REGARDING SPORTSMANSHIP, the ATHLETIC DISCIPLINE CODE, and ANY and ALL RULES and regulations by their respective advisors or coaches prior to their participation, in order for each student to determine the feasibility of such participation.
7. Rules may be amended by the advisor or coach with the concurrence of the principal. The participants must be notified of such changes immediately.
8. Rules and regulations are subject to appeal either by the participant, advisor or coach through his building principal, and, if necessary, the superintendent.

(Approval date: July 22, 2002)

File: IGDJ

### **INTERSCHOLASTIC ATHLETICS**

Participation in athletic competition will be in accordance with Worthington Board of Education policies and regulations. While the board of education takes great pride in winning, it does not condone "winning at any cost" and discourages any pressures that might tend to submerge good sportsmanship and good mental health beneath the desire to win.

The superintendent and administrative staff will schedule frequent conferences with all physical education instructors, coaches and athletic directors to develop a constructive approach to physical education and athletics throughout the school district and to maintain a program that is an educational activity.

Interscholastic sports programs are subject to approval by the board. The building principal is responsible for the administration of the interscholastic athletic program within his school. In discharging this responsibility the principal will consult with the athletic directors, coaches and physical education instructors on various aspects of the interscholastic athletic program. Furthermore, it is the responsibility of the principal and his staff to ensure the proper management of public attendance at all athletic and physical education programs and the safety of students and the public.

Coaches will be required to complete an approved course in sports-related first aid training and a course in cardiopulmonary resuscitation.

In the conduct of interscholastic athletic programs, the rules, regulations and limitations outlined by

the Ohio High School Athletic Association (OHSAA) must be followed. It will be the responsibility of the district's voting delegate to OHSAA to advise the management team of all pending changes in OHSAA's regulations.

Additionally, all students participating in interscholastic athletics must purchase insurance available through the school, or the parent or guardian must sign a waiver to the effect that such coverage is not necessary.

As character building is one of the major objectives of interscholastic athletics, the athlete assumes responsibility for regulating his personal life in such ways as will make him an efficient member of a team and a worthy representative of his school.

Any student may be suspended from an athletic team practice and competitions for a period of time, designated by the principal, for infraction of school rules and regulations or any other unacceptable conduct in or out of school.

(Adoption date: July 22, 2002]

LEGAL REFS: ORC 2305.23; 2305.231; 3315.062

State Board of Education Minimum Standards 3301-35-03(1) CROSS REFS: 10-0704, Student Suspension;

File: IGDK

#### **INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY**

The Board recognizes that extracurricular activities of the District such as interscholastic athletic events, plays and musical performances represent an extension of the overall school program. All such programs must contribute to the goals of general education to justify their existence in the curriculum.

In order to be granted the privilege to participate in interscholastic extracurricular activities, students must make normal academic progress toward graduation. Accordingly, the Academic Eligibility Policy will reflect the academic standards that a student must attain in order to progress toward graduation.

An interscholastic extracurricular activity is defined as a school-sponsored student activity not included in the graded course of study, which has a competitive component or a public performance.

To be eligible to participate in an interscholastic extracurricular activity, the Board requires that high school students (grades 9-12) meet all Ohio School Athletic Association (OHSAA) regulations; pass a minimum of five one-unit courses (or the equivalent which count toward graduation) during the preceding nine-week grading period; and attain a GPA of 1.0 or greater in those five courses. In addition, high school students must pass 2.5 units of credit from the previous semester.

Middle school students (grades 7 and 8) must meet all OHSAA regulations, pass 75 percent of the courses they attempt during a nine-week period and attain a GPA of 1.0 or greater in those courses

Failing grades will not make a student ineligible, provided the above requirements are met. Credits earned in summer school, or other methods approved by the building principal, may be used to make up unearned semester credit. E-school or other opportunities may be used to make up unearned semester credit. Two weeks after the end of the grading period a student may petition the principal or designee to regain eligibility early by entering into a credit recovery contract approved by the building principal. A student who recovers the credit shall be immediately eligible.

Failure to comply with grading period (nine weeks or semester) eligibility requirements will result in loss of eligibility for the succeeding nine-week grading period.

Eligibility based upon passing 2.5 semester courses will go into effect the third nine-week period of the 2000-2001 academic year.

[Adoption date: July 22, 2002]

LEGALREFS:

ORC 2305.23; 2305.231; 3313.535; 3313.66; 3313.661; 3315.062 OAC 3301-27; 3301-35-03(1)

***Key Eligibility Dates***

First Grading Period: August 19 – October 15

Eligibility Changes: October 22

Second Grading Period: October 19 – December 17

Eligibility Changes: January 7

Third Grading Period: January 4 – March 17

Eligibility Changes: April 1

Fourth Grading Period: March 28 – May 26

File: INDA-R

**PRAYER**

As a public school system, the district must operate in accord with legal principles related to the separation of church and state. Therefore, the practice of the school district shall be as follows: School sponsored or officially-sanctioned prayers are not permissible at school events.

[Approval date: July 22, 2002]

File: JFCF

**HAZING**

Hazing activities of any type are inconsistent with the educational process and will be prohibited at all times. No administrator, faculty member or other employee of the Worthington School District shall encourage, permit, condone or tolerate any hazing activities.

A student shall not subject any other student to abusive or ridiculous activities or harass any other student with unnecessary or disagreeable tasks. Students shall not plan, encourage or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including a victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Violation may lead to disciplinary action and/or legal action as contained in ORC 2307.44. Administrators, faculty members, and all other district employees will be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students will be informed by the discovering school employee of the prohibition contained in this policy and will be required to end all hazing activities immediately. All hazing incidents will be reported immediately to the superintendent.

Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio law.

Written copies of this policy will be distributed to all district students and employees following its official adoption by the board. In addition, this policy will be incorporated into building, staff and student handbooks and will be the subject of discussion at employee staff meetings or in-service programs.

[Adoption date: July 22, 2002] LEGAL REF.: ORC 2307.44

File: AC

## **PROHIBITION OF HARASSMENT**

The Worthington Board of Education is committed to the creation and maintenance of a learning and working environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of prohibited harassment. Harassment on the basis of race, color, national origin, ancestry, citizenship, religion, handicap, age, sex or sexual orientation is prohibited.

Prohibited harassment includes, by way of example, slurs, unwelcome sexual advances and requests for sexual favors, verbal or physical conduct of a sexual nature, solicitation of sexual activity or reference to sexual themes in a manner which the offender knows or should know is offensive to the listener or observed, or other verbal, nonverbal or physical conduct on one or more of the bases stated above.

### Prohibited Harassment of Pupils

Prohibited harassment is conduct by a pupil or employee of the school district arising out of or related to the race, color, national origin, ancestry, citizenship, religion, handicap, age, sex or sexual orientation of a pupil when:

- A. submission to or rejection of such conduct by a pupil is used as the basis for educational judgments or conditions affecting the pupil, or
- B. such conduct has the purpose or effect of ( 1) unreasonably interfering with a pupil's curricular, co-curricular or extracurricular performance, (2) creating an intimidating, hostile or offensive educational environment, or (3) otherwise adversely and unreasonably impacting upon a student's educational opportunities.
- C. submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- D. submission to or rejection of such conduct by an employee is used as the basis for employment judgments affecting the employee, or
- E. such conduct has the purpose or the effect of (1) unreasonably interfering with an employee's work performance, (2) creating an intimidating, hostile or offensive working environment, or (3) otherwise adversely and unreasonably impacting upon an employee's employment opportunities.

Prohibited harassment is conduct by a pupil or employee of the school district arising out of or related to the race, color, administrators, faculty members and all other district employees national origin, ancestry, citizenship, religion, handicap, age, will be particularly alert to possible situations, circumstances or sex or sexual orientation of a pupil when:

### Reporting and Investigating Harassment

It is the responsibility of every supervisor and principal to recognize acts of harassment and take necessary action to ensure that such instances are addressed swiftly, fairly and effectively. Consequently, all administrative and supervisory staff in schools, offices and other facilities should be aware of and responsible for implementing the harassment complaint resolution procedures established through this policy.

Persons who have reason to believe that harassment has occurred should promptly report the incident:

- A. If the persons so reporting are students, to their principal, an assistant principal, a school counselor or the Title IX Coordinator, or
- B. If the persons so reporting are employees, to their immediate supervisor, the Certified Personnel Director, the Director of Business Services or the Title IX Coordinator.

Subject to legal reporting obligations, considerations of safety and any determination that is made to notify the parent or guardian of a minor student reporting that he or she has been so harassed, reasonable measures shall be taken to keep the identity of anyone so reporting confidential in relation to any person(s) alleged to have engaged in harassment unless authorization is otherwise given. Any such report will be investigated and, when merited and consistent with the maintenance of confidentiality as provided herein, disciplinary action will be taken in compliance with applicable law, Board policy and regulations.

The Title IX Coordinator shall develop appropriate forms and guidelines to implement this policy

### Communication

The superintendent is directed to make every effort to make certain that everyone affected by this policy shall be informed of its provisions and also that infractions of it may be in violation of federal or state civil and/or criminal laws. It is the intention of the board of education to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

### Review and Reporting

The superintendent will report annually to the board of education on reported harassment incidents.

[Adoption date: July 22, 2002]

File: JGG

## **CO-CURRICULAR STUDENT DISCIPLINE**

Participation in co-curricular (extracurricular) activities is a privilege extended to students who meet eligibility requirements for participation in a co-curricular activity. One of the eligibility requirements is compliance with this policy. Other eligibility requirements include, but are not limited to, compliance with the Student Code of Conduct; compliance with all other applicable policies and regulations of the Board; compliance with any additional rules established by the co-curricular activity adviser or coach, including athletic training rules; and compliance with Ohio High School Athletic Association requirements.

As used in this policy, the term "co-curricular activity" includes all athletic programs, activities programs and performances and student leadership activities. This policy is applicable to students at all grade levels (K-12) participating in co-curricular activities. The prohibitions and penalties provided in this policy will be imposed in addition to, and not in the place of, penalties for conduct otherwise prohibited by the Student Code of Conduct.

Students who violate the Student Code of Conduct, any policies and regulations of the Board, rules established by the advisor or coach of a co-curricular activity in which the student

participates, or Ohio High School Athletic Association requirements are subject to suspension or removal from their privilege of participation in any particular or all co-curricular activities. The principal, assistant principal or other District administrative personnel are authorized to suspend a student from any or all co-curricular activities. The suspension shall be for a maximum of permanent denial of participation in any particular or all co-curricular activities for the remainder of the student's school enrollment. In addition to suspension from participation, an advisor or coach may assign any other penalty other than suspension to a student (e.g., extra practice time, parent conference, limited participation).

Students who violate the co-curricular alcohol, tobacco and drug policy are subject to the specific provisions of policy, including the due process provisions and consequences specified and are not governed by this policy.

Students who are suspended or expelled from school or have been subject to emergency removal from school pursuant to a violation of the Student Code of Conduct are also automatically denied participation in co-curricular activities for an equal period of time. No additional due process beyond that provided by the Board is available to the student and this policy does not apply to the period of time the student is suspended, expelled or otherwise removed from school pursuant to regulation. However, a student may be suspended from a co-curricular activity for a period of time that extends beyond any suspension, expulsion, or emergency removal from school and such additional suspension from any particular or all co-curricular activities is pursuant to this policy. This policy applies only to the suspension of an eligible student from all participation in and attendance at the co-curricular activity, as part of the team or co-curricular group, for a period of time of one day of participation or more. This policy is not applicable in the case of normal disciplinary procedures in which a student is removed from the co-curricular activity for less than one day of participation in the activity. This policy has no applicability whatsoever to the advisor's or coach's day-to-day decisions related to selection of students for a team, competition, or co-curricular activity; the level of participation of a student in a particular competition or activity; or the discipline of a student by an advisor or coach that consists of any penalty other than the complete suspension of a student from participation in and attendance at the co-curricular activity as part of the team or co-curricular group. (e.g. a coach/advisor may determine that a student may attend a practice, competition, or performance as part of a team or student co-curricular group but may determine that the student will not compete in a particular athletic event or participate in a particular performance or activity. This is not considered to be a suspension from a co-curricular activity as defined in this policy since the student is still attending the activity as part of the school team or group and the provisions of this policy do not apply.).

Prior to any suspension from any particular or all co-curricular activities, the principal, assistant principal, or other District administrator shall advise the student of the conduct considered to be a violation of this policy. The student will be given an opportunity to informally meet with the principal, assistant principal, or other District administrative personnel to challenge the reasons for the intended suspension or to otherwise explain his/her actions.

Any suspension will be determined by the principal, assistant principal or other school administrative personnel who informally meets with the student.

An administrator or a co-curricular advisor, coach, or teacher may remove a student under an emergency removal basis from a co-curricular activity under that advisor's, coach's, or teacher's supervision without the due process provisions of this policy if the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting a co-curricular activity, school, or any school related activity held on or off school premises. If a student is removed pursuant to this paragraph on an emergency removal basis, the student shall be provided with an opportunity to informally meet with the principal, assistant principal, or other school District administrative personnel within three (3) school days from the time the initial removal is ordered in order for the student to challenge the reasons for the intended suspension or to otherwise explain his/her actions.

A student may appeal a suspension from a co-curricular activity. During the time any appeal is pending, all penalties in this policy shall be enforced. The director of co-curricular activities is designated as the co-curricular appeal hearing officer. The appeal must be in writing and must be received by the director of co-curricular activities not later than the end of the second school day following the date that the student was notified of the suspension from co-curricular activities.

The director of co-curricular activities shall mail or otherwise provide a decision, in writing, to the student regarding the appeal. The decision of the director of co-curricular activities shall be final and is not subject to any further appeal.

The informal meeting with the administrator prior to a suspension and any appeal of a suspension are not formal judicial proceedings. There is no right to cross-examination or question school District personnel or any other person. The rules of evidence and rules of civil procedure do not apply. All procedures and decisions to the informal meeting or any appeal are subject to the sole discretion of the administrator or co-curricular appeal hearing officer, as applicable.  
[Adoption date: July 22, 2002] LEGAL REF.: ORC 3313.664

File: JHCD

#### **ADMINISTERING MEDICINES to STUDENTS**

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If not possible, it will be done in accordance with the following:

1. The school nurse or an appropriate person appointed by the building principal will supervise the secure and proper storage and dispensing of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission must be received from the parent or guardian of the student, requesting that the Worthington School District comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement, which complies with state law and is signed by the physician who prescribes the drug, or other person licensed to prescribe medication.
4. The parent, guardian or other person having care and charge of the student must agree to submit a revised statement signed by the physician or other licensed individual who prescribed the drug to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
5. No employee who is authorized by the Worthington Board of Education to administer a prescribed drug and who has a copy of the most recent statement would be liable in civil damages for administering or failing to administer the drug, unless he acted in a manner that would constitute "gross negligence or wanton or reckless misconduct."
6. No person employed by the board of education will be required to administer a drug to a student except pursuant to requirements established under this policy. The board of education shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug. [Adoption date: July 22, 2002]  
LEGAL REFS: ORC 2305.23; 2305.231; 3313.712; 3313.713  
State Bid of Ed Minimum Standards 3301-35- 03(c) (1), (D) (5, 9)

## PRE-SEASON and POST-SEASON CHECKLISTS

### PRE-SEASON CHECKLIST

- Have attended the pre-season meeting.
- Have received information from the OHSAA regarding rules and regulations of the sport.
- Check the eligibility print-out available in the co-curricular office.
- Arrange to attend the mandatory OHSAA rules interpretation meeting.
- Check to see that all coaches on their staff have valid First Aid and CPR certifications and forwarded verification of each to the co-curricular office.
- Clear all assistants and volunteers through the Athletic Director so that they will be covered by the Board insurance policy and will have their year's experience added to their personnel record.
- Check equipment and facilities to insure their safety. Generate and submit a work order if necessary.
- Coordinate with the Head Trainer emergency procedures and procedures for training assistance.
- Complete and file form for Authorization for Transporting Students.
- Hold pre-season meeting with all athletes and parents to discuss eligibility requirements, team expectations and the district ATOD policy.
- Check with athletic director to clear all participant's eligibility relating to ATOD regulations. Discuss game, scrimmage, and practice schedules to Athletic Director.
- Submit letter award criteria in the co-curricular office.
- Submit team expectations in the co-curricular office.
- Review Parent Support Group Guidelines and budget with parent support group.
- Banquet date, time and place secured and communicated to the Co-Curricular Office.

Prior to practicing (any physical activity at which a coach is present) each player must have completed:

1. Physical examination card
2. ATOD card / Data Sheet
3. Liability Waiver
4. Emergency medical card

### POST-SEASON CHECKLIST

- Awards list filed with the Co-Curricular Office.
- Scholar-athlete list checked and filed with the Co-Curricular Office.
- Season ending report - At the conclusion of each sports season, the head coach of each sport will submit a post-season report to the athletic director. A copy of this report will be forwarded to the high school yearbook.
- Evaluation materials completed and evaluation appointments set.
- Celebration of Excellence information completed.
- Inventoried keys turned in to the athletic director.
- All equipment and its location inventoried.

## **ASSISTANT COACHES/ADVISORS**

### Employment of Assistants

It is expected that the head coach/advisor will be continually identifying strong candidates for all levels of coaching positions within his/her sport. It is also expected that all staffs are completed well in advance of the first day of practice in order to facilitate proper planning. Except for unusual situations, all staffs should be hired prior to the start of classes in the fall.

### Procedures for Hiring

1. Once a position is open, the head coach/advisor will notify the Athletic Director who will notify the Personnel Office to post the position.
2. The head coach/advisor will identify strong candidates for assistant positions and refer them to the Athletic Director.
3. The candidate will make formal application to the Athletic Director.
4. The candidate will be interviewed by the Athletic Director, and, if needed, the building Principal.
5. The Principal and the Athletic Director will recommend a candidate for employment to the Superintendent.
6. Prior to being recommended to the Board of Education, all candidates must be finger printed. All candidates must assume the costs of the finger printing.
7. Once approved by the Board of Education, the employee will be forwarded a contract. This must be returned as indicated on the contract.
8. All coaches must have a current CPR certificate and must be First Aid certified by the Ohio Department of Education before coaching students.
9. All coaches must have received district training yearly in bloodborne pathogens and hazardous materials  
(See also Volunteer Coaches/Advisors)

## **FUNDAMENTALS OF COACHING COURSE**

- All teacher-coaches, paid or volunteers, in grades 7 through 12 in Ohio are required to take the NFHS Fundamentals of Coaching course as a one-time fulfillment.
- All teacher-coaches, paid or volunteer, with a current Pupil Activity Supervisor Permit that are renewing their permit any time after January 1, 2010, are required to complete the course at the time of renewal.
- Log on to [NFHS.org](http://NFHS.org) to register and take the course online.

## **CONCUSSION EDUCATION**

HB 143 requires that each individual applying for a pupil-activity program permit to coach interscholastic athletics to successfully complete training on brain trauma and brain injury management. Within the previous three years, a coach must present evidence that the individual has successfully completed an online training program in recognizing the symptoms of concussions and head injuries that is linked to the DOE web site.

## **COACHES ASSOCIATIONS & DUES**

The Co-Curricular Department may pay dues to coaches associations for one coach per sport. These dues must be included in all sports budgets and will be paid with proper paperwork through Co-Curricular Department funds. If membership in the association is mandatory for athletes to be eligible to receive post-season honors, coaches are expected to join these coaches associations. Paperwork must be submitted in a timely manner.

## **COACH/ADVISOR CONTRACTS**

### Issuance of contracts:

Contracts will be sent directly to the coach/advisor. If you wish to be paid on a timely basis in relation to the length of your contract, the contract must be signed and returned promptly.

PRIOR to being recommended to the Board of Education for a contract as a member of the District Co-Curricular Staff you must:

1. Complete an application for a supplemental position.
2. meet with the building principal / athletic director.
3. Make an appointment in the district Personnel Office (Board of Education, 883-3000) to:
  - a. complete the appropriate paperwork;
  - b. make arrangements to be fingerprinted (fee will be assessed);
4. Be fingerprinted and return the fingerprint card to the Personnel Office.
5. ODE approved First Aid certification - PAP (renewable every three years)
6. CPR certification (renewable every one or two years);
7. Bloodborne pathogens (renewable yearly);
8. Hazardous material handling (renewable yearly)

**No coach or volunteer coach will work with students without valid PAP and CPR certifications.**

AFTER being approved by the Board of Education:

1. You will be sent an employment contract.
2. You must sign this contract and return it to the payroll office (address on contract) prior to the 15th of the month if you are within your contract dates and wish to receive your first check on the 30th of the month.
3. You will be paid in equal amounts on the 30th of each month during the dates of the contract. (Example: If your contract dates are September 1 through November 30, you will receive 1/3 of your total compensation on September 30, 1/3 October 30, and 1/3 November 30.)
4. Should you not return your contract by the 15th of the first month in which you are contracted, you will not receive your first payment until the 30th of the next month. (Example: If your contract dates are September 1 through November 30 and if you do not return your contract to payroll until after September 15 but before October 15, you will receive ½ of your total compensation on October 30 and 1/2, Nov 30.)

#### Payment of Coaches/Advisors/Assistants

The entire salary of the coach/advisor/assistant shall be paid by the Worthington Board of Education. Bonuses from other athletic association funds or other sources cannot be used to supplement the regular Board of Education salary. (OHSAA Bylaw 6-2-1)

The Ohio Ethics Commission recently issued Advisory Opinion No. 2008-01 concerning compensation paid to school district employees, including coaches. The Commission was asked whether it was permissible for a booster group to pay a school employee to coach or provide other school district services related to a student activity. The Commission concluded that the Ethics Law and related statutes prohibit a school district employee from receiving compensation from any source other than the district for the performance of these services. By prohibiting any source other than the district from compensation district employees for school-related services, the law assures students, parents, and taxpayers in the district that school employees are responsive and responsible only to the board of education, and not to any outside source of compensation for their public duties. The opinion also explains that the law certainly does not prohibit a booster group, or any other source that supports activities of a district, from making a voluntary gift to the district, which the district can then decide to use in any fashion otherwise allowed by law.

# **Job Description for Varsity Head Coach Worthington City Schools**

**REPORTS TO:** The High School Athletic Director.

**SUPERVISES:** Assistant coaches on all levels including junior varsity and freshman coaches. The head coach is also expected to work directly with middle school coaches and youth league coaches. The head coach is responsible to work with the athletic director to recruit, interview, retain, develop and evaluate all paid and volunteer coaches.

**REQUIREMENTS:**

- \_\_\_\_\_ Valid BCI/FBI background check
- \_\_\_\_\_ Valid PAP certification
- \_\_\_\_\_ Valid CPR certification
- \_\_\_\_\_ Completion of the NFHS Fundamentals of Coaching Class
- \_\_\_\_\_ Completion of the concussion online training program

**MISSION OF THE HEAD COACH:**

- To provide leadership, supervision, and organization to a specific sport activity, and to meet the goals of the total athletic program, the high school, and the District.
- To provide a sport specific athletic experience that serves to develop the strengths of each student within the context of well defined and communicated team objectives that strive to win while placing sportsmanship and the lessons of sports above winning at all cost.
- To ensure the health, safety and security of students at all times.
- To work with parents, faculty and staff, the community for the wholistic development of each student.

**PRIMARY RESPONSIBILITIES.**

- A. Twelve month responsibilities
  - Formulate and operate a fiscally responsible program including budget request, fundraising activities.
  - Maintain appropriate inventory control for all district equipment.
  - Develop and maintain positive connections with students regarding their academic, athletic and social progress serve as a positive role model at all times for students
  - Assist students and their parents with the college search process in every way possible
  - Within the OHSAA, OCC and District guidelines, implement appropriate out of season activities for sport participants
  - Engage in appropriate professional development activities and encourage staff to do so as well.
  - Participate actively in sport specific professional organizations.
  - Collaborate successfully with the sport specific parent/booster organization to plan and implement activities, attend parent group meetings.

**B. Seasonal responsibilities.**

1. Pre-season
  - a. Work with the athletic director on the timely employment of assistant coaches and volunteers.
  - b. Ensure staff attend the mandatory sports medicine clinics and have certifications prior to first day.
  - d. Coordinate trainer coverage and emergency procedures with the head trainer.
  - e. Prior to student participation in any supervised activities, file all required student forms.
  - f. Coordinate facility schedule with the athletic director.
  - g. Coordinate transportation schedule with the athletic director.
  - h. Assure all team and athletic department policies and procedures are followed by staff.
  - I. Inspect all facilities and equipment to assure their safety.
  - j. Conduct a meeting for all parents outlining expectations of athletes for the season.
  - k. File tentative practice schedules, team rules, and athletic department rules. Keep office updated.
  - l. Conduct a pre-season athlete meeting regarding all team rules, department policies and procedures
  - m. Cooperate in producing the appropriate publicity for athletes, including a sports program.
  
2. In-season responsibilities.
  - a. Administer all phases of the assigned sport.
  - c. Organize and implement all practice plans.
  - d. Assure that proper follow through with all athletic department and team expectations.
  - e. Employ proper safety precautions in all phases of the activity.
  - f. Communicate appropriately with students, parents, staff, media and boosters.
  - g. Supervise athletes at all times when they are involved in sport activities.
  - h. Continually encourage and model positive and healthy lifestyle for students.
  - i. Provide leadership for coaches at all levels within the sport.
  
3. Post-season
  - a. Conduct a post-season awards activity for athletes and parents in conjunction with boosters.
  - b. Inventory and store all equipment.
  - c. Prepare and submit a season report to the athletic director.
  - d. Evaluate all assistants and share the evaluation with each.
  - e. Attend a post-season evaluation conference with the athletic director.

**OTHER RESPONSIBILITIES**

Work closely with the athletic director to ensure a comprehensive and developmentally sound sport program.

Any approved activity to run a successful competitive interscholastic sport program

To maintain certifications required for this position.

Other duties as assigned.

**TERM AND PAY**

Worthington Schools coaching contracts are one year contracts. Each contract is compensated based on the number of units of pay it has been assigned and the years of experience of the applicant brings to be placed on the scale.

**Job Description for Assistant Coach  
(Includes JV, Freshman, Reserve Coaches)  
Worthington City Schools**

I. **REPORTS TO:** The Head Varsity Coach and Athletic Director.

II. **COACHING DUTIES:** Duties as assigned by the Head Coach.

III. **MISSION OF THE ASSISTANT COACH:** To provide leadership, supervision, and organization to a specific team or position as assigned by the head coach, and to meet the goals of the total athletic program, the high school, and the District.

IV. **REQUIREMENTS:**

- \_\_\_\_\_ Valid BCI/FBI background check
- \_\_\_\_\_ Valid PAP certification
- \_\_\_\_\_ Valid CPR certification
- \_\_\_\_\_ Completion of the NFHS Fundamentals of Coaching class
- \_\_\_\_\_ Completion of the concussion online training program

V. **PRIMARY RESPONSIBILITIES.**

- A. Twelve month responsibilities
  - 1. Perform duties as assigned by the head coach.
  - 2. Engage in the appropriate professional growth activities.
  - 3. Within the guidelines of the OHSAA and the School District, assist with the proper out-of-season activities for participants in the sport.
  - 4. Be active in the appropriate professional organizations.
- B. Seasonal responsibilities.
  - 1. Pre-season (Before practice begins).
    - a. Attend the mandatory sports medicine clinics and be responsible for having all assistants attend same.
    - b. Attend the pre-season coaches meeting called by the athletic director and organizational meetings called by the head coach.
    - c. Other duties as assigned by the head coach.
  - 2. In-season responsibilities.
    - a. Administer the phases of the assigned sport as assigned by the Head Coach.
  - 3. Post-season
    - a. Assist the head coach as directed in concluding the season.

VI. **TERMS AND PAY**

Worthington Schools coaching contracts are one year contracts. Each contract is compensated based on the number of units of pay it has been assigned and the years of experience of the applicant brings to be placed on the scale.

## **EVALUATION PROCESS for COACHES/ ADVISORS**

As stated in the Worthington Schools co-curricular department Mission Statement, there is much more to the ultimate purpose of competition than just winning. The fielding of competitive teams is one aspect of the overall evaluation of the District's Coaches/Advisors; however, the evaluation will take into consideration the total educational experience that our students enjoy as participants in the Worthington Schools Co-curricular Program. It is expected that every program will be administered in such a manner as to promote the stated values of the Co-Curricular Program:

1. Honesty, integrity, ethics and sportsmanship
2. Striving for excellence, and
3. Holistic growth of the individual.

Head coaches/advisors will be evaluated by the Athletic Director and the building principal. This evaluation will include a self-evaluation. Head coaches/advisors will be expected to evaluate their assistants. This information will be shared with the Athletic Director. Copies of evaluation forms (revised June, 1999) are on the following pages. The coaching evaluation tool "Worthington Athletic Coaches Competencies" will be utilized as the primary evaluation tool for all coaches in Worthington City Schools.

Head coaches/advisors are expected to bring to their season ending evaluation conference:

- completed self-evaluation form completed assistant coach's self evaluation form completed evaluation of all assistants completed equipment inventory form completed uniform inventory form completed season-ending report parent support group financial statement

## **VERTICAL COMMUNICATION WITHIN THE DISTRICT BY HEAD COACHES**

Many of the sports within the district may have teams at all levels from seventh grade through varsity. It is the expectation of the head coach of the varsity sport will establish vertical lines of communication for coordination of the program through all level of competition including community-based programs. It is hoped that middle school, freshman, and reserve coaches view their coaching role as being one that contributes to the "Worthington System". All Head Coaches are expected to foster this attitude and aid other coaches in the sport where possible.

## **VOLUNTEER COACHES/ ADVISORS**

Volunteer coaches/advisors can be used to supplement programs. All volunteers must be approved by the Board of Education before working with students. Volunteer coaches are defined as those personnel who work with teams on a regular basis.

## **PARTICIPATION GUIDELINES**

**Guidelines** for the number of students needed to maintain a program to prevent elimination, for determining minimum staffing numbers and for determining the number of participants needed before an additional advisor/coach would be hired to address supervision and safety issues, should be adopted.

- **Minimum number** of participation to field a team (one more student than the number needed to play the sport/activity).
- **Maximum number** of students before the district provides an additional coach. This petitioning process will occur through the Discretionary Contingency Fund set up for athletics and activities in separate funds.

A summary of guidelines applied to each program is available on the following page in **Table B2**

**Table B2- High School  
Participation Guidelines- updated 8/15**

Assumption- all HS sports will have a Varsity Level

<b>Sport</b>	<b>Maximum Additional Coach</b> (SPAC set max. numbers through individual program discussions)
<b>High School</b>	
Baseball	N/A (cut sport)
Basketball Boys	N/A (cut sport)
Basketball Girls	N/A (cut sport)
Bowling	N/A (cut sport)
Cheerleading Fall	N/A (cut sport)
Cheerleading Winter	N/A (cut sport)
Cross Country/Boys Vars.	30-1 @ 61 + 1 coach
Cross Country/Girls Vars.	30-1 @ 61 + 1 coach
Field Hockey Girls	20-1 @ 41 + 1 coach
Football Boys	17-1 @ 137 + 1 coach
Golf Boys	N/A (cut sport)
Golf Girls	N/A (cut sport)
Gymnastics Girls	18-1 @ 37 + 1 coach
Ice Hockey Boys	N/A (cut sport)
Lacrosse Boys	25-1 @ 76 + 1 coach
Lacrosse Girls	25-1 @ 76 + 1 coach
Soccer Boys	N/A (cut sport)
Soccer Girls	N/A (cut sport)
Softball Girls	N/A (cut sport)
Swimming Girls/Boys	30-1
Tennis Boys	N/A (cut sport)
Dive	
Tennis Girls	N/A (cut sport)
Track Girls/Boys	30-1 @ 211 + 1 coach
Volleyball Boys	N/A (cut sport)
Volleyball Girls	N/A (cut sport)
Water Polo Varsity	N/A
Wrestling Boys	16-1 @ 49 + 1 coach

\* Football and Track – SPAC would recommend that the full contingent of coaches be utilized even if there are lower numbers because of specialized nature of these sports.

**EJECTION OF COACHES FROM ATHLETIC CONTESTS**

Any coach ejected from an interscholastic contest for unsportsmanlike conduct shall be suspended from coaching for the remainder of that day as well as for all contests in that sport until two regular season/tournament contests are played at the same level as the ejection (one contest in football) **and shall be fined \$100. Additionally, the coach shall take the National Federation of State High School Associations Fundamentals of Coaching Course, which must be completed within 30 days. (Note that the \$100 shall be used to support the OHSAA's Respect The Game program).**

If the ejection occurs in the last contest of the season, the coach shall be ineligible for the

same number of games as stated above in the same sport during the following season in the next school year.

A coach who has been suspended from coaching may attend the contest, but must be seated in the spectator area and may not give instructions to the players or to the individual who has been assigned to coach the team any time prior to or during the contest including halftime or any intermission. A suspended coach shall not travel with the squad to an away contest.

A coach who has been ejected for unsportsmanlike conduct for the second time shall be suspended indefinitely and required to attend a mandatory conference with the Commissioner at the OHSAA headquarters. The principal of the school shall be required to attend this conference as well. Any penalty shall be determined in accordance with Bylaw 12.

It is the responsibility of the local school authorities to ensure this regulation is enforced. When a suspended coach is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the Commissioner as specified in the OHSAA Tournament Regulations. In accordance with Bylaw 8-3-1, the decisions of contest officials are final.

## **PRESEASON MEETINGS**

### Preseason Meetings:

Prior to the beginning of each season, there will be a *MANDATORY* meeting of all head and assistant coaches/advisors. The purpose of these meetings will be to discuss and review procedures and establish expectations for the upcoming season. **ALL COACHES /ADVISORS ARE REQUIRED TO ATTEND THESE MEETINGS.**

### General Co-Curricular Department Meetings:

All Head Coaches/advisors or their representatives will meet periodically to discuss issues which pertain to all athletic teams. These meetings will serve as a forum to discuss problems which are common to two or more sports. An agenda will be circulated one week prior to the meeting. Should any member of the Co-Curricular Department have items which are felt to be appropriate for the agenda, they should be forwarded to the athletic director.

## **CONFERENCES and CLINICS**

It is the position of the co-curricular department that coaches and advisors at Worthington schools continually strive to improve their skills. Accordingly, coaches and advisors are encouraged to attend clinics and conferences. However, because of the scarcity of available teacher substitutes, the date(s) you anticipate attending a conferences or an in-service must be reserved on the district staff development calendar through the Athletic Director well in advance. Decisions on dates are made in mid-August.

## **SUPERVISION of STUDENT PARTICIPANTS**

Students must be supervised at all times on school property or during travel to away events. Coaches and advisors are responsible for **the student until** the student leaves the school premises after practices or events.

## **TEAM and ORGANIZATIONAL RULES**

Coaches/advisors may establish expectations and consequences for student participants dealing with specific issues related to improving the team/organization and improving general student deportment and performance. To maintain communication, coaches must provide a copy of team expectations and consequences to the athletic director. (See Board of Education Policy 10-0702.)

The school recognizes the sports season as the OHSAA, or other governing body, official start and end dates for each individual sport. All events that occur outside of these dates are not recognized as school functions. A coach and/or booster group should use waivers for any event that occurs outside of the season.

## **CANCELLATION of CONTESTS DUE TO EMERGENCY CONDITIONS**

If the Worthington Schools are closed due to a weather emergency, all contests, performances and meetings will be cancelled. If there is a "Traveler's Advisory" issued by the State Highway Patrol, no teams will travel out of Central Ohio. Playing games in Central Ohio will be determined by the location of the game and the severity of the weather. Any exceptions to this **policy must be approved by** the building principal. All decisions regarding practices on days of emergency closings will be made by 10:00 A.M. No practices will be held before noon.

## **LIABILITY**

(presentation by Jay Bennett, Attorney, Oxford, OH)

In order to avoid negligence, the coach/advisor must:

1. Provide a safe environment.
2. Properly plan the activity.
3. Evaluate each student participant for injury.
4. Match or equate athletes.
5. Provide and maintain proper and effective equipment.
6. Warn each student participant of risks inherent in the activity.
7. Provide adequate supervision at all times.
8. Know proper emergency and first aid procedures.
9. Keep adequate records.
10. Know, post, and operationalize all school policies.

A coach/advisor may be negligent if she/he:

1. Fails to supervise student participant before, during, and after events or practices.
2. Entrusts a duty or responsibility to an under-qualified or unqualified individual.
3. Fails to teach proper skills.
4. Fails to teach protective skills.
5. Fails to provide a safe playing and coaching environment.
6. Fails to inspect, repair, and recondition equipment properly.
7. Fails to teach student participants to inspect their own equipment.
8. Fails to provide proper effective equipment.
9. Fails to properly plan an activity.
10. Fails to create and set policies and procedures for an activity.
11. Fails to follow and enforce such policies and procedures.
12. Fails to adopt safety standards pertinent to a superiorly administered organization.
13. Fails to match or equate athletes.
14. Fails to properly administer first aid.
15. Fails to warn of inherent dangers in the activity.
16. Fails to assess an injury or incapacity in a student participant.
17. Fails to keep adequate and accurate records.

## **NON-WORTHINGTON STUDENTS**

Non-Worthington students are not permitted to practice or work out with teams on a regular basis. There are certain instances, as a courtesy to other schools, when this is appropriate. The participant(s) must be accompanied by their coach/advisor and may practice with our teams/groups or utilize our facilities as approved by the Co-Curricular Office.

## **PARTICIPATION CONFLICTS (Students)**

The SPAC committee believes that students should be encouraged to participate in numerous co-curricular activities offered in Worthington. Co-curricular activities contribute to the social, academic and cognitive growth of our students. Conflicts between events and activities sometimes occur when students are involved in multiple activities. Parents and athletes should meet with coaches and advisors before seasons start or at the earliest convenience to look for possible solutions as feasible. Adult advisors and coaches should never put a student in the middle of a conflict but work for win-win solutions to a conflict. Further conflict resolution can include the activities director, athletic director and/or principal as needed.

## **LIGHTNING POLICY**

(Contests and Practices)

### Evacuation

If lightning is imminent or a thunderstorm is approaching, all personnel, athletes and spectators shall evacuate to available safe structures or shelters.

### OHSAA 30 Minute Rule

Once lightning has been recognized, officials (or coaches in a practice situation) shall suspend competition or practice until at least 30 minutes after the last flash of lightning is witnessed or thunder is heard to begin or resume the contest or practice. Any subsequent lightning or thunder after the beginning of the 30 minute count shall reset the clock and another 30 minute period of suspension of play/practice shall begin.

## **EXCESSIVE HEAT PRECAUTIONS (see appendix)**

- Practice sessions should be revised when conditions (heat index) warrant. High heat and humidity should alert coaches to health concerns of their athletes. When the temperature/humidity factor (commonly referred to as the heat index) is elevated, revision in practices shall occur. Revisions could include: shortening practice sessions; holding practices in the morning or evening; altering the amount of equipment worn; reducing the intensity of practice sessions.
- Athletes should be educated on hydration techniques. They should drink 17-to-20 ounces of water or sports drink 2-to-3 hours before exercise and an additional 17-to-20 ounces 10-to-20 minutes prior to exercise.
- During practice, athletes should be allowed unrestricted fluid replacement. A general guide is to drink 7-to-10 ounces of water/sports drink every 15 minutes. Water must be available during practice.
- After practices, athletes should drink 20-to-24 ounces of water/sports drink for each pound of weight lost, and the rehydration should occur within two hours of the completion of practice.

## **STUDENTS in "AT RISK" SITUATIONS**

Many students in the Worthington School District could be considered "at risk." "At risk" can have many meanings, including being "at risk" academically, socially, domestically, chemically, and in numerous other ways. Coaches/advisors are expected to play a key role in identifying and working with kids who fall into these categories. There are numerous resources within the District with whom coaches/advisors should interact, guidance counselors, drug and alcohol counselors, teachers, special education teachers, and administrators. Coaches/advisors are not expected to provide professional counseling services for kids "at risk." However coaches/advisors should use their relationship and knowledge of their kids to help them get assistance when needed.

## **STUDENT LEADERSHIP**

Serving in a student leadership position (whether appointed or elected) for a co-curricular program, team or activity shall be considered a privilege. Student leaders are expected to demonstrate exemplary citizenship. Any student leader who is disciplined for a major infraction of the schools' Student Conduct Code may be removed from his/her leadership position upon the recommendation of the advisor/coach and approval of the principal.

## **PHYSICAL EXAMINATION CARDS**

Physical examinations cards are valid for one calendar year and must be turned in to the co-curricular department before **an athlete practices or competes**. Coaches are responsible for checking on cards which students indicate are on file in the Co-Curricular Office.

## **A-T-O-D CARDS**

Prior to starting practice each student is required to have the Alcohol-Tobacco-Drug Policy Card on file at the Co-Curricular Office. The card must be signed by both the student and the student's parents. The purpose of the card is to *inform* both the student and his/her parents as to the expectations placed upon student participants in regard to the use of drugs, alcohol, and tobacco, and the consequences if the student should be found in violation of these policies.

## **EMERGENCY MEDICAL CARDS**

All athletes must have Emergency Cards on file with the coach/ advisor before an athlete practices or competes. The coach/ advisor will retain the Emergency Cards for use in an emergency situation **and must have them in his/her possession at all times**. Cards are available from the co-curricular department.

## **CONCUSSION INFORMATION SHEET**

H.B 143 requires a youth sports organization to provide to the parent or other guardian of an individual who wishes to practice for or compete in an athletic activity the Department's concussion and head injury information sheet. Each co-curricular participant must have this form signed by the parent/guardian before each sport season to acknowledge receipt of the information sheet before participation.

## ATTENDANCE (CLASS) REGULATIONS

As outlined in the respective student handbooks, any Worthington High School student participating in the co-curricular program must be present in at least one-half of his/her regularly scheduled classes on the day of a contest or practice in order to be able to participate that day. One-half is defined as 50% attendance in class periods that count towards graduation not Exceptional situations can be appealed to the Principal or designee.

It is the responsibility of the student/parent to notify the coach/ advisor of any situation which may limit participating in a contest/performance/practice.

## EARLY DISMISSAL

*Although* not encouraged, there are certain times when students must be excused from class in order to participate in co-curricular activities. It is expected that schedules can be constructed in such a manner as to avoid early dismissal of students.

Coaches/advisors are urged to plan ahead to notify both faculty and students when early dismissal will take place. When students must be excused from class, the advisor/coach must follow the following procedures:

Each coach/advisor must secure permission from the Co-Curricular Office for the early dismissal of students. The student must alert *his/her* teachers at least three school days in advance of the absence to inform them of the possibility that a class **will be** missed. Students will be responsible for the completion of assignments and tests in a timely manner.

The coach/advisor must submit a roster to be approved by the appropriate Co-Curricular Office at least three school days prior to the expected absence. **The Co-Curricular Office will forward the roster** to the student services office and the Linworth AP.

## ELIGIBILITY

The Co-Curricular Office will administer the following regulations and will conduct interim checks in order to enable the individual Coaches/advisors to take a proactive role in ensuring that all athletes remain eligible:

Prior to the first day of practice, the coach will check the prospective team roster against a computer-generated list of all enrolled students who did not meet eligibility standards. The coach will identify those team members who are ineligible. All physical cards, data sheets, and ATOD cards must be submitted to the Co-Curricular Office. The coach/advisor will obtain a team roster form from the Co-Curricular Office. The coach must submit a final roster to the Co-Curricular Office a minimum of three working days prior to the first scrimmage or contest. This final roster should again be checked against the computer-generated list of all enrolled students who did not meet eligibility standards. At this time all liability waivers and participation fees must also be submitted.

The Co-Curricular Office will check the roster submitted by the coach against the computer-generated eligibility list and ATOD violation list.

Each nine-weeks period, the co-curricular department will create an eligibility list which will be given to the coach. These are the only students who will play during the nine week period. The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period. "School day" includes faculty in-service days, calamity days and regular school

attendance days but not holidays of school breaks.

Each coach will check the master roster and return it to the Co-Curricular Office, signed to verify that each member of his/her team is indeed included on the eligibility list. It would be suggested that the master eligibility roster be posted for the team so that each team member might check to be sure that his or her name is included on the master roster.

These procedures must be followed for each additional student who is added to the team during the season.

## **INSURANCE COVERAGE**

Prior to the beginning of practice, all students are to be offered the opportunity to enroll in a Worthington Schools endorsed insurance program. This program should be utilized by students who do not have insurance coverage of their own. The Worthington Schools **do not** carry insurance to cover injuries incurred **in** co-curricular activities (athletics and activities programs). Each student can obtain an application for insurance from the Co-Curricular Office. If the student decides to enroll, the parent must complete and return the application and fee to the Co-Curricular Office. Enrollment in this program may take place at any time during the year.

All parents and student participants will be required to sign the liability waiver acknowledging the cautions, considerations and responsibilities to increase the safety and enjoyment of interscholastic athletics. (See Ohio High School Athletic Association handbook regarding catastrophic accident insurance and tournament coverage.)

## **LETTER AWARD POLICIES for ATHLETES**

The High School awards system is as follows: Freshman/JV-B - Certificate of participation

- 1st Year JV-A or Varsity participation – Numerals
- 1st Year Varsity Letter - Varsity W and Sport Pin
- 2nd Year Varsity Letter - Silver Bar
- 3rd Year Varsity Letter - Gold Bar
- 4th Year Varsity Letter - Gold Bar

Although sports vary as to the types of team structure that they each have, it is hoped that the above format will be followed by all Athletic Teams. The criteria for earning a letter may vary from sport to sport. Co-Curricular Department policy will not establish parameters for individual athletes earning varsity letters due to the different characteristics of each sport and the autonomy of each Head Coach and his or her philosophy. It is, however, strongly suggested that the Coach establish criteria for earning Varsity W prior to the season, communicate the requirements to the athletes and their parents, and be consistent with that policy in administering Varsity Letters. These criteria must be on file with the athletic director prior to the beginning of the season.

## **SCHOLAR-ATHLETE AWARDS**

### **CARDS/WOLVES**

Scholar-athlete recognition is given by the umbrella support group of each high school. The award is based upon the GPA for the preceding semester. Any student who is a team member and had a GPA of 3.25 or greater for the preceding semester will be awarded scholar-athlete recognition. For first term freshman in the fall, the award will be based upon the fall semester GPA and will be presented early in the second semester.

## OCC

The OCC will recognize one scholar-athlete per school from each OCC sponsored sport. It is the head coach's responsibility to make the selection of the recipient from his/her team. The recipient must be a senior with a GPA of 3.5 or better. This information must be verified by the athletic director.

### **ATHLETIC PASSES**

The Worthington High School Athletic Departments will offer school year adult and student athletic passes. The pass will provide the purchaser general admission to all home, regular season, and high school and middle school athletic events. Coaches are encouraged to provide this information to parents and supporters of their programs.

### **COMPLIMENTARY TICKETS - O.C.C.**

The Ohio Capital Conference provides a limited number of yearly passes that are honored at all O.C.C. contests. Because of financial concerns expressed by some member schools, the issuance of the passes has been severely limited. At present time they are distributed only to Superintendents, Principals, Athletic Directors, Team Physicians, Trainers and Scouts.

For O.C.C. contests, the host schools allow for a specific number of guests to be included on a pass list. For varsity football, twenty guests are provided complementary entry. For all other sports, ten guests are provided complementary entry. This courtesy is also extended to our non-league opponents. Our non-league opponents may provide us with a specific number of complimentary passes for away contests based on their district and league policies. The priority on the distribution of these passes by the Building Director of Athletics will be as follows:

1. The coaching staff of the sport and their families (passes must be requested more than 24 hours in advance)
2. The District Athletic Staff (passes must be requested more than 24 hours in advance)
3. District Administrators and Faculty (24 hours in advance)
4. The unused passes will be made available to the Head Coach for distribution as desired.
5. Complimentary passes are not intended for use by parents, family or guests of team members.

### **OCC MEETINGS**

Coaches in OCC-sponsored sports are required to meet as a group twice per year. Coaches should be aware of regularly scheduled meetings after the conclusion of their respective seasons to select the All-OCC team. An additional meeting for the purpose of discussing coaches' concerns will also be held each year:

September- 2 <sup>nd</sup> week	November – 2 <sup>nd</sup> week	March – 2 <sup>nd</sup> week
Head Basketball Coaches Head Gymnastics Coaches Head Swimming Coaches Head Wrestling coaches	Head Baseball Coaches Head Golf Coaches Head Softball Coaches Head Tennis Coaches Head Track Coaches Head Volleyball Coaches	Head Cross Country Coaches Head Football Coaches Marching Band Directors Head Soccer Coaches Head Cheerleading Coaches Head Trainer

## **CAMPS**

1. Camps/clinics with no entry fee treated as open gyms:
  - No facility rental charge.
2. Camps/clinics for which fees are charged to serve as a fundraiser for clubs:
  - All checks must be made payable to the appropriate support group.
  - No facility rental charge.
  - Liability insurance is covered through support group's liability insurance.
  - A financial report must be filed with the Athletic Director or Activities Director.
  - Personnel charges (if needed for lining of field or custodians) will be billed to the associated booster group.
  - Compensation for coaches will be determined by the associated booster group.
  - If there is no financial link to the district, the clinic staff will pay the out-of-district Class III fees. A facility permit will be required.

## **FACILITY USAGE**

Scheduling of athletic facilities for games, regular practices and practices during vacations and holidays must be coordinated through the athletic director at each building. All other rooms/spaces are scheduled through the Facility Coordinator at TWHS and/or at WKHS. The scheduling of some specialized areas will require additional contacts; e.g. auditorium manager, kitchen - Food Services (450-6140). Facility permits completed and on *file*. All use of facilities will require custodial support and may require payment of custodial fees. No custodians are regularly scheduled to work on Sundays.

Students and parents will be permitted to use facilities only when scheduled and supervised by a staff member.

Often the omission of one or two details prevents an activity from being a success and invites unwarranted criticism of the sponsoring group. The following procedures are necessary for effective planning of club / class activities:

1. Secure approval and establish a date for the event from the Co-Curricular Office before announcing it. The date will be checked against the Master Calendar to insure proper facilities and equipment.
2. Establish responsibility for the various phases of the event. It is suggested that you have a complete list of the students responsible for the assigned tasks.
3. Establish responsibility for clean-up.

## **WORK ORDERS**

Coaches/advisors must inspect their facilities prior to their seasons and submit all maintenance requests in writing on a work order form to the Co-Curricular Office for approval by athletic director.

## **SECURITY of SCHOOL BUILDINGS and ATHLETIC FACILITIES**

Coaches and advisors are expected to be responsible for the security of both the athletic facilities and the school building. Coaches/ advisors must secure all facilities when they are finished using an area. All equipment should be stored in the appropriate place, all lights turned off, and **all doors secured and locked**.

## **KEYS**

Keys to athletic facilities are acquired from the athletic director. Keys will be available for coaches/advisors as dictated by need. **Coaches/advisors are not to give their keys to students, parents or other unauthorized personnel.** Keys are not to be duplicated.

## **SCHEDULING**

Often the omission of one or two details prevents an activity from being a success and invites unwarranted criticism of the sponsoring group. The following procedures are necessary for effective planning of club / class activities:

1. Secure approval and establish a date for the event from the Co-Curricular Office before announcing it. The date will be checked against the Master Calendar to ensure proper facilities and equipment.
2. Establish responsibility for various phases of the event. It is suggested that you have a complete list of the students responsible for the assigned tasks.
3. Establish responsibility for clean-up.

## **SCHEDULING ATHLETIC PRACTICES**

Scheduling of athletic facilities for practices must be coordinated through the athletic director at each building. Coaches who are hired as certified teachers for Worthington will not be permitted to conduct practices prior to the conclusion of the contract day.

## **SCHEDULING ATHLETIC CONTESTS**

The athletic director and the coaches will work together in creating all schedules. Because of the number of contests that must be scheduled the task will be shared.

When the coach is arranging competition with opposing coaches and/or athletic directors, the coach and the athletic director will confer as to parameters within which scheduling should take place. Factors to consider when building a schedule should include the availability of facilities, transportation, officials, trainers, and event management support. The coach must make every effort to avoid students missing any class time.

Once a verbal agreement has been made between the coach and another school, this should be communicated to the athletic director so that it can be entered onto the master schedule and contracts can be generated.

It is imperative that each team's schedule be completed and confirmed at least three months prior to the beginning of the season. The co-curricular department will publish the schedule. If changes are to be made, it is important that the athletic director be consulted.

### SCHEDULING ACTIVITIES, BANQUETS, MEETINGS

Scheduling of athletic facilities for must be coordinated through the athletic director at each building.

All other rooms/spaces must be scheduled through the Facility Coordinator at TWHS and/or WKHS. Scheduling some specialized areas will require additional contacts; e.g. auditorium manager, kitchen - Food Services (883-3140). Facility usage permits are available in both Co-curricular offices.

The use of all school facilities must be scheduled in advance. Parent groups, advisors and coaches are always welcome to conduct meetings in school facilities. However, to prevent facility use conflicts, it is necessary that facilities be scheduled two weeks in advance. Scheduling of athletic facilities must be coordinated through the athletic director at each building. All other rooms/spaces are scheduled through the Facility Coordinator at THWS and/or WKHS. The scheduling of some specialized areas will require additional contacts; e.g. auditorium and the kitchen - Food Services (883-3140). Building permits may be necessary depending on the time and nature of the activity. All use of facilities will require custodial support and may require payment of custodial fees. No custodians are scheduled to work on Sundays.

### **SUNDAY/HOLIDAY PRACTICE/CONTEST/REHEARSAL**

All requests for Sunday practices, contests or rehearsals must be made to the building athletics or activities director and then approved by the building principal. All requests for holiday practices, contests or rehearsals must be made to the building athletics or activities director, approved first by the building principal and then by the superintendent of schools.

### **TOURNAMENTS**

The Worthington Schools will host league, sectional, district, regional and State tournaments as well as major invitational events of our own. All of these events must be approved in advance by the Co-Curricular Office. Individual head coaches are responsible for the management of all tournaments except those run by the OCC, the District or the OHSAA. The tournament manager or head coach must coordinate all aspects of the tournament through the athletic director. Appropriate entry fees must be charged to opponents to offset total tournament costs. The Co-Curricular Department will provide personnel to successfully operate all school sponsored tournaments and will work with tournament managers to provide the appropriate support for all District or State tournaments. Appropriate concession support shall be coordinated through Cards and Wolves.

### **TRANSPORTATION and TRAVEL GUIDELINES**

General topics to consider when planning a trip:

- Overnight travel form should be on file with the appropriate school office.
- Itinerary (with phone numbers) should be provided to each parent
- A schedule for students which accounts for all of their time. Guidelines for chaperones
- Student behavior guidelines (on bus, at event, in hotel, free time)
- Emergency procedures (on bus, at event, in hotel, free time) Financial procedures (room charges, food, pay per view, phone, etc.)
- Check in and check out procedures List of items for students to bring
- List of items that students should not bring

All teams/groups will travel by Co-Curricular Department approved transportation. The head coach/advisor and/or assistant coach/advisor must ride on the bus traveling to away events.

File: EEAE

## **STUDENT TRANSPORTATION in PRIVATE VEHICLES**

The Board will provide student transportation for designated extra-curricular and co-curricular activities when such transportation is considered both feasible and necessary by the responsible administrative officer. When Board transportation is not provided, transportation to the event will be at the sole responsibility of the student and parents and/or guardians. The Board assumes no responsibility and does not provide liability insurance for private transportation and it is up to the parent/guardian to ensure the safety of all private student transportation. Staff who transport pupils in Board-owned or Board-leased vehicles must meet the training and certification requirements prescribed by the Ohio Department of Education and those requirements set forth in Board Policy. Staff shall not transport students in private vehicles except in cases of emergency or last resort and only if the staff member is duly licensed and is covered by a policy of automobile liability insurance.

[Adoption date: December 8, 2008]

LEGAL REFS.: ORC 3327.01; 3327.02; 3327.09

CROSS REF.: Operations Manual

## **OUT-OF-STATE TRAVEL**

All requests for out-of-state travel must be made to the Athletic Director using the district authorized travel form. District funds will not be used to fund travel to out-of-state destinations. No student participants should be excluded because they are unable to afford the cost of such travel. All OHSAA and school regulations must be followed.

Over the past year the Board of Education and Administration of Worthington Schools have become increasingly concerned about student safety and security regarding out of state and out of country field trips. The Superintendent must be provided with assurance that parents, students, and trip leaders understand and are prepared to deal with safety issues that may occur. The purpose of this requirement is simply to insist that safety of our students and staff is of the highest priority.

### 1. Pre-Approval Requirements:

- Trip leader completes the “Out-of-State/Foreign Trip Request Form”
- Trip must be approved at the building level by the Athletic Director and Principal
- Trip request form and any supporting documents are sent to the district administrator at the WEC for “TENTATIVE” Approval from George Joseph
- Through email or phone, the trip leader will receive confirmation of “TENTATIVE” approval so travel plans can be arranged

## **Use of School Buses for out of state trips**

Any out of state trip using school buses shall remain within 240 miles round-trip distance from point of exit from State to the point of entry to the state. The 240 miles will include any miles to shuttle students once at specific destination. OAC 3301-83-16 (E)

If a group chooses to use a charter service in lieu of a school bus, the district may provide reimbursement for the trip up to 120 miles outside the state border and 120 miles back with the group paying the remaining balance of the trip. Any trip scheduled for destinations past 120 miles distance from point of exit from the State will be responsible for the total amount of the trip without reimbursement from the district.

### **1. Safety and Security Requirements:**

- A. Once participants are selected, the trip leader must assure that the following issues are communicated and discussed with students and parents:
- Trip procedures, expectations, and contingency plans
  - Discussion about alternative transportation forms have been explored (may include consideration of charter bus rather than an airplane)
  - Assurance that students who do not participate because of personal safety concerns, do not forfeit other opportunities
  - Safety and security issues including contingency plans if all regional or national transportation is grounded, communication plan for contacting home, alternative housing plans if planned accommodations are not available due to emergency crisis or disaster

## **OVERNIGHT TRAVEL**

*COACHES /ADVISORS ARE TO ENFORCE ALL SCHOOL AND CO-CURRICULAR DEPARTMENT REGULATIONS ON ALL TRIPS. COACHES/ADVISORS ARE ACCOUNTABLE FOR STUDENTS ON TRIPS FROM THE TIME THEY ARRIVE ON SCHOOL GROUNDS TO DEPART UNTIL THE LAST STUDENT LEAVES SCHOOL GROUNDS AFTER RETURNING FROM THE TRIP.*

An overnight travel form must be filed with the Co-Curricular Office three days prior to any proposed overnight travel for any sport/activity at any time. The form must include rosters, itinerary and travel plans, and supervisory plans. Forms may be obtained from the Co-Curricular Office.

Coaches are expected to closely supervise students at all times during away events. Coaches are also expected to model appropriate behavior on such trips and to encourage parents to do the same. Should problems arise during the course of any travel, coaches are encouraged to communicate with school administration for support.

### **Bus Guidelines for Athletics/Activities Trips**

As a coach/advisor you shall establish expectations for the behavior of your student participants. You should consult the driver so he/she can share expectations with you. Athletic trips are an extension of the school district and students should behave as though their parents are on board with them. Students must stay in their seats and not move around. Noise level should not be so

loud that the driver cannot hear emergency vehicles, or concentrate on driving the bus during adverse weather and traffic conditions. The coach/advisor must monitor these behaviors. The coach/advisor or students shall check the bus for forgotten equipment, vandalized seats, and any belongings that are left behind. This includes cleaning the bus of any trash that has been left by the team. Students must exit the bus by the front service door. Any equipment necessary for the team must not block aisle, service door or emergency door.

Student participants should remove any shoes that have metal spikes or cleats on them. Children, friends or members of a coaches/advisors' family are not permitted to ride on the bus unless otherwise approved by the Athletics/Building Director of Activities. Preschool age children are not permitted at any time on school buses.

Buses will not stop for students to eat during any trip inside Franklin County, unless it is a special treat or the last game of the season. The Co-curricular department should be notified one week in advance if you are planning to stop. There will be no eating or drinking on the bus at any time. There is a state regulation governing this rule. This eliminates the possibility of any student choking on food, etc. while enroute.

#### District Bus Travel

Coaches/advisors will indicate their desired time of departure for all scrimmages, contests and performances prior to the season. This will be confirmed with the bus garage by the building Athletics/Activities Director. A copy of the travel schedule will then be sent to the coach/advisor. Should there be a need for any changes in that schedule, the coach/advisor will coordinate the change through the building Athletics/Activities Director. On school days, district transportation will not leave until 4:15 unless approved in advanced by the athletic director.

#### Non-Bus Travel

The Building Director of Athletics or the building Director of Activities must approve all modes of transportation in nondistrict owned vehicles.

#### Alternative Transportation for Individual Students

Other than in very unusual circumstances, all students will travel to and from events with the team/group. Should unusual circumstances arise, the principal or designee may permit, with a written request from the parent, in advance, an alternative mode of transportation for individual students. Students may travel only with their own parent.

#### Van Transportation

All vans owned, leased or rented by the Board of Education must conform to State Law requiring that the vehicle must have been designed at the factory to carry nine or less passengers (not including the driver) and contain the following: 1. Rooftop sign marked "SCHOOL TRANSPORTATION" (Written permission to place sign on roof of van should be obtained from rental agent) 2. Fire extinguisher 3. Reflectors 4. First-aid kit

All drivers must:

1. Be approved by the superintendent or designee.
2. Have received training regarding the safe operation of the vehicle.
3. Hold the appropriate Ohio Permits.

#### Out-of-Central Ohio Trips

Only varsity teams will be allowed to travel out of Central Ohio. Each sport will be limited to two trips per season. (JV teams traveling with varsity teams for competition will be permitted.)

### Out-of-State Trips checklist

1. Established policies and procedures have been followed.
2. Support groups, parents and school administrators have been included in reviewing the proposed trip.
3. Attach to form
  - a. Minutes of meetings at which safety issues were discussed
  - b. Permission statements signed by parents acknowledging that they are aware of safety implications and give their permission for students to travel.
  - c. Signed approval by the building principal
  - d. Acknowledgment that alternative forms of transportation have been discussed by parent support groups
4. Attach to form contingency plans which include a comprehensive plan (communication plan, back-up transportation plans and back-up housing plans) should transportation be canceled or delayed.
5. Attach to form assurance that students who do not participate because of personal safety concerns will not forfeit other opportunities to participate in future group, organizational or team activities.

### Overnight Trips

On an overnight trip, the sponsoring group must pay for the bus driver's lodging and meals. Bus drivers cannot be housed with students.

### Suggested Expectations for Student Behavior on Trips

#### General:

- You area representative of your school and community and you are expected to conduct yourself in a manner which will reflect positively on both.
- All school rules and regulations are to be followed at all times on the trip.
- All team or organizational expectations must be met.
- Failure to school and group expectations may result in consequences as outlined in school policy, discipline while on the trip, or being sent home.

#### Bus Behavior:

- If you wish to listen to music, you must use a device with headphones and it should not be loud enough to be heard by others. During announced quiet time you must remain silent. You will have an assigned seat in which you must be sitting when attendance is being checked. You must respect and obey all directions given by the bus driver, staff or chaperones.
- No PDA other than hand holding.
- Your area of the bus should be clean at all times.

#### Hotel Behavior:

Activities will be confined only to approved parts of the hotel facility

Behaviors will always be courteous to all other hotel guests and employees.

Hotel property will be treated with respect. Rooms should be kept neat and clean.

Noise will always be kept to low levels both inside and outside of your room.

You may visit with members of the opposite sex only in public places within the hotel.

Your assigned chaperone must know where you are at all times.

You must be in your room by the established curfew.

All food deliveries to rooms must take place prior to curfew. All room lights must be turned off after curfew.

Room to room calls should be limited and no calls will be made after curfew.

All local and long distance calls will be made from pay phones.

Follow all emergency procedures as explained prior to the trip.

Room charges will be divided up equally between those occupying the room if the person who charged something can not be identified.

Pay per viewing is allowed but adult channels may not be accessed.

During your free time, you will be assigned a partner. Never go anywhere without your partner. Never go anywhere without approval being given by your assigned chaperone.

### **Commerical Bus Transportation**

Use of commercial passenger transportation: Occasionally some of our schools contract with commercial carriers to provide transportation services. This is allowable within the context of Ohio Administrative Code 3301-83-19, providing that it is for non-routine service (not regular routes). In order to safeguard our students, we recommend that districts adopt policies that require all transportation be procured through the transportation office, and be documented on regular district field trip request forms. This will ensure that district administrators are aware of all student transportation. This also will allow a district administrator the opportunity to exercise due diligence in ensuring that the commercial carrier has an acceptable record and is appropriately licensed and insured.

These commercial carriers are regulated by government agencies as follows:

A) Interstate (crossing state lines) travels: Carriers must have a valid DOT number and be approved by the federal government to provide interstate service. Users can look up commercial carriers' insurance status, inspection record, and safety record by obtaining either their DOT number or Name, and going to [www.safersys.org](http://www.safersys.org). From this webpage, select "company snapshot" from the menu at the bottom and enter the DOT number or name. This will then provide you with access to the company records.

B) Intrastate (within state lines) travel: Any commercial carrier providing travel within the State of Ohio must be licensed by the Public Utilities Commission of Ohio (PUCO). While PUCO does not have a website available to look up company records, they have provided us with a phone number that you can call to verify the status of a carrier-including their authority to operate in Ohio, and their compliance record. You will need either the name of the company, DOT number, or PUCO number before you make the call to (614)466-0785.

Please be aware that commercial drivers are required to meet federal requirements for commercial motor vehicle operators, but they are not required to meet all of the background requirements that are in place for Ohio school transportation drivers.

### **Worthington School Board Resolution:**

All school groups including curricular and co-curricular, athletic and band boosters are required to contact the Director of Transportation or Executive Director of Administrative Services prior to scheduling a trip using commercial carrier bus transportation.

Contracting with commercial carriers for transportation services will be allowed under the following conditions...

- Commercial drivers are not alone or supervising students at any time
- A staff member or designee (approved as a volunteer) supervises students while on the commercial bus
- Transportation Supervisor reviews and approves all assigned commercial drivers driving abstracts up to three times a year and/or prior to the actual trip
- In the event that another driver is substituting for a driver due to illness, the substitute driver must be preapproved by the transportation supervisor

Please understand:

Worthington Schools will review company ratings including PUCO and DOT requirements. Commercial drivers are not required to meet the same standards as school employees. Any liability falls back on the commercial vehicle company. The following companies have been contacted and are aware of the expectations and guidelines set by our district. Additionally, each carrier below has provided our District a list of possible drivers and substitute drivers that we have on file. Driver abstracts will be pulled prior to every trip on every driver. All trips are subject to cancellation if driver abstract approvals are not satisfied.

Commercial Carriers in Ohio contacted:

LAKEFRONT Charters  
Contact: Person: Mike Miller  
Phone: (800) 852-2642

Fun Bus Adventures  
Contact: Rebecca Vaughn  
Phone: (740) 987-2870

Cardinal Transportation  
Contact: Jamey Rismiller  
Phone: (614)274-2500

America Interstate  
Contact: Kitter Hash  
Phone: (614) 888-6687

Coach Quarters LLC.  
Contact: Mike Middaugh  
Phone: (614) 738-8889

Cavalier Coach Corp.  
Contact: Paul or Harold  
Phone: (888) 299-6101

S&S Coach Co.  
Contact: Earl or Peg  
Phone: (419)884-1011

## **ACCOUNTS: CLUBS & ACTIVITIES**

Advisors and treasurers of organizations must adhere to the following procedures with regard to all funds:

All monies collected must be turned in to the Co-Curricular Office personally and must be accompanied by a Pay in Voucher. The voucher must be signed by the student treasurer and the advisor and verified by the high school treasurer at the time of deposit. At no time is money to be left in the office unless it has first gone through this procedure. Money must be deposited by 12:00 noon each day so that the school treasurer has time to bank it the same day. Students should be cautioned not to keep any sizeable amounts of cash in their possession.

To pay bills, use a P.O. Requisition form. All purchases must fall under a category listed in the approved annual budget and be authorized individually by the advisor. The treasurer of the Board of Education will issue no checks until a properly completed P.O. Requisition form has been returned accompanied by the invoice (dated after the date of the P.O.) for the merchandise purchased. All forms are available in the Co-Curricular Office.

Anyone ordering or purchasing items for a high school activity group should take special notice of the following:

1. No orders should be placed until an on-line requisition has been completed and the P.O. has been generated
2. Personal reimbursements cannot occur unless the proper requisition procedure has been followed.
3. The vendor must be given the P.O. number and where the order is to be delivered.
4. The original receipt/invoice must be submitted after delivery. Neither copies nor credit card receipts are acceptable.
5. Returned authorization must be made to have unused items or incorrect orders picked up at a definite time and place.

## **PURCHASING and INVENTORY PROCEDURES – 300 ACCOUNTS ONLY**

### **I. Budgeting Procedure**

A. Coaches must prepare an equipment inventory immediately following the conclusion of the season indicating location of stored equipment.

B. Budget requests for the next school year will be made in April. Requests will be made in two categories:

1. Maintenance needs (defined as equipment and supplies that are necessary to place a team in competition).
2. Enhancement needs (defined as equipment and supplies which are not necessary to place a team in competition but will assist in coaching and/or performance).

C. The coach and the Athletic Director will discuss these needs immediately following the season and determine the items which must be ordered immediately due to length of delivery time (early spring).

D. After all budgets are submitted, the Co-Curricular Department, based upon its current financial status (summer), coupled with income projections for the coming year, will determine the extent of which all needs can be met through use of Co-Curricular Department funds and alternative funding for items not purchase.

### **II. Purchasing**

A Each coach/advisor will get a minimum of two price estimates on all goods to be purchased. Items will not be purchased directly from a vendor without a purchase order generated by the Co-

Curricular Office. These procedures must be followed in order for payment to be made in a timely manner.

B. In unusual situations individual coaches/advisors may make purchases with personal funds. Provision for reimbursement for these purchases must be made with the appropriate coordinator prior to the purchase. Failure to follow this procedure and to submit the proper invoice may result in no reimbursement.

C. Equipment Requisition

1. Items, prices, and vendor's name will be placed on a requisition. This will be submitted to the Co-Curricular Office.

2. A requisition form will be used to send to each vendor for the purpose of ordering goods. This is done by the Purchasing Office.

3. When items are delivered, the coach will check delivery against the packing slip and the copy of the purchase order. The green copy of the purchase order will be returned to the Co-Curricular Office and the bill will be paid upon receipt of the invoice.

D. Officials

1. Officials are hired by the athletic director.

2. Contracts are generated by the Co-Curricular Office prior to the season.

3. When the official works, the coach must have the official sign an official's voucher (green sheet) indicating that the official has completed his/her contract. The coach must return the voucher to the Co-Curricular Office immediately so that the official can be paid. Any delay in returning the voucher will delay payment to the official.

### III. Umbrella support groups, parent support groups, and clubs

A. All umbrella support group requests will be made by the Athletic Director after maintenance and the enhancement requests generated by head coaches during the budgetary process.

B. Purchases by parent support groups and clubs should be billed to the proper people within each organization, not the Worthington Schools Co-Curricular Department.

C. It is expected that coaches promote the cooperation of all parental support groups and exhibit leadership that enhances the total Athletic Program.

D. Donations forms are available in the Co-Curricular Office.

## **SUPPORT GROUP GUIDELINES**

One of the factors that contribute greatly to the quality of the co-curricular programs within the Worthington School District is the tremendous interest and support given to these activities by the parents of the participants. Support has come in many forms: monetary, time and morale. Unequivocally, this support is greatly appreciated by staff, faculty, and administration.

The Worthington School District has become a multiple high school district. It has become increasingly more important that there is inter-school and intra-school coordination of co-curricular programs. A school program is defined as any activity which relates to activities sponsored by the Worthington Board of Education. Accordingly, the Ohio Revised Code indicates that the Board of Education is obligated to approve every contribution and expenditure made for a school program whether those funds be district funds or monies donated to school programs from outside sources.

From a practical, operational standpoint and from a legal perspective, it is important that there is accountability on the part of support groups as they relate to school programs. In order to achieve this accountability, the following guidelines have been established by the Worthington School District. These guidelines have been approved by the District Co-Curricular Committee, consisting of the two High School Principals, the four Middle School Principals, the two High School Directors' of Athletics and the two High School Activities' Directors. Additionally, these guidelines have been reviewed by the Superintendent of schools and by the district's legal counsel.

## **SECTION I – DEFINITION OF SUPPORT GROUP**

A group will be considered a support group and subject to the support group guidelines when a group of people wish to elect officers, set-up a treasury, and organize to support a school sponsored co-curricular activity.

## **SECTION II – CONSTITUTION AND BY-LAWS**

1. The voting members of a group shall be limited to: (a) the parents or guardians of students of the school district, (b) residents of the school district, (c) alumni of the Worthington School District, or (4) individuals employed within the district. The coach or advisor to the co-curricular activity shall be an ex-officio member of the group. A group may, but is not required to, establish membership requirements and dues, provided, however, that no student shall be excluded from participation in a co-curricular activity because dues were not paid to, or membership secured in, the group.
2. Each group shall adopt a constitution or set of by-laws to govern its organization, membership, activities, and financial accountability. Such constitution or by-laws, and any amendments to same, shall be submitted to and remain on file with the Athletic Director.
3. School district facilities may be used for group meetings or other activities, and a fee for such use may be charged by the school district in accordance with the policy of the Board of Education. The following are minimum standards for group meetings or other activities:
  - Notice of the date, time and place of each business meeting or activity shall be given to the coach or advisor at least five (5) days prior to the meeting or activity;
  - Minutes of a group business meeting will be prepared and submitted to the Athletic Director;
  - A school district representative (i.e., coach, advisor or administrator) should be present at each group business meeting; and
  - No alcoholic beverages shall be present at group meetings or at any group activities where students are present.

## **SECTION III – FUND-RAISING AND ACCOUNTABILITY**

Before commencing in any fund-raising activities, and in no case less than annually, each group shall prepare and submit to the Athletic Director for its approval a budget which shall identify anticipated sources of revenue of, and uses of funds by, the group. Each group shall prepare and submit to the Athletic Director an annual financial statement which, at a minimum, shall set forth the actual sources of revenue of, and uses of funds by, the group. The following are minimum standards for group fund-raising activities.

- Each group fund-raising activity including promotion or advertising plans, spirit item sales or concession sales shall be approved in advance by the Athletic Director which shall place the activity on a master schedule and endeavor, through coordination with other groups, to avoid conflicting or competing fund-raising activities;
- Funds received by a group fund-raising activity shall be accounted for in accordance with student activity fund regulations of the Ohio Auditor of State which shall be made available to the Treasurer of each group;
- No group fund-raising activity shall involve any form of gambling prohibited by local or state law;
- Door-to-door solicitation by students shall be supervised by responsible non-students; individual solicitors shall be provided with group identification and shall present it upon request; a receipt for the contribution received shall be provided to the contributor without

- request; and all solicitations shall comply with any applicable local laws or regulations governing door-to-door solicitation;
- Each receipt for a contribution shall contain a printed statement indicating whether and, if so, why it is tax-deductible by the donor under the Internal Revenue Code or regulations of the Internal Revenue Service.
  - Where required by the Internal Revenue Code or regulations of the Internal Revenue Service, each group shall prepare and file a tax return, a copy of which shall be filed.
  - All communication with the Co-Curricular Committee should be addressed to the Athletic Director.

#### **SECTION IV – USE OF FUNDS**

Group funds shall be used only to further the Co-Curricular Program which the group supports, and shall not insure to the benefit of any individual except for the payment of actual services rendered in furtherance of the co-curricular purpose of the group. Except for a modest non-cash gift of appreciation, a coach or advisor shall not receive anything of value, either directly or indirectly, from the group. A group which desires to make a contribution, in any form, to the co-curricular program which it supports or to the school district generally, shall make such desire known to the Board of Education through the Athletic Director. The Board of Education will accept and recognize the contribution.

#### **SECTION V – STUDENT PARTICIPANT RECOGNITION**

A major purpose of each support group is to recognize the accomplishments of students who participate in co-curricular activities. To that end, each group is encouraged to appropriately recognize those accomplishments through awards in accordance with expense guidelines established by the committee. In consultation with the school principal, group activities to recognize student participants in co-curricular activities shall be scheduled to encourage and promote intra-school unity and cross-group recognition. Group recognition events shall be planned so as to permit the attendance of a participant student's family and friends without unreasonable expense in doing so. Groups are urged to take advantage of school facilities.

#### **SECTION VI – GROUP INSURANCE**

All parent support groups that are officially recognized by the Board of Education are covered under the district's liability insurance policy.

#### **SECTION VII – RELATIONSHIP OF COACHES AND ADVISORS**

A coach or advisor shall be responsible to the building principal and the Athletic/Activities Director for the activities of the group and shall, consistent with this regulation and on behalf of the school district, provide support, guidance, and assistance to the group. The designation or employment of a coach or advisor is the exclusive responsibility of the Board of Education and the administrative staff.

#### **SECTION VIII – MIDDLE SCHOOLS**

Fund raising activities in middle schools or the school district shall be limited to parent-teacher or similar non-student organizations, using this regulation as a guideline for such activities in consultation with the building principal.

## **POLICY ON RAFFLES**

Raffles will be classified in two ways:

Maintenance Raffles: Raffles having as prizes an item(s) valued at less than \$1,000, projected profits will be less than \$7,500, and the profits from the raffle will be used to subsidize "normal" expenditures of the support group (banquet, awards, coach/advisor gifts, transportation, meals, lodging, minor equipment and supplies, etc.)

Enhancement Raffles: Raffles having as prizes an item(s) valued at more than \$1,000 and profits from the raffle will be used to purchase major equipment or make major facility changes (approved by the district).

### General Regulations for Raffles:

1. All raffles and other games of chance must be approved by the high school principal/designee.
2. The raffle must have a stated purpose for which funds are to be used. These must be approved by the school principal/designee.
3. All items to be raffled must be owned by the raffling support group.
4. Tickets may not be purchased or sold by students.
5. Raffles may be conducted at school events under the guidelines established by the principal/designee (who, how, where, when, etc.).
6. Tickets may not be sold through blanket solicitation in neighborhoods or telemarketing firms.
7. An accounting of all raffles must be made to the principal/designee.
8. No support group that has a patron drive may conduct a maintenance raffle.
9. A maximum of one raffle/game of chance per year will be allowed each support group.

### Maintenance Raffles:

Following the above guidelines, maintenance raffles may be conducted by individual support groups.

### Enhancement Raffles:

Enhancement raffles may be conducted only by CARDS/WOLVES or other "collective" support groups (PTA, PTO, etc.). These groups may conduct larger raffles but must establish a structure similar to that of the program, concessions or the summer basketball league to afford support groups the opportunity to participate.

[Adopted: August 20, 1996]

## **CARDS and WOLVES**

CARDS (Thomas Worthington High School) and WOLVES (Worthington Kilbourne High School) are made up of the presidents of the individual support groups and serve as an umbrella to all support groups and to the Athletics' Department of each high school. The purposes of these two groups are:

1. To provide a forum for support group presidents to talk about issues that are of an interest to all athletic teams;
2. To provide continuity in the administration concessions, game programs, summer basketball league, etc.;
3. To provide opportunities for support groups to raise funds as participants in concessions, program, summer basketball league, etc.,
4. To provide financial support for projects which may affect all sports (examples: scholar athlete program, weight training equipment and facilities, training room equipment and support, etc.).

The groups meet several times each year. Additional information about *CARDS* and *WOLVES* can be obtained from the athletic directors in each building.

## **FUND RAISING**

Any school group wishing to sponsor a money-making project must clear it through the Co-Curricular Office before any merchandise is ordered or any agreement entered into with a company. The following steps must be completed:

1. A representative of the group sponsoring the project will fill out a form with the background information, description of the product, desired dates for sale and the advisor's/coach's signature. The form will be filed in the Co-Curricular Office at least two weeks in advance.
2. The Director of Co-Curricular Programs must approve the project and the sales dates. Every effort will be made to avoid conflicts with dates of sales projects.
3. When the final order for the product is placed, the company should be informed of the exact location to which the product is to be delivered. The sponsoring group should make arrangements for storage of the product before it is delivered. The bill from the company must be made out to the specific group, not the high school. Be sure to clearly inform the company about the name of the group to be billed.
4. All money collected by school-sponsored organizations (excluding parent support groups) must be turned in to the school treasurer in the Co-Curricular Office as soon as collected. Funds need to be deposited before a purchase order can be issued. Holding collected money for one large deposit will delay payment of the purchase order.
5. Students and/or parents are responsible for all merchandise or the cash value of the merchandise distributed to him/her.
6. **Patron drives are limited to only those already in existence.**

All program advertising, concession sales and gate receipts of any kind will be administered solely by the Worthington Schools.

## **PROGRAMS/ADVERTISING**

All programs distributed or sold at athletic events which contain advertising will be done through the umbrella support group of the respective school. This is a coordinated program effort in which support groups for all sports will have the opportunity to generate funds through the sale of advertising if they so desire. Each athlete in season will have the opportunity to have his or her picture in the program if the coach desires and the group funds the printing. Rosters with no advertising may be distributed at events if that is the wish of the coach and the group.

## **SUPPORT GROUP LIABILITY INSURANCE**

All parent support groups that are officially recognized by the Board of Education are covered under the district's liability insurance policy.

## **BANQUET GUIDELINES**

1. Estimated costs for banquets must be determined at least 30 days in advance of the event. This cost estimate must be provided to all parents/guardians as soon as it is determined, and include provisions to accommodate guests who wish to participate in the awards portion of the banquet only, at no cost.
2. In determining banquet costs, it is assumed that players, coaches, and support personnel (trainers, managers, etc) will not be charged a fee to participate. All others may be assessed a fair share, except those who choose to participate only in the awards portion of the banquet. If attendees choose not to participate in the meal portion of the banquet, there should be no fee assessed to them.
3. In determining the location for the banquet, priority should be given to the use of WKHS or TWHS facilities. If it is determined that WKHS or TWHS are unacceptable, the chosen facility must be capable of seating all participants in the same area for meals, award presentations, guest speakers, etc., and have the cost for rental of the facility, if any, included in the cost of meals. WKHS and TWHS facilities are available to handle the largest groups.

## **CONCESSION SALES**

*Cards and Wolves* will have first rights to refuse the opportunity to use athletic concession stands for fundraising. Support groups who will be using concession-like food products for fund-raising or tailgating, are encouraged to first contact the concession stand manager.

## **TEAM POSTER GUIDELINES**

The purpose of a team poster/picture is to highlight the student-athletes involved; display the season schedule, and possibly provide opportunities for advertisements. The team posters/pictures also represent Worthington City Schools as they are displayed throughout the community. This being said, the Athletic Department has established the following guidelines for Team Posters and Team Pictures.

1. Student-Athletes must be in team uniform, team warm up or other appropriate attire. If team uniform exposes chest (examples: boys water polo, boys swimming) then all the student-athletes must be in a team uniform.
2. Please use and highlight school colors and logos.

All team posters/pictures that will be on display need to be approved through the athletic department. Please email proofs for approval before printing posters or program pictures.

## **PLAN for HANDLING POTENTIALLY CRITICAL SITUATIONS at CONTESTS**

### Unruly Student Fans from our Schools

Steps in dealing with incidents will be progressive:

- Depending upon the severity of the student behavior, students involved will be warned or removed from contests (by staff or by police). If laws have been broken, the police will deal with the student. Follow-up discussions with the student(s) may result in suspending the privilege to attend future contests. If the school discipline code has been violated, the appropriate consequences will be administered.

### Unruly Student Fans from visiting Schools

- If possible initial intervention will be by administration or staff from the visiting school if problems occur in the visiting fan area. Should problems occur in areas other than visiting fan areas, Worthington staff or police will either warn or remove students from contests. If laws have been broken, the police will deal with the student. Follow-up discussions with administrative personnel from the visiting school will be conducted to inform them of the events which have taken place.

### Unruly Adult Fans from Worthington Schools

- Depending upon the severity of the behavior, adults involved will be warned or removed from contests (by staff or by police).
- If laws have been broken, the police will deal with the individual.
- Follow-up discussions with the adult(s) may result in suspending the privilege to attend future contests.

### Unruly Adult Fans from Visiting Schools

- Depending upon the severity of the behavior, adults involved will be warned or removed from contests (by visiting staff, home management staff or by police). If laws have been broken, the police will deal with the individual. Follow-up discussions with the adult(s) may result in suspending the privilege to attend future contests

### Rivalry Between Two Schools

The athletic director and the principal will determine the nature of the problem. If the problem is a problem for which the primary cause lies within the actions of a student or a group of students from our school (student fans or student participants), steps will be taken to modify the behavior of the students who are causing problems.

If it is determined that each of the schools involved bears responsibility for incidents of unsportsmanlike behavior, violence or disrespect, the administration will meet with the administration from the school involved to determine a course of action that both schools will take in order to alleviate the situation. These steps may include:

- Joint meetings of representatives from both schools to discuss the problem. These meetings could include: administration, coaches, students, parents, and law enforcement officers. The purpose of these meetings is to discuss strategies to eliminate unacceptable behaviors and to continue athletic competition in the future.
- Added security at future contests.
- Alternative game sites.
- Canceling future competitions.
- Alternative game times (day versus night)...

## **PROGRAM EXPANSION, NEW TEAMS, or ADDITIONAL ATHLETIC PROGRAM PERSONNEL**

Growth will be considered in two categories:

1. Programs which are new to the district.
2. Expansion of current program in the forms of additional teams or additional personnel to coach existing teams

Critical Factors to be considered with possible program expansion:

- A. Internal interest as measured by the numbers of current students who indicate a current interest as well as the potential for continued interest in the future.
- B. External interest as measured by interest among /within the OCC, Central Ohio, and Ohio.
- C. Existing infrastructure of officials or league organization to support the sport.
- D. Available facilities to support program or team.
- E. Additional funding needs (personnel, transportation, facilities, operating expense, custodial, grounds, maintenance, administration).

Once a program becomes affiliated with the District, the program must conform to all policies of the school, the District, the OCC, and the OHSAA.

Support for programs may be phased in as determined by the Board of Education. Phases are as follows:

1. Interscholastic Phase I – unfunded (letters awarded and recognition given by school).
2. Interscholastic Phase II – funding coach/advisor stipend (1 year minimum).
3. Interscholastic Phase III – funding transportation (1 year minimum).
4. Interscholastic Phase IV – funding operating budget (1 year minimum).

The Board of Education may elect to introduce a sport into the school program on any of these levels. Once entered into the school program, the Board of Education may elect to advance the sport to the next level after considering the critical factors. The request will be processed as follows:

- A. The sponsor of the proposal
- B. Building principal
- C. Superintendent
- D. Board of Education

It is an expectation of all Worthington coaches/advisors to do their utmost to promote and provide proper publicity for all of our athletic teams, competition teams and performance groups. The Ohio Capital Conference has established procedures for several sports. However, in order to provide the best publicity for our students and our fans, each Head Coach/Head Advisor is expected to arrange for promotional information and all results to be communicated to the appropriate community media and to the Co-Curricular Office for in-school publicity.

## **High School Emergency Procedure Guidelines**

(Refer to Flow Chart)

Although it is impossible to address every potential emergency scenario, it is crucial for you as a coach to realize that the "potential" always exists and you must have a plan of action to address these situations. This plan of action needs to be rehearsed with members of your staff and athletes. This plan should include modification for each location that you may be practicing/ competing.

1. If there is an emergency, calling 911 is your first priority. Do not contact the athletic trainer first.
2. Do NOT move an athlete with head/neck trauma. Keep them stabilized. If you suspect a face down athlete is not breathing, stabilize the head and neck while log-rolling the athlete on to their back. Follow ABC's protocol.
3. Stay with the athlete at all times and monitor vital signs. An assistant coach or other responsible adult should activate EMS (or if not available- a levelheaded athlete) then locate and direct the squad.
4. If the athletic trainer is on duty, call ATC on phone/ radio or send two responsible students who can accurately and efficiently describe the situation in search of the ATC.
5. The athlete's emergency pink card needs to go with the athlete. Most of the time, the squad's hospital destination is not negotiable. However, if they do give you an option and if the situation allows you the time to consider it, check to see if the parent has listed a preference for medical care.
6. Although it is obviously important to reach the parent as soon as possible, it is more important to remain with your athlete until they are safely in the hands of the appropriate medical personnel and you have thoroughly communicated the appropriate information. Instruct an assistant coach or other adult who has been given the necessary information to phone the parent/s. It is important that the caller explain only the facts. Be reassuring where appropriate, but do not make assumptions.
7. The team physician and all involved staff will review how every emergency situation was handled to determine appropriateness of action and the need for any modifications to established emergency protocols.

### Who's in Charge?

There may be a time, home and away, in which the coach will be approached by a "fan from the stand" and offer his/her help. The following is a plan of action that addresses this situation:

1. During your parent meeting at the beginning of the season, identify parents who are physicians.
  - a. What type? (Someone who holds a PhD is not a medical professional)
  - b. Would they be willing to help if the home/ away trainer is not present or asks for assistance?
2. When arriving at away games, talk to the host coach to get information concerning:
  - a. trainer/ team physician / EMS (onsite, close by, etc...)
  - b. nearest phone-if the injury is severe, call 911 unless you have made a decision to allow your "parent/physician", whom you know personally, to be in control of the situation. It is better to call the squad than to have someone you do not know looking at your athlete. If you have to; demand credentials. The athletes are your responsibility when their parent/s is/are not there.
3. If the athletic trainer/team physician arrives at the site after the injury is being attended to by another individual, please identify them to the medical professional who is looking at your athlete. The athletic trainer/team physician, when present, is ultimately responsible for any decisions being made concerning their own athletes. The more information that is known about the person who is with the athlete, the better the decision made about whether or not to allow that individual to remain in charge.

### Return to Activity

The team physician must have final authority to determine the physical and mental fitness of athletes participating in school programs. This authority should be understood by ATC's, EMT's, coaches, AD's, and administrators. Although an athlete's pediatrician/ primary care physician for the specific injury/condition in question must first approve resumption of activity after a serious injury or illness, the team physician is responsible for the final decision as to whether a "cleared" athlete may return to competition.

## THE ROLE OF PARENTS IN INTERSCHOLASTIC ATHLETICS

### Communicating with Your Children

1. Make sure your children know that win or lose, scared or heroic, you love them, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
2. Teach them to enjoy the thrill of competition, to be “out there trying,” to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
3. Try your best to be completely honest about your child’s athletic ability, competitive attitude, sportsmanship and actual skill level.
4. Don’t compare the skill, courage, or attitude of your child with other members of the team.
5. Be helpful but don’t coach them. It’s tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
6. Don’t compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
7. Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics and knowledge are such that you are happy to have your child under his or her leadership.
8. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.
9. Make a point of understanding courage and the fact that it is relative. Some of us climb mountains and are afraid to fly. Some of us will fly but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear and discomfort.
10. Try not to relive your athletic life through your child in a way that creates pressure; you lost as well as won. You were frightened, you backed off a times, you were not always heroic. Don’t pressure your child because of your pride. Athletic children need their parents, so you must not withdraw. Remember, there is a thinking feeling, sensitive, free spirit out there in that uniform who needs a lot of understanding, especially when their world turns bad. If they are comfortable with you win or lose, then they are on their way to maximum achievement and enjoyment.

### Communicating with the Coach

#### Communication You Should Expect From Your Child’s Coach

- Philosophy of the coach
- Expectations the coach has for your child, as well as all players on the squad
- Locations and times of all practices and contests
- Team requirements (fees, special equipment, off-season conditioning)
- Procedure should your child be injured
- Disciplines that result in the denial of your child’s participation.

#### Communication Coaches Expect From Parents

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

#### Appropriate Concerns to Discuss with Coaches

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

#### Issues Not Appropriate to Discuss with Coaches

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

#### Appropriate Procedure for Discussing Concerns with Coaches

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

#### What if the Meeting with the Coach Did Not Provide Satisfactory Resolution?

- Call to set up an appointment with the athletic administrator or activities director
- Determine the appropriate next step at this meeting