

BULLDOG ATHLETICS

Woodridge Local District Department of Athletics



2014-15 HIGH SCHOOL COACHES HANDBOOK

Woodridge High School
4440 Quick Rd.
Peninsula, Ohio 44264

330-929-3191 ext. 592104
fax 330-928-5036
www.woodridge.k12.oh.us



@WoodridgeAth

IMPORTANT NUMBERS

Woodridge High School: 330-929-3191
WHS Fax: 330-928-5036
Athletics Office: Ext. 592104
WHS Guidance Office: 330-929-5133
Woodridge Middle School: 330-928-7420
WMS Fax: 330-928-5645
WMS Guidance Office: 330-928-7420
Ext. 593113
Athletic Health Care: 330-929-3191
Ext. 592237

Bulldog sports schedules are available on the web.

SCHEDULES.SCHEDULESTAR.COM

FULL WEBSITE URL: <http://schedules.schedulestar.com/Woodridge-High-School-Peninsula-OH>

Cancellation of Athletic Events Due to Weather Conditions

If Woodridge Local School District closes school due to inclement weather conditions, High School and/or Middle School athletic events may be postponed or cancelled.

During school closings, specific information on sport practices and contests may be obtained by checking with the main office at school or on the web at USATODAYHSS.net. Updates will also be available on the Woodridge Athletics Twitter page @WoodridgeAth.

Athletic Tickets Admission Prices

Woodridge Local School District charges an entry fee for select sports' home events. The following sports will be charged an admission price:

High School Events

Fall Sports: Football***, Boys/Girls Soccer, and Volleyball
Winter Sports: Basketball and Wrestling
Spring Sports: Track Invitationals

Middle School Events

Fall Sports: Football and Volleyball
Winter Sports: Basketball and Wrestling
Spring Sports: Track Invitationals

The price for entry to the above events is:

High School Events

Adults: \$6.00
Students: \$4.00

Middle School Events

Adults: \$3.00
Students: \$2.00

***For Varsity Football games, all tickets at the door are \$6.00. Student **presale** tickets will be \$4.00

Woodridge Local District offers an All-Sport pass that can be purchased in the Athletic Office. Prices for All-Sport passes are as follows:

Adult All-Sport Pass: \$60 Student All-Sport Pass: \$40 Family Pass: \$190

Senior Citizens (Ages 60+) with proper ID will be admitted FREE for home athletic events.

******As Part of the Portage Trail Conference, Woodridge Abides By Previously Determined Ticket Prices For All PTC League-Wide Events Hosted In A Woodridge Local School District Facility.**

Woodridge Local School District Mission Statement

The Woodridge Local School District exists to create a sense of community and to meet the needs of our diverse student population as Woodridge Local School District strives for academic excellence.

Woodridge Local School District Statement of Philosophy

The Board of Education believes that the purpose of education in the schools of this District is to facilitate the development of the potential of each child to the fullest. The school staff seeks to recognize individual differences and to engender achievement and progress, not only in basic skills, but in the ability to think independently and critically.

The school staff is concerned with helping young people to understand what the American way of life means; to believe in it and to act democratically in their relationships with others; to develop in themselves attitudes of respect and helpfulness toward others; to want and to be able to perform well some portion of the work of the world and to acquire knowledge and skills necessary to do this with satisfaction to themselves and society; to understand and use effective methods in framing the questions and tackling the problems that they encounter in their lives to the end that they may function politically, economically, and socially in a democratic society.

Our Philosophy:

The basic philosophy of the Woodridge Local School District is governed by a respect for the worth and dignity of every human being. The Board of Education is committed to the physical, mental, emotional, and social development of each child so that s/he may realize the full measure of his/her educational potential and fulfill a purposeful role in our democratic society.

The Woodridge Board of Education believes: The schools exist primarily to help young persons become caring, responsible, and informed individuals - capable of functioning effectively in society. Education must prepare students to participate fully in a future which is unknown and unpredictable and to that end must assist them in acquiring skills necessary to be life-long learners.

Basic knowledge, skills, understanding, and appreciation are necessary for full-life functioning.

The development of self-appraisal skills and decision-making techniques is necessary for assuming the responsibility of setting realistic, immediate, and long-range academic and career goals.

The educational program shall exist within an environment that is conducive to the maximum intellectual, physical, social, and emotional development of each child; shall provide opportunities and experiences that will help each child to realize that s/he is a person of worth, dignity, and potential; shall provide for the fullest possible development of the talents and potentialities of all students in order that they can participate fully in the cultural, political, social, and economic life of our democracy.

The education of our youth is a responsibility to be shared by family, school, religious officials, and other community organizations.

Woodridge Local School District Administration & Staff

Walter Davis, *Superintendent*
Joyce Roth, *Administrative Assistant*
Kirk Bennett, *Director of Academic Services*
Valerie Riedthaler, *Director of Pupil Services*
Deanna Levenger, *Treasurer*
Eric Unangst, *Director of Technology*
Mike Priddy, *Buildings & Grounds Supervisor*

Woodridge HS/MS Administration & Athletics Staff

Joel Morgan, *Principal, Woodridge High School*
Raymond Braunscheidel, *Assistant Principal, WHS*
Mary Neff, *Principal's Secretary, WHS*
Nick Mayer, *Athletic & Activities Director, WHS & WMS*
Anne Marie Rausch, *Athletics Secretary, WHS*
Jesse Hosford, *Principal, Woodridge Middle School*
Chris Sieber, *Assistant Principal, Woodridge Middle School*
Kathy Robison, *Secretary, Woodridge Middle School*

Woodridge Bulldog Interscholastic Sports

<p align="center">FALL SPORTS Cheerleading Cross Country Football Boys Golf (<i>HS Only</i>) Girls Golf (<i>HS Only</i>) Boys Soccer (<i>HS Only</i>) Girls Soccer (<i>HS & MS Club Team</i>) Girls Volleyball Girls Tennis (<i>HS Only</i>)</p>	<p align="center">WINTER SPORTS</p> <p align="center">Boys Basketball Girls Basketball Cheerleading Wrestling Boys Bowling (<i>HS Only</i>) Girls Bowling (<i>HS Only</i>)</p>
<p>SPRING SPORTS</p> <p>Baseball (<i>HS Only</i>) Softball (<i>HS Only</i>) Boys Track and Field Girls Track and Field Boys Tennis (<i>HS Only</i>)</p> <p>**Admission for track invitationals only</p>	

Bold denotes charges for admission

Goals of Interscholastic Athletics

- To effectively develop skills of student-athletes through strong and meaningful coaching.
- Adequately prepare student-athletes to be competitive with other teams of the same skill level.
- Put student-athletes in a position to succeed.
- Offer a dynamic educational experience to student-athletes outside of the classroom in order to develop life skills that will be valuable in the future.

Portage Trail Conference

<p align="center">METRO DIVISION</p> <p align="center">Coventry Crestwood Field Norton Ravenna Roosevelt Springfield</p>	<p align="center">COUNTY DIVISION</p> <p align="center">James A. Garfield Mogadore Rootstown Southeast Streetsboro Waterloo Woodridge</p>
---	---



**Policies and Guidelines
for
Student-Athletes
and
Parents**

CONTENTS

Requirements for Student-Athlete Participation	8
OHSAA and Woodridge Local School District Eligibility	9
OHSAA Preseason Meeting and Student-Athlete Eligibility	9
Student-Athlete Risk of Participation	9
Individual Sport Rules	9
Attendance Requirements	9
Suspended or Expelled Students	9
Athletic Conduct Code	10
OHSAA Student-Athlete Eligibility Guide 2014-15	15
Sportsmanship Philosophy and Guidelines	20
Player Expectations	20
Player Ejection from a Contest	21
Unsporting Player Behavior with Fans	21
Inappropriate Participant Behaviors	21
Spectator Expectations	22
Fan Code of Conduct	23
Respect the Game	24
The Parents Role in Interscholastic Athletics	24
Communication with Your Student-Athlete	24
Sportsmanlike Behavior	25
Communicating with the Coach	25
Procedures for Discussing Concerns with Coaches	25
Appropriate Concerns to Discuss with Coaches	26
Issues Not Appropriate to Discuss with Coaches	26

CONTENTS

The Student-Athlete and Transferring Sports	26
Conflicts in Co-curricular Activities	26
Financial Obligations and Equipment	27
Sports Awards Ceremonies	27
Guidelines for Cutting to a Determined Number of Participants	28
Freshmen and Junior Varsity Team Information	28
Student-Athlete Vacation Policy	29
Away Events and Student-Athlete Transportation	29
Bench, Team Area and Locker Room Restrictions	29
Sunday/Holiday Activities and Length of Activities	29
Athletic Health Care Information	30
Athletic Training Information	30
Student Athletes and Concussions	31
Return to Play Protocol	31
NCAA Division I Initial Eligibility Information	34
NCAA Division II Initial Eligibility Information	35
Woodridge Athletic Hall of Fame Information	36

Welcome to Woodridge Athletics!

Woodridge Athletics, in grades 7-12, abide by the regulations set forth by the Ohio High School Athletic Association (OHSAA) and compete within the Portage Trail Conference's (PTC) **County Division**. Woodridge offers a wide variety of athletic opportunities over three sports seasons (Fall, Winter, and Spring).

The Woodridge Local School District believes that interscholastic athletic competition **is an extremely valuable tool and acts as a great supplement to what is learned in the classroom. As a result, we believe that interscholastic athletics help develop our students into well rounded citizens.**

Woodridge Local School District believes the goal of Interscholastic Athletics is intended to:

- Effectively develop skills of student-athletes through strong and meaningful coaching.
- Adequately prepare student-athletes to be competitive with other teams of the same skill level.
- Put student-athletes in a position to succeed.
- Offer a dynamic educational experience to student-athletes outside of the classroom in order to develop life skills that will be valuable in the future.

Philosophy

- **The** Woodridge Local School District believes that extra class and school activities are a privilege and a part of the general school program.
- **The** Woodridge Local School District believes students have no absolute right to participate in co-curricular activities, but a privilege that is strongly encouraged. The additional time and requirements of such activities demand each student attain and maintain his/her best possible physical and mental condition.
- **The** Woodridge Local School District recognizes the use and abuse of mind-altering chemicals as well as alcohol and tobacco/nicotine is a significant health problem for adolescents, against the law, and will affect the development of the skills necessary to successfully participate in co-curricular activities.
- **The** Woodridge Local School District believes co-curricular activities make school more rewarding. Adherence to certain codes of behavior and academic standards enhances an individual's quality of life.

Requirements for Student-Athlete Participation

As a student-athlete, you are not eligible to participate in any sport until the following is completed:

1. OHSAA Physical Examination Form
2. Emergency Medical Authorization Form
3. OHSAA Authorization and Consent Form
4. OHSAA Eligibility and Authorization Statement
5. OHSAA Concussion Information Sheet
5. All academic eligibility requirements satisfied
6. Attend preseason student-athlete and parent meeting (Held at WHS)

Physical Examinations are valid for one **calendar** year from the date of the physician's signature. Emergency Medical Authorizations and OHSAA Eligibility and Authorization Statements and OHSAA Authorization Forms must be completed each academic year.

OHSAA and Woodridge Local School District Eligibility

To be academically eligible to participate in athletics, students in grades 7 and 8 must be currently enrolled in Woodridge Middle School and have received passing grades in a minimum of five subjects in the immediately preceding grading period. Students in grades 9-12 must be currently enrolled in Woodridge High School, and have received passing grades in a minimum of five, one credit courses, or the equivalent. The Woodridge Local School District's Board of Education's policy also requires a student to achieve a **1.5** grade point average for the preceding grading period.

- The eligibility of a student-athlete continues until the start of the fifth school day of the next grading period.
- Eligibility for each grading period is determined by grades received the preceding grading period. *Semester and yearly grades have no effect on eligibility. 7th grade student athletes are automatically eligible for the first grading period of their 7th grade year. 9th grade eligibility is determined by grades received in the final grading period of 8th grade.*
- For eligibility purposes, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

Do not change your course schedule or drop a course without first consulting the principal or athletic director to determine whether it will affect your eligibility.

OHSAA Preseason Meeting and Student-Athlete Eligibility

The Ohio High School Athletic Association requires student-athletes and parents attend a preseason meeting held at Woodridge High School and receive the publication "Student-Athlete Eligibility Guide". The guide can be found on pages 13-17 in this handbook. Take the time to read this publication and become familiar with the eligibility requirements established by the OHSAA.

Student-Athlete Risk of Participation

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

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

Individual Sport Rules

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

Attendance Requirements

Student-athletes are **required to be in attendance at school for the last half of the official school day in order** to be eligible on that day for participation in an athletic practice or contest. If there are special circumstances regarding attendance, the student-athlete's parent or guardian should contact the athletic director for consideration of waiving the attendance requirement. Students with excessive tardy problems could be restricted from participation in the future.

Suspended or Expelled Students

Students who have been suspended out-of-school or expelled from school are NOT permitted on school property or at any school sponsored-event, home or away, for the duration of such disciplinary action.

Suspended or Expelled Students (Cont.)

Failure to abide by the WHS or WMS discipline policy, which results in an out-of-school suspension, will result in the following:

First Offense

A student suspended out-of-school for the first time will be denied participation for all contests/performances during the duration of the suspension period while they are in season. In addition to games, contests/performances missed during a suspension period, the student will miss a minimum of 10% of the contests/events (season or tournament) based on the number of regular season scheduled events during their particular sport/co-curricular season. Also, the coach/advisor of the sport or co-curricular activity may extend the denial of participation for the student upon their return to the team/activity at his or her own discretion.

Second Offense

A student suspended out-of-school for the second time while in season or participating in a co-curricular event during the school year will be denied participation for 20% of the contests/events (season or tournament), based on the number of regular season/scheduled events.

Third Offense

A student suspended out-of-school for the third time will be denied participation for the remainder of their sports' or co-curricular(s) season during the school year.

Athletic Conduct Code

The Board of Education believes that co-curricular activities, including interscholastic athletics, can be an important part of a student's educational experience in Woodridge Local School District. Because participation in co-curricular activities is a privilege all students may enjoy during good conduct, students may be denied participation from any particular or all co-curricular activities by the Superintendent, Principal, Assistant Principal, Athletic Director or other Administrator, for up to one calendar year. Multiple offenses may lead to denial of participation from co-curricular activities for the balance of the student's middle school or high school career. The period of co-curricular denial of participation may extend, as appropriate, into the subsequent school year at the discretion of the Administrator imposing the denial of participation. Due process procedures, including appeal to the Superintendent and/or the Board of Education, are outlined in the following sections.

Scope of the Athletic Conduct Code

All student-athletes in Woodridge Local School District are to abide by the Woodridge Local School District Student Conduct Code and the Athletic Conduct Code. Violation of either code may lead to the denial of participation of the teams' practice(s) and contest(s) or other penalties.

- The Athletic Conduct Code goes into effect **for Fall student athletes on the first allowable date for mandatory practices (as determined by the OHSAA)** and continues year round for the duration of the student's academic career (i.e. Beginning at the start of the 7th grade and continues until graduation from Woodridge High School.)
- For Winter and Spring sports student athletes, the Athletic Conduct Code goes into effect on the first day of school and is in effect year round for the duration of the student's academic career.
- The Athletic Conduct Code will be in effect for all athletes for the entire school year and will carry over from the fall to the winter to the spring sports seasons.
- **If a violation occurs at or near the end of a sport season or activity, or if the student is not "in season" at the time of the violation, then the penalty will be appropriately adjusted and/or applied to the next "in-season" sport or activity in which the student is a regular participant, i.e., a sport or activity in which the student has tried-out or participated in previously. Students (except freshmen) suspended under this rule may not avoid the consequences of a denial of participation by trying out or participating in a new sport or activity i.e., one in which he or she is not a regular participant. In such cases, the suspension would apply to the next sport or activity in which the student is a regular participant.**

Areas of Denial of Participation

1. TOBACCO/NICOTINE, ALCOHOL, AND OTHER DRUG, POLICY (*Referred to as TAOD*)

Students participating in (or planning to participate in) any activity will not at any time possess, use, sell, offer to sell, deliver, conceal, consume, be under the influence of, nor have on their breath, any drug, counterfeit drug, drug paraphernalia, alcohol, tobacco/nicotine, or anabolic steroid. Medication authorized by a licensed physician is not considered a violation of this provision.

The provisions of the TAOD policy are in effect for all students participating in co-curricular activities year round. Regardless of the timing of an infraction, a student will face consequences as prescribed by the Code of Conduct. When a new school-year commences, students may begin the year without any restrictions or previous actions being held against them, except in the case when there is a carry-over of a restriction from the previous year.

TOBACCO/NICOTINE

Students shall not use or have in their possession tobacco/nicotine in any form, as defined in the student handbook.

a. First Tobacco/nicotine Offense

A student found in violation for the first time will be denied participation for 20% of the contests/events (season or tournament), based on the number of regular season/scheduled events. Should the infraction occur at the end of a season, part or all of the denial of participation will carry over to the next sports'/co-curricular season that the student participates.

- If the student agrees to attend an approved smoking / tobacco/nicotine cessation program approved by the school district, and successfully completes that program, then the penalty is reduced to 10%. In order to use this option, the student must enroll and attend the next scheduled class or program. The cost of the program will be the responsibility of the student and their parent or guardian. The school is not financially responsible for any costs to the student or their family.

b. **Second Tobacco/nicotine Offense**: A student found in violation for the second time will be denied participation for 50% of the contests/events/activities (season or tournament), based on the number of regular season/ scheduled events.

c. **Third Tobacco/nicotine Offense**: A student found in violation for the third time will be denied participation from any athletic/co-curricular activity for one calendar year from the date of the violation.

- The administration has the authority to skip steps and invoke a more stringent penalty for continued violations of the TAOD policy in successive years.

DRUG OR ALCOHOL POSSESSION AND/OR USE

Students shall not possess and/or use any controlled or counterfeit substance, including but not limited to narcotics, hallucinogenic, alcohol, steroids, marijuana, and/or paraphernalia related to any of these substances.

a. **First Drug or Alcohol Offense**: A student found in violation for the first time will be denied participation for 100% of the contests/events (season or tournaments), based on the number of regular season/scheduled events.

- If the student elects to attend the Saturday Family Workshop offered through the Sixth District Educational Compact, the Insight Program, or an approved program by the administration; and successfully completes the program, the student will be able to participate in 50% of their sports/co-curricular season.

b. **Second Drug or Alcohol Offense**: A student found in violation for a second time will be denied participation for one calendar year from the date of the violation. In addition, the student will be required to have an assessment and complete the recommendations made by that assessment from an agency that has been approved by the administration.

c. **Third Drug or Alcohol Offense**: A student found in violation for the third time will be denied participation indefinitely.

DRUG OR ALCOHOL SALE OR DISTRIBUTION

Students shall not be involved in the sale or distribution of drugs and/or alcohol. This includes collecting money or facilitating the collection of money for the purpose of purchasing drugs or alcohol and bringing drugs or alcohol to a party.

a. **First Drug or Alcohol Sale or Distribution Offense**: A student found in violation will be denied participation for one calendar year from the date of violation. The student is required to attend the Insight Program, Saturday Family Workshop, or other approved program through the administration, and successfully complete the program. Failure to participate in or to not successfully complete one of the approved programs will result in a denial of participation determined by building principal.

b. **Second Drug or Alcohol Sale or Distribution Offense**: A student found in violation the second time will be denied participation for one calendar year from the date of the second violation.

c. **Third Drug or Alcohol Sale or Distribution Offense**: A student found in violation a third time will be denied participation permanently.

STEROIDS: The improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. According to the Ohio Revised Code (section 3313.752 and 3707.50) possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment. The school penalty for use of steroids would fall under the penalties for illegal drug usage.

The administration has the authority to skip steps and invoke a more stringent penalty for continued violations of the TAOD policy in successive years.

DUE PROCESS PROCEDURES

1. All students will receive notice of the rules under which they are operating. Upon receipt of the Code of Conduct the students, their parents or guardians, are responsible for reading and abiding by these rules and regulations
2. Should a student be in violation of the Code of Conduct, their coaches / advisors, the athletic director, or building administrator will conduct an investigation and hearing based on the violation of the Code of Conduct. After this hearing, the appropriate coach / advisor, athletic director, or building administrator will inform the student of their disciplinary consequences as prescribed by the Code of Conduct.
3. The student or parent has the right to appeal the decision of the coach / advisor or the athletic director to the building principal. An appeal hearing will be scheduled in a timely manner after receiving notice of the appeal.
4. If a student and their parents or guardians wish to appeal the decision of the principal, they may do so to the school superintendent. A letter requesting an appeal must be submitted to the superintendent no later than three (3) days following the decision of the principal. A meeting will be scheduled in a timely manner.
5. The decision rendered by the Superintendent is final.

SELF-REFERRAL

It is Woodridge Local School District's goal as a school district is to work in conjunction with the student and his/her family. The following is an opportunity that might allow students/school personnel to work together in order to make the process of helping the student more effective.

Woodridge Local School District's greatest goal is to foster an open and honest relationship with students concerning the use of alcohol, tobacco/nicotine, or other drugs. To encourage this, the Code of Conduct will follow these guidelines when dealing with self-referral situations:

1. If a student or his/her parent/guardian come forward with a violation of the TAOD policy to an administrator and asks for assistance concerning a violation of the policy (prior to any school or law official verifying or witnessing a violation of the TAOD) then there will be no denial of participation in the activity. The self-referral, however, is still considered a violation for the purpose of accumulation of violations.
2. Any student who confides in a teacher, advisor, coach, clergy or any other adult about a violation, prior to verification or witnessing by any school or law official, of the TAOD (exception of distribution) and that person informs an administrator then that student would follow the self-referral steps.
3. If the student violates the TAOD policy for a second time this will be considered a second offense to the TAOD policy, and they will serve the appropriate consequence.

2. Attendance

A student-athlete is required to attend all mandatory activities designated by the coach.

Consequences for the first unexcused absence:

Minimum– athletic director and coach's discretion.
Maximum– sit out one contest.

Consequences for the second unexcused absence:

Minimum– athletic director and coach's discretion.
Maximum– sit out two contests.

Consequences for the third and subsequent unexcused absence:

Minimum– athletic director and coach's discretion.
Maximum– removal from team for remainder of the season

3. Insubordination

A student-athlete shall not refuse to comply with a reasonable request, order, or direction of any coach, administrator, or other authorized personnel.

Consequences:

Minimum– athletic director and coach’s discretion.

Maximum– removal from team for remainder of the season

4. Profanity or Vulgar Displays

A student-athlete shall not use profane, obscene, or vulgar language. This includes gestures, either nonverbal or written.

Consequences:

Minimum– athletic director and coach’s discretion.

Maximum– removal from team for remainder of the season

5. Behavior Unbecoming of a Woodridge Student-Athlete, Including Unsportsmanlike Conduct or Ejection From a Contest or Event

A student-athlete shall not act in a manner detrimental to the team, Woodridge High/Middle School, or Woodridge Local School District as a whole.

Consequences:

Minimum– athletic director and coach’s discretion

Maximum– removal from team for remainder of the season

6. Hazing

Harassment, intimidation, or bullying toward a student by other students is strictly prohibited and will not be tolerated. Harassment, intimidation, or bullying means any intentionally written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) and the behavior causes mental or physical harm to other student(s) and is sufficiently severe, persistent or pervasive that it causes an intimidating, threatening, or abusive educational environment for other student(s).

Incidents/reports of hazing shall be brought to the attention of School Administration. Each incident/report will be investigated and appropriate action will be taken.

The Administration will determine a course of action, which may include anything from a verbal warning to a permanent denial of participation depending on the offense.

Harassment, intimidation or bullying also means **electronically transmitted acts** (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

7. Ejection From a Contest

The OHSAA has adopted (summer 1994) a policy to address athletes and coaches who are ejected from a contest for unsportsmanlike conduct or a flagrant foul.

It stipulates that any athlete who is ejected from a contest will be denied participation for the next 2 contests in all sports but football (one in football). *The school will adhere to the guidelines of the Ohio High School Athletic Association regarding the denial of participation in athletic contests for students who have been ejected from a contest. The school may also impose its own consequences for the student-athlete which may include, but is not limited to the denial of participation in any or all athletic activities.*

An athlete under suspension may not sit on the team bench, enter the locker room, ride the team bus, or be affiliated with the team before, during, and after the contests.

If the occurrence is in the last game of the season, the penalty does carry over to the next sports season in which the athlete participates.

A student who is ejected a second time shall be suspended for the remainder of the season in that sport. In some cases the school will increase the penalty. A reason for an additional school penalty would be blatant misconduct.



2014-15 Edition

Eligibility Guide for Participation In High School Athletics

Published by the Ohio High School Athletic Association (revised 5/20/14)

Ohio High School Athletic Association Overview

Participating in your school's interscholastic athletics program will provide some of your most memorable and enjoyable moments ever. Since your school is a member of the Ohio High School Athletic Association, there are standards that must be met in order to be eligible to compete.

The essential eligibility requirements in this publication are **only a summary** of some of the regulations affecting student eligibility. Most requirements are published in the *OHSAA Handbook*, which can be found in the offices of your principal and athletic administrator and is posted on the OHSAA website (OHSAA.org). Your school district also has the authority to establish additional academic standards and codes of student or athletic conduct.

Any questions you have concerning the OHSAA standards or your athletic eligibility should be reviewed with your school principal or athletic administrator. You should also meet with these administrators **EVERY TIME** before you change your course schedule or drop a course. If you are a transfer student, you must ensure that you and your school administrators have submitted all proper forms to the OHSAA Office in Columbus.

The eligibility regulations of the OHSAA have been adopted by the member schools and were accepted by your school when it became an OHSAA member. You are urged, as a student-athlete, to study these standards carefully since you are responsible for compliance with these standards.

Best wishes as you learn the valuable lessons that come with your participation in interscholastic athletics!

Student-athletes and parents have the opportunity to ask school administrators and/or coaches questions on OHSAA and school eligibility requirements, the school's Athletic Code of Conduct policy and other issues during preseason meetings that the OHSAA requires schools to hold no later than two weeks after the beginning of each sports season. Meetings should include showing a video presentation prepared by the OHSAA that reviews key student eligibility issues, healthy lifestyles, sporting behavior and concussion management.

OHSAA Regulations On Scholarship

You may attend any public or non-public high school in which you are accepted when you enter high school (grade 9) from a 7th-8th grade school. In order to maintain eligibility for grades 9-12, you must be currently enrolled in a member school and have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period.

- A student becomes a member of an interscholastic squad, and thus establishes eligibility, when he/she participates in a contest (scrimmage, preview, jamboree, Foundation Game or regular season game).
- You may not use summer school grades/other educational options for failing grades received or lack of courses taken in the final grading period of the school year.
- Your semester or yearly grades have no effect on OHSAA eligibility (although they could, depending upon your school's official grading periods). OHSAA eligibility is dependent upon grades received in the immediately preceding grading period.
- Those taking postsecondary school courses must comply with OHSAA scholarship regulations.
- The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. **Note:** Check with your principal or athletic administrator to determine the exact date that eligibility will be restored.

OHSAA Regulations On Semesters

After establishing ninth-grade eligibility, you are permitted only eight (8) semesters of athletic eligibility.

- The semesters are taken in order of attendance once ninth-grade eligibility has been established.
- Semesters are counted toward eligibility whether you participate in interscholastic athletics or not.
- There are exceptions to this regulation, so please arrange a meeting with your principal or athletic administrator to review these exceptions.

OHSAA Regulations On

Age

High school students (grades 9-12) who turn 19 years of age prior to August 1, 2014, are ineligible for interscholastic athletics.

- There are exceptions to this regulation, so please arrange a meeting with your principal or athletic administrator to review these exceptions.

OHSAA Regulations On

Home Education

Legislation has recently changed that now permits home educated students to have the opportunity to participate in interscholastic athletics at the public high school that the student would be entitled to attend under the tuition statute, i.e., the school located in the parents' residential district. If you are home educated, note that the legislation says you shall be given the "same opportunities" to participate – not greater opportunities – and that you must meet the same eligibility requirements as other students. In addition, once you establish eligibility at a high school, a transfer to a different high school will mean you will lose eligibility for interscholastic athletics at your new school for a period of up to one year.

For more information on participation opportunities for home educated students, go to:

www.ohsaa.org/eligibility/FAQs_BudgetBill_and_4-3-1_Sept2013.pdf

OHSAA Regulations On

Transfers

Once your eligibility is established at a high school, a transfer to a different high school will mean you will lose eligibility for interscholastic athletics at your new school. For the specifics on the period of ineligibility, visit OHSAA.org.

- If you are new to this school as a transfer student, all required paperwork must be submitted to the OHSAA, and the state office must grant approval for eligibility. Immediate eligibility will be granted only if one of the exceptions to the OHSAA transfer regulation has been met or you have not participated in the sport within the past 12 months.
- To see if you qualify for an exception, you and your parents should arrange a meeting with your principal or athletic administrator.
- If your parent or legal guardian lives outside of Ohio, you are ineligible unless one of the exceptions to the regulation is met. These exceptions to the out-of-state residency rules are found in Bylaw 4-6.
- **If additional questions concerning these regulations remain, school principals or athletic administrators should contact the OHSAA.**

OHSAA Regulations On

Awards

You may receive awards valued at \$200 or less as a result of athletic participation in interscholastic athletics from any source. You may never accept cash awards, however.

OHSAA Regulations On

Amateurism

You will lose your amateur status and forfeit your eligibility if you:

- Compete for money or other compensation.
- Capitalize on your athletic fame by receiving money, merchandise or services.
- Sign a contract or make a commitment to play professional athletics.
- Receive services, merchandise or any form of financial assistance from a professional sports organization.
- Compete with a professional athletics team even if no pay is received.
- Enter into an agreement with a sports or marketing agent.

Expenses for travel, meals and lodging may be accepted provided they are available to all participants and they are not contingent upon your team's and/or your finish.

OHSAA Regulations On

False Information

If you compete under a name other than your own or provide a false address, you immediately become ineligible.

OHSAA Regulations On

Open Gyms

School officials may designate open gyms/facilities, the sport to be played, the grade levels involved and may also limit participants to those from your school. You may participate in open gyms/facilities, but remember:

- No one from the respective school may be excluded from participating;
- No one may be required to attend;
- No school officials may invite selected students or determine the teams;
- No school officials may transport students to or from either school or non-school facilities;
- No timing or written scoring may be kept, and
- No coaching or instruction may be provided.

The OHSAA may impose penalties against you, your school and/or your coach for violating these regulations.

OHSAA Regulations On Instruction

There are restrictions on the instruction you can receive from school coaches outside of your season. Some of these regulations are also different for team sports vs. individual sports. Before receiving instruction outside the season from your school coaches, visit OHSAA.org, go to the General Sports Regulations and review the section on Individual Skill Instruction to ensure all regulations are being followed. Some other key notes on these regulations:

- Besides during the season of your sport, school coaches may also provide team instruction for a maximum of 10 days between June 1 and July 31. This would include such activities as volleyball, field hockey, soccer, basketball, ice hockey, baseball or softball teams competing in tournaments or 'shootouts,' football teams participating in 7-on-7's, or coaches conducting or taking teams to instructional camps.
- Between August 1 and May 31 and outside defined "no contact periods," school coaches may also provide individual instruction outside the season of play. There are restrictions for team sports and some individual sports, so review the OHSAA's Individual Skill Instruction regulations to ensure all standards are being followed.
- Individual skill instruction from non-school coaches may be received in any sport by a squad member at any time in individual lessons *provided* that this instruction does not violate any Board of Education, school administrators' or coaches' policies.
- It is a violation if a coach suggests your participation in instructional programs is mandatory.

OHSAA Regulations On Non-School Teams

If you compete on a non-school team or in non-school competition as an individual in the same sport during your school team's season, you will lose eligibility. There are also certain restrictions regarding tryouts, practices and competitions with non-school teams before, during and after the school season. Before participating with a non-school team, visit OHSAA.org, go to the General Sports Regulations and review the sections on Non-School Programs/Teams to ensure all regulations are being followed. Some other key notes on these regulations:

- A member of an interscholastic squad in a team sport (baseball, basketball, field hockey, football, ice hockey, soccer, softball and volleyball) may not participate in an athletic contest, tryouts or any type of team or group training or practices on or with a non-school squad in the same sport during the school's interscholastic season. ***This would include college teams and/or college tryouts.***
- In the individual sports of bowling, cross country, golf, gymnastics, swimming and diving, tennis, track and field and wrestling, however, you may practice and try out for a non-school team but **may not compete in a contest.**

- A member of an interscholastic squad in a team sport (baseball, basketball, field hockey, ice hockey, soccer, softball and volleyball) may try out, practice and compete on non-school teams before and after the school season from August 1 to May 31 provided:

The OHSAA's '50 percent limitation' regulation is maintained, meaning the number of students from the same school team on the roster of the non-school team is limited to five (5) students in the sports of soccer, field hockey and ice hockey; four (4) students in the sports of baseball and softball; three (3) students in the sport of volleyball, and two (2) students in the sport of basketball. ***School football team members are prohibited from competing on non-school teams except from June 1 to July 31.*** **Note:** Seniors are exempt from these limitations after the conclusion of their sport season.

- There is no limit on the number of students from the same school team that may participate on the same non-school team from June 1 to July 31.
- Check the OHSAA Sport-by-Sport Regulations (available at OHSAA.org) for the date you must cease participation on non-school teams in order to be eligible for OHSAA tournament competition along with penalties for non-compliance with this date.

OHSAA Regulations On Recruiting

You will be declared ineligible if you are recruited by a person or group of persons to change or enroll in a high school for athletic purposes. Any attempt by you to recruit a prospective student-athlete for athletic purposes is also prohibited. A violation may also affect the eligibility of the school team.

OHSAA Regulations/Guidance On Alcohol, Tobacco, Drugs and Steroids

The OHSAA does not permit the use of any form of alcohol, tobacco or illegal drugs at the site of any interscholastic contests. Besides the health risks involved, use of any of these items will result in you being disqualified from contests and likely facing additional school and legal penalties. There are additional issues related to illicit drugs, such as anabolic steroids and some prescription drugs used with the goal of aiding performance. If you use anabolic steroids or other performance-enhancing drugs, you are ineligible for interscholastic competition until medical evidence indicates that your system is free of these drugs.

Another prominent issue is the use of supplements. The increased availability of these items allows student-athletes access to a wide variety of products aggressively marketed in fitness and strength training

magazines and websites. Often their marketing campaigns include promises, endorsed by faulty research claims, of extraordinary weight loss, explosive power or tremendous strength gains. It is important for coaches, athletic administrators and parents to educate themselves about what substances your student-athletes may be using and about the potential risks involved with uneducated supplement use.

OHSAA.org offers a wealth of information for parents, coaches and students about these topics and other healthy lifestyles/sports medicine issues.

OHSAA Regulations On Preparticipation Evaluations and Consent Forms

Before the season's first practice, each student must have had a physical examination within the past year and an examination form signed by a medical examiner must be on file at your school. Ask your athletic administrator or licensed athletic trainer about the new electronic Preparticipation Physical Examination that the OHSAA has launched through one of its partners, PrivIT.

- Physical examinations are valid for one year from the date of the exam except for those that take place from May 1-June 1. Those exams are valid for one year plus through the end of the next school year's spring sports season.

In addition, no student will be eligible unless that student and his or her parents have signed the OHSAA Authorization Form and the OHSAA Eligibility & Authorization Statement, both of which must be on file at your school.

OHSAA Regulations and Expectations On Concussion Management

It is everyone's responsibility to take the necessary precautions to reduce the likelihood of brain injuries. This is not just a problem in football . . . concussions can happen in just about any sport!

A concussion is a traumatic brain injury that interferes with normal function of the brain. "Dings" and "bell ringers" are serious brain injuries, and you do not have to have loss of consciousness for it to be considered serious. Young athletes are at increased risk for serious problems.

In Ohio, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion, such as loss of consciousness, headache, dizziness, confusion or balance problems, shall be immediately removed from the contest or practice and shall not return to play that same day. Thereafter, the student shall not return to practice or competition until cleared with written authorization from a physician or health care provider

approved by the local board in accordance with state law.

Each school is required to review its concussion management protocol with students and their parents. In addition, each student and his or her parents must review and sign the Ohio Department of Health's "Concussion Information Sheet" prior to participation and are highly encouraged to review a short presentation on concussions available at no cost at nfhslern.com.

OHSAA Regulations and Expectations On Sporting Behavior

The OHSAA's vision for positive sporting behavior is built on expectations. It calls on the school community — administrators, teachers, coaches, students, parents and fans — to strive for positive sporting behavior in everything they do by teaching the value of ethics, integrity, equity, fairness and respect.

As a student-athlete, you are expected to accept the responsibility and privilege of representing your school and community while participating in school sports. You are expected to:

- Treat opponents, coaches and officials with respect, and
- Ensure your actions do not incite fans or other participants or attempt to embarrass, ridicule or demean others.

The OHSAA has established a policy for students ejected for unsporting behavior or flagrant fouls. If you are ejected:

- You will be ineligible for all contests for the remainder of that day, and
- You will be ineligible for all contests at all levels in that sport until two regular season/tournament contests are played at the same level as the ejection (one contest in football).

If you are ejected a second time in a season, you are subject to additional, stiffer penalties, including a maximum penalty of suspension from play for the remainder of the season in that sport.

As a participant in school sports, you are expected to act with dignity, speak with courtesy and play with pride. In short, Respect The Game!

Note: The complete OHSAA ejection policy for unsporting behavior can be found in the *OHSAA Handbook* and is posted at OHSAA.org.

Interscholastic Athletics

Why We Play The Games

For many of you, playing on your school teams may be the last time you will participate in competitive athletics. As a participant, you should work hard, have fun and strive to be the best. But just as important, you should also strive to be the best students, teammates and members of your community in preparation for the next phase of your life as a responsible adult and productive citizen.

The purpose of interscholastic athletics is to enrich your high school experience; promote citizenship and sportsmanship; instill a sense of pride in community; teach lifelong lessons of teamwork and self-discipline, and help you grow physically and emotionally. In short, interscholastic athletic programs are educational in nature and therefore an extension of the classroom.

Other sporting organizations promote free player movement, are primarily designed to promote athletic development of the individual, and provide a showcase for the athletic talents of those individuals. However, these organizations do not share the primary educational purposes of OHSAA member schools and therefore cannot provide the unique type of competition created by the OHSAA through our member schools.

Statistics show that students who participate in interscholastic athletics programs tend to have higher grade-point averages, better attendance records, lower dropout rates and fewer discipline problems than the general student population. Statistics also show that only one percent of all high school participants will earn a Division I college athletic scholarship and approximately five percent will play collegiately in any division. Unlike major colleges and professional sports teams, interscholastic athletic programs do not exist to entertain spectators.

As your parents can attest, high school goes by in a blur, but your memories of participating in school sports will stay with you for a lifetime. The OHSAA wants to make sure your time as a high school student-athlete is meaningful and memorable.

The privilege of participating in educational athletics is one of the most exciting experiences of your life. Please maintain the proper perspective in this journey and remember why we play the games.

A Look At The

Ohio High School Athletic Association

Participating in your school's interscholastic athletics program is not only a privilege, but also provides memorable experiences. The role of the OHSAA is to:

- Help ensure students are provided a positive environment for athletic participation;
- Ensure all rules, regulations and decisions are fair and equitable for all schools and participants;
- Ensure athletes play under safe conditions, and
- Ensure school sports programs remain a vital part of your educational experience.

Like the other 825 public and non-public high schools and approximately 800 7th and 8th grade schools, your school has volunteered to become a member of the OHSAA. Ohio is one of the top ranked states in the country with over 350,000 high school students competing in 24 sanctioned sports.

The OHSAA Commissioner and his staff are based in Columbus and their primary responsibilities are to:

- Interpret the rules and regulations for member schools;
- Conduct tournaments for high schools including sectionals, districts, regionals and state tournaments, and
- Serve as educators for officials, coaches, administrators and student-athletes and their parents.

As a member of the OHSAA, administrators and coaches annually affirm they will follow the OHSAA regulations that are approved by the membership. Any changes to those regulations must be approved by a majority of member school principals.

The OHSAA does not charge schools any membership fees or tournament entry fees. Schools are provided rulebooks, educational materials and other printed items along with catastrophe insurance coverage for all participants at a cost of approximately \$600,000 annually. Additionally, schools are reimbursed for many of their tournament expenses and have the opportunity to keep a portion of receipts from the sale of tournament tickets.

Other key programs and initiatives of the OHSAA include:

- Providing annual scholarships totaling over \$100,000 to students who excel in athletics and academics;
- Licensing, registering and training nearly 17,000 contest officials, and
- Ensuring coaches are certified to work with student-athletes through an ongoing coach education program.

Sportsmanship Philosophy and Guidelines

The Woodridge Athletic Department believes that interscholastic competition involving member schools of the Ohio High School Athletic Association should be governed by the basic principles of good sportsmanship. This document has been prepared to insure that all participants have a common understanding of those basic principles.

Woodridge Local School District believes that students should be coached to play to the best of their ability and to understand that to play well is to play honorably. The promotion of sportsmanship is the obligation of all school personnel (principals, athletic directors and coaches) and is directed to the behavior of spectators, coaches and players.

An additional component to consider is coaches' ethics. Woodridge Local School District believes the development of good sportsmanship through the practice of ethical behavior and moral reasoning is one of the acknowledged objectives of interscholastic athletics. Woodridge Local School District, therefore, expects school administrators, coaches, athletes, and spectators to know and embrace the following fundamentals of sportsmanship.

Respect should be demonstrated for an athletic opponent and for their school at all times. Woodridge should treat visiting teams and their supporters as guests and accord them the consideration all human beings deserve. Visiting schools should respect the property and dignity of their host school and its athletic teams.

Knowledge of and a proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the "letter" of the rules.

All participants should strive to maintain self-control at all times. The desire to win should not be accepted as a reason for abandoning rational behavior. A proper perspective must be maintained by all if the potential educational values of athletic competition are to be realized.

All participants should learn to recognize and appreciate skill in performance regardless of affiliation. Recognition of the good performance of an opponent is a demonstration of generosity and good will that is encouraged in all member schools. In order for good sportsmanship to prevail, it is essential that all participants understand their individual responsibilities and expected modes of behavior before, during and after contests.

Player Expectations

Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the community in general both at athletic contests and other various events throughout the community. It is important that players:

1. Treat opponents with the respect that is due them as guests and as fellow human beings.
2. Shake hands with opponents and wish them a good game when appropriate.
3. Exercise self-control at all times, accepting the judgment of the officials as the best judgment they could make given what they know and see. Never argue or make gestures indicating lack of respect for the officials' judgment.
4. Accept both victory and defeat with pride and compassion.
5. Congratulate opponents in a sincere manner following either victory or defeat.
6. Accept seriously the responsibility and privilege of representing the school and community.

Player Ejection from a Contest

Any student-athlete ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for all contests **for the remainder of that day**. In addition, the student-athlete shall be ineligible for all contests at all levels 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-athlete shall be ineligible for the same period of time as stated above in the next sport in which the student participates. A student-athlete 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-athlete who is ejected a second time shall be suspended for the remainder of the season in that sport. A student-athlete 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-athlete participates.

All student-athletes participating in the athletic program at Woodridge will be held accountable to the OHSAA player ejection rule.

Unsporting Player Behavior with Fans

No member of any school-sponsored interscholastic athletics squad shall leave the 'playing area in which a contest is being conducted and enter the spectator area of the facility to engage in any type of conflict—verbal or physical. If a student-athlete leaves the 'playing area' and enters the spectator area of a facility to so engage a person, the minimum penalties shall be:

1. The student-athletes privileges to participate in interscholastic athletics shall be revoked and the student-athlete shall be ineligible for the remainder of the school-year.
2. The school shall be immediately placed on probation pending an investigation (and report) into what happened, what caused it to happen, what was done by the school to diffuse what happened and what safeguards have been implemented by the school to prevent further happenings.

Inappropriate Participant Behaviors

Participants (players and cheerleaders) should avoid the following inappropriate behavior:

1. Taunting officials, opponents or spectators.
2. Violation of bench rule: If an athlete leaves the bench area and is involved in an altercation on the playing field/area, it is strongly recommended that the athlete be suspended for two contests. The suspension should include non-conference and tournament games and should carry over into the next sports season if it occurs at the end of a sports season.
3. Ejection from contest.
4. Use of profanity.
5. Damage/destruction of school property.
6. Theft of school or personal property.

Spectator Expectations

Partisan spectators by their behaviors and reactions determine to a large extent the reputation for sportsmanship of their school. Spectators should be reminded and should keep in mind that athletes are **friendly rivals** as members of opposing amateur teams. They are expected to be treated as such. Spectators should be reminded too, that the contest should be between the teams engaged in the competition and not between their supporters. It is important that all spectators:

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate, and respond enthusiastically to the cheerleaders, coaches, and student-athletes of all teams.
3. Censure fellow spectators whose behavior is unacceptable.
4. Be positive toward players and coaches regardless of the outcome of the contest.
5. Respect the judgment and the professionalism of the officials and coaches.

Spectator inappropriate behavior:

1. Verbal/physical abuse of officials.
2. Berating players, coaches or other spectators through: chants, signs, cheers, and profanity.
3. Publically berating school officials within a contest environment.

Unacceptable interruptions of a contest:

1. Throwing objects on playing area.
2. Entering playing area.
3. Disruptive behavior.

Sportsmanship and Social Media

Sportsmanship extends to the social media environment as well. Students, coaches, and fans should not engage in derogatory exchanges over the Internet, text messages, or other avenues. Such actions are strictly prohibited and will be treated in the same way as unsportsmanlike behavior at an athletic contest.

Fan Code of Conduct

Woodridge Local School District, in association with the Ohio High School Athletic Association promotes interscholastic events and sportsmanship. Sportsmanship is an essential part of any athletic competition and is expected from athletes, coaches, officials and fans. As a fan/spectator (student or adult) of Woodridge Local School District, you are to be an example of positive encouragement while supporting our athletes, coaches and officials. Our behavior should be positive, respectful and encouraging of the athletes, coaches, officials and the game.

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

First Offense – The spectator will schedule a meeting with the athletic director with resulting action that may include removal from the next two home athletic contests of the same sport. A letter will be sent by the athletic director and principal to the spectator in question notifying them of the ejection and the dates of ejection.

Second Offense – The spectator will be removed from all home athletic contests and other school events and activities for the remainder of the season of infraction. A letter of ejection will be sent from the office of the Principal notifying the spectator of the remainder of the season ejection.

Third Offense – The spectator will be removed from all home Woodridge Local School District athletic contests and other school events and activities for the remainder of the school year. A letter of ejection will be sent from the office of the Superintendent notifying the spectator of the ejection.

Any athletic official, including but not limited to, contest officials, athletic director, principal, assistant principals, game site supervisors and anyone else in an administrative role on the site, may uphold enforcement of an ejection.

While the Fan Code of Conduct encompasses behavior expectations and consequences for both student and adult fans, Woodridge Local School's administrators may apply further consequences to a student ejected from a contest due to the student violating the Student Conduct Code.

Respect the Game

The Parents Role in Interscholastic Athletics

"A student's success or lack of success in sports does not indicate what kind of parent you are...But having a student athlete that is coachable, respectful, a great teammate, mentally tough, resilient and who tries their best is a direct reflection of parenting."

- ◆ Get to know the coaches. Then you can be assured that his or her philosophy, attitudes, ethics and knowledge are such that you are happy to have your student-athlete under his or her leadership.
- ◆ Interscholastic athletics provide learning experiences for students, and unfortunately, sometimes mistakes are made. Just as you would praise a student's effort in the classroom, remember to praise your student-athlete in their attempt to improve academically, athletically, and as a person.
- ◆ Remember, the reason you attend athletic contests is to support and cheer for your student's team as well as to enjoy the display of skill and competition. Your role is not to intimidate the other team and its fans.
- ◆ A ticket to an interscholastic athletic event allows you the privilege to observe the contest, not a license to be obnoxious and/or verbally abusive to others.
- ◆ Show respect for opposing players, coaches, fans and support groups. Treat them as you would treat a guest in your home.
- ◆ Refrain from taunting or making any kind of derogatory remarks to opponents. Use only cheers that support and uplift the teams involved. Recognize and show appreciation for outstanding play by either team.
- ◆ Learn the rules of the game so that you may understand and appreciate why certain situations are happening.
- ◆ Respect the integrity and judgment of the game officials. Understand that they are doing their best to call a fair contest.
- ◆ **Be a positive behavior role model through your own actions and by censuring inappropriate or unbecoming behavior of those around you at events.**

Communication with your Student-Athlete

- ▶ Try your best to be completely objective about your student's athletic ability, competitive attitude, sportsmanship and skill level.
- ▶ Make sure your student-athlete knows that whether they play well or make mistakes, win or lose, you love them, appreciate their efforts and are not in any way disappointed in them.
- ▶ Teach them to enjoy the thrill of competition, to try their hardest and to work to continuously improve their skills and attitudes. Help them develop a healthy and balanced perspective toward competing and having fun.
- ▶ Be helpful, but do not coach your student-athlete. It's tough not to, but it is a lot tougher for your student to be overwhelmed with advice and critical information.
- ▶ Do not compete with the coach. If your student-athlete is receiving mixed messages from two different authority figures, he/she will likely become disenchanted.
- ▶ Try not to relive your athletic career through your student-athlete in such a way that creates pressure for your child.
- ▶ Do not compare the skill, courage or attitude of your student-athlete with other members of the team or siblings.

Respect the Game

Sportsmanlike Behavior

- Remember that young people play sports for their enjoyment, not to entertain you.
- Respect and show appreciation for the coaches, and understand that they have given their time to provide sport activities for our young people.
- Show respect for our opponents, and realize there would be no game without them.
- Do not have unrealistic expectations, and understand that doing one's best is as important as winning. Know that ridiculing a student-athlete for making a mistake is not acceptable behavior.
- Encourage student-athletes and coaches to play by the rules and to resolve conflicts without resorting to hostility or violence.
- Respect the official's decisions, and encourage all participants to do the same.
- Do not use bad language or harass student-athletes, coaches, officials or other spectators.
- **Always show good sportsmanship since young people learn best by example.**

Communicating with the Coach

Communication Parents Should Expect From the Coach

- Coach's philosophy pertaining to the team and sport.
- Expectations the coach has for your student-athlete as well as all players on the team.
- Time and location for all practices and contests.
- Requirements such as special equipment needed and voluntary off-season conditioning expectations.
- Procedures for reporting injuries and illnesses.
- Expectations and rule infractions that may result in disciplinary action or denial of participation for your student-athlete.

Communication Coaches Expect From Parents

- History of injuries or illnesses and/or special concerns for the student-athlete.
- Information pertaining to your student-athlete that would help the coach be more effective in communicating with the him/her.
- Notification well in advance of any schedule conflicts.
- Specific concerns in regard to the coach's philosophy and expectations.

Procedures for Discussing Concerns with Coaches

- ▶ Contact the coach to schedule an appointment to discuss your concerns. Meetings with parents will not take place before or after a contest or during practice time.
- ▶ Meetings will be attended by the parent, student-athlete, head coach and assistant coach.
- ▶ Parents and student-athletes will express their concerns and raise questions as needed. Other players on the team will not be discussed.
- ▶ Coaches will attempt to answer all questions in an honest and forthright manner. This may include a discussion of a student-athlete's strengths and weaknesses as well as their perceived role on the team.

*** **If a meeting with the coach** does not provide a satisfactory resolution, consider scheduling an appointment with the athletic director for further discussion.

Respect the Game

Appropriate Concerns to Discuss with Coaches

- ◆ Treatment of your student-athlete.
- ◆ Ways to help your student-athlete improve and develop.
- ◆ Concerns about your student-athlete's behavior and/or academic accomplishments.

Issues Not Appropriate to Discuss with Coaches

- ◆ Your student-athlete's playing time.
- ◆ Specific offense, defense or team strategy.
- ◆ Coach's play calling or game strategy.
- ◆ Player combinations, positioning or other student-athletes.

Because of the emotion exhibited by all parties, confronting a coach before or after a practice or game does not promote resolution of a problem!

The Student-Athlete and Transferring Sports

Student-athletes may not transfer from one sport to another after the first scheduled scrimmage or contest. A student-athlete who withdraws from a sport may not join another sport until the season in which he/she withdrew is completed. A student-athlete who withdraws from a sport may not begin conditioning or "open gym or open facilities" for a sport in the up-coming season without permission from the head coach of the sport the student-athlete withdrew from or until the current sport's season ends.

Conflicts in Co-Curricular Activities

An individual student who attempts to participate in too many co-curricular activities will, undoubtedly, be in a position of a conflict of obligations. The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of co-curricular activities; and to this end, will attempt to schedule events in a manner so as to minimize conflicts. Students have a responsibility to do everything they can to avoid a continuous conflict. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors involved immediately when a conflict does arise.

Students are strongly encouraged to participate in activities in which they can commit fully. This is only fair to other members of the sport/activity. If there are continuous conflicts between multiple school activities, students will have to chose one commitment at that time.

Financial Obligations and Equipment

Uniforms – In some sports, the athlete will be required to purchase a portion of the game uniform, which will become their property. When a uniform is issued to a student-athlete, it is expected to be returned in the same shape when issued, barring any unforeseen circumstances.

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

1. All equipment issued to a player is to be worn only at practice or scheduled games or scrimmages involving that particular sport. Exceptions must be approved by the coach (i.e. jerseys).
2. Before any item is attached to, added to, removed from, or worn with a uniform that is issued to an athlete for a specific sport, the athlete must secure permission from the coach.
3. Each athlete is responsible for all equipment issued. Keep it clean and in the best possible condition. Woodridge Local School is not responsible for lost or stolen equipment.
4. Athletes are required to use a lock on athletic lockers to avoid theft.
5. All athletic equipment is the property of the Board of Education and the Athletic Department, therefore, school equipment may not be taken from the school building for the use of any other organization or for personal use. Any exception must be approved by the athletic director.
6. All equipment issued to an athlete must be returned at the end of the school season. Equipment that is not returned for any reason or is damaged beyond normal wear and tear must be paid for at REPLACEMENT cost.
7. Equipment is to be returned or lost equipment paid for within one week of the last contest of the sport. Any athlete who has not returned or paid for lost equipment within one week may be denied the right to participate in athletics until the equipment is returned or paid for.

Miscellaneous Expenses— It is entirely possible that expenses will arise outside of the participation fees in some activities and sports. When possible, the athletic department will attempt to cover as much of the cost as possible. In cases where the cost is not covered, students are responsible to cover these costs. Coaches will keep in mind the financial burden on families and will do everything possible to fund raise effectively to combat these costs. Coaches will also do their best to avoid extra costs which are unnecessary to the ultimate goal of the activity or sport in question.

Sports Awards Ceremonies

Sports awards ceremonies will be held at the conclusion of each sports' season. Student-athletes are expected to attend the awards program to receive the awards they have earned. If the student-athlete is unable to attend the awards program, the head coach must be notified before the awards program or the student-athlete risks forfeiture of earned awards.

Guidelines for Cutting to a Determined Number of Participants

The athletic department reserves the right to determine, on a per sport basis, whether or not a team will cap or cut rosters to a certain number of student-athletes. In cutting situations, the head coach will hold a pre-season meeting with student-athletes trying out for the sport to explain the criteria used to cut a squad. Evaluation procedures and general tryout information will be explained and questions pertaining to tryouts will be answered.

A conference will be held with a student-athlete cut from the squad. During the conference, the coach will explain the reasons why the student-athlete did not make the team and suggest possible alternatives for improving skills, therefore, enhancing the student-athlete's opportunity for making the team in the future.

The coaching staff will participate in the evaluation of each student-athlete in a given sport in a fair and equitable manner. The head coach will be responsible for making the final decision with respect to the varsity squad of his/her team.

Tryouts will be a minimum of three (3) **practices/clinics/workouts** in length before cuts are made to ensure adequate time to evaluate candidates.

Every attempt will be made to give each student-athlete the same amount of time to demonstrate skills.

Participation on Junior Varsity and Freshmen Teams

The purpose for offering a junior varsity (JV) or freshmen team/schedule is to allow younger, inexperienced members of a given sport the opportunity to participate and gain experience to prepare them for Varsity level competition.

In sports and activities in which rosters are restricted by a tryout procedure, Seniors (12th grade) will not be permitted to participate on a Junior Varsity team.

In sports and activities in which rosters are NOT restricted by a tryout procedure, Seniors (12th grade) may be afforded the opportunity to be members of a Junior Varsity team if the Coach and Athletic Director feel that it is in the best interest and safety of all of the students involved.

The intent of allowing Seniors (12th grade) to compete on the JV team is to afford them the opportunity to continue their career. It is NOT intended to take significant playing time from younger players nor should seniors be included on the JV team in order to make the team stronger.

Student-Athlete Vacation Policy

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

1. Be accompanied by his/her parents/guardians/custodians while on vacation
2. Contact the head coach prior to the vacation
3. Be willing to assume the consequences related to their status on the team as a starter or substitute player, including, but not limited to a reduction in playing time.
4. Student-athletes missing mandatory contests during a scheduled family vacation will sit out a certain number of contests, discernable by the Head Coach and Assistant coaches in a given sport.

Away Events and Student-Athlete Transportation

Student-athletes are expected to travel to and from away practices, scrimmages, and contests on transportation provided by Woodridge Local School District. In the event of extenuating circumstances, exceptions may be granted by the athletic director or head coach if the student-athlete provides notification through a written request signed by the parent or guardian the day prior to the scheduled away event.

If the request is honored, a student-athlete will be permitted to travel with his/her parent or guardian only.

Bench, Team Area and Locker Room Restrictions

The bench or team area and locker room of each sport is restricted to the student-athletes listed on the OHSAA eligibility form for the sport, coaches, volunteer coaches, managers, athletic trainers, paramedics, physicians, team videographers or other personnel approved by the athletic director or coach. Students, parents and fans are expected to remain in designated spectator areas or seated in the bleachers.

Sunday/Holiday Activities and Length of Activities

Woodridge Local School District believes that strong co-curricular activities and athletics are essential if a well-rounded education is to be made available to students. However, these programs must be kept in perspective. Academics must continue to be the top priority of the school. Also, time needs to be set aside for family activities. With these thoughts in the mind, a general guideline is that Woodridge will not sanction activities and/or team practices on Sundays. Sunday is a day of rest and family relationships.

Similar regulations will be set for activities and practices on Nationally Recognized Holidays. If there is a special circumstance in which a team is entered into a holiday tournament or other unforeseen circumstances arise, the regulation may be waived with permission from the Athletic Director.

If a team decides to hold workouts or practices on a Holiday, permission will be granted through the athletic office. If permission is granted, it will be voluntary to attend and absence from the session will not penalize the student athlete.

Should unforeseen circumstances and/or emergencies arise which require a Sunday activity, prior permission to hold the athletic activity must be obtained from the athletic director.

Also, because of the necessity to provide a reasonable amount of time for the homework assignments and study, a general guideline is that practice sessions should not exceed two and one half-hours.

Athletic Health Care Information

Definition and Scope of Athletic Training:

As used in sections 4755.60 to [4755.65](#) and [4755.99](#) of the Revised Code:

(A) "Athletic training" means the practice of prevention, recognition, and assessment of an athletic injury and the complete management, treatment, disposition, and reconditioning of acute athletic injuries upon the referral of an individual authorized under Chapter 4731. of the Revised Code to practice medicine and surgery, osteopathic medicine and surgery, or podiatry, a dentist licensed under Chapter 4715. of the Revised Code, a physical therapist licensed under this chapter, or a chiropractor licensed under Chapter 4734. of the Revised Code. Athletic training includes the administration of topical drugs that have been prescribed by a licensed health professional authorized to prescribe drugs, as defined in section [4729.01](#) of the Revised Code. Athletic training also includes the organization and administration of educational programs and athletic facilities, and the education of and consulting with the public as it pertains to athletic training.

Athletic Trainers (ATs) are health care professionals who collaborate with physicians. The services provided by ATs comprise prevention, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions. ATs work under the direction of physicians, as prescribed by state licensure statutes and are highly qualified, multi-skilled health care professionals themselves. ATs are under the allied health professions category as defined by Health Resources Services Administration (HRSA) and Department of Health and Human Services (HHS). Athletic trainers are assigned National Provider Identifier (NPI) numbers, and the taxonomy code for athletic trainers is 2255A2300X. Athletic trainers are listed in the Bureau of Labor Statistics in the "professional and related occupations" section. They are mid-level health care professionals.

Athletic Training Services:

Woodridge Local School District contracts with an outside organization to provide Athletic Training Services to the student athletes within our district. The main responsibility of the AT is to cover Varsity Athletic contests, practices, etc.

When available, Junior Varsity, Freshmen and Middle School contests and practices will also be covered.

The AT will be available to all athletes of all levels (grades 7-12) for injury prevention treatment, evaluations, follow ups, and return to play information. Student Athletes and coaches should keep in constant contact with the AT to schedule these appointments/sessions so that the injured individual can be safely returned to athletic competition in an efficient manner.

Return to Play Decisions (Non Concussion):

As the Woodridge Board of Education's approved athletic health care professional, the AT assigned to Woodridge High School will have the ultimate decision, under the supervision of a Physician, to return student athletes to athletic practice and competition. Family Physician and Specialist notes will need to be approved by the AT or team physician prior to a student athlete returning to athletic competition.

Athletic Health Care Information (Continued)

The Student-Athlete and Concussions

It is important for all individuals involved in interscholastic athletics to recognize the potential for catastrophic injury and even death from concussions. Thus it is extremely important that each coach, administrator, contest official and medical support personnel review their responsibilities in protecting students. Further both students and parents have responsibilities in this area as well.

In January 2011, the OHSAA Board of Directors adopted a sports regulation which incorporated the National Federation of State High School Associations (NFHS) playing rules related to concussion recognition and management. On April 26, 2013, legislation adopted by Ohio's General Assembly on concussion and head injuries in youth sports became effective. On February 14, 2013, the OHSAA Board of Directors mandated that these regulations become effective on April 26, 2013 for the remainder of the spring sports season and thereafter. This OHSAA regulation, as amended to incorporate this recent legislation, now reads:

- Any student, while practicing for or competing in an interscholastic contest, who exhibits signs, symptoms or behaviors consistent with having sustained a concussion or head injury (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the practice or contest by either of the following:
 1. The individual who is serving as the student's coach during that practice or competition.
 2. An individual who is serving as a contest official or referee during that practice or competition.

RETURN TO PLAY PROTOCOL (Concussions)

If a student is removed from practice or competition due to a suspected concussion or head injury, the coach or referee who removes the student shall not permit the student, **ON THE SAME DAY THE STUDENT IS REMOVED**, to return to that practice or competition or to participate in any other practice or competition for which the coach or contest official is responsible. Thereafter, which means no earlier than the next day, the coach or contest officials shall not permit the student to return to practice or competition until both of the following conditions are satisfied:

1. The student's condition is assessed by either of the following:
 - A. A physician, who is a person authorized under Chapter 4731 of the Ohio Revised Code (OCR) to practice medicine and surgery or osteopathic medicine or surgery (M.D. or D.O.)
 - B. Any other licensed health care provider that the school district Board of Education or other governing authority of a chartered or non-chartered nonpublic school, authorizes to assess the student who has been removed from practice or competition.
2. The student receives **written authorization** that it is safe for the student to return to practice or competition from a physician or other licensed health care provider authorized to grant the clearance. Visit the following link: <http://ohsaa.org/medicine/AuthorizationToReenter.pdf> to retrieve the OHSAA's Medical Authorization to Return To Play (RTP) form.

Concussion Information Sheet

All students and their parents or legal guardians shall review and sign the "Concussion Information Sheet" which has been developed by the Ohio Department of Health and which shall be distributed by OHSAA member schools to all students and their parents prior to each sports season. Students and parents shall review and sign this form **each school year** and should keep a copy of the form. In addition, parents and students are encouraged to complete an approved concussion education course. The Concussion Information Sheet can be found here: <http://www.healthyohioprogram.org/~media/HealthyOhio/ASSETS/Files/injury%20prevention/concussion/Interscholastic%20Concussion%20Form%20-%20ODH%20Revised%202.ashx>

Athletic Health Care Information (Continued)

Return to Play Decisions (Non Concussion):

As the Woodridge Board of Education's approved athletic health care professional, the AT assigned to Woodridge High School will have the ultimate decision, under the supervision of a Physician or team of Physicians, to return student athletes to athletic participation. Family Physician and Specialist notes outside of this Athletic Health Care team will need to be approved by the AT and/or team physician(s) prior to a student athlete returning to athletic participation.

It is important to remember that any athletic trainer (AT) who clears an athlete to return to participation does so within the parameters of his /her standard operating procedures developed between the athletic trainer and team Physician/ physician medical director and is not making return-to-play decisions outside of the State of Ohio Athletic Training Practice Act.

"Athletic injury" means any injury sustained by an individual that affects the individual's participation or performance in sports, games, recreation, exercise, or other activity that requires physical strength, agility, flexibility, speed, stamina, or range of motion.

"Referral" is defined as a written referral from the following individuals:

- (A)** An individual licensed under Chapter 4731. of the Revised Code to practice medicine and surgery
- (B)** An individual licensed under Chapter 4731. of the Revised Code to practice osteopathic medicine and surgery;
- (C)** An individual licensed under Chapter 4731. of the Revised Code to practice podiatric medicine and surgery
- (D)** A dentist licensed under Chapter 4715. of the Revised Code.
- (E)** A physical therapist licensed under Chapter 4755. of the Revised Code; or
- (F)** A chiropractor licensed under Chapter 4734. of the Revised Code.

Referral Explanation:

Referrals from any of these healthcare professionals must be according to that profession's Practice Act and the law must allow them to delegate such responsibilities. Therefore, an AT may make return to play decisions pertaining to concussions, and other injuries, upon referral of a Physician. Referrals may be made through a prescription written for the individual athlete, through direct communications with the referring physician, or through **Standard Operating Procedures** signed by the Physician Athletic Health Care Team.

Standard Operating Procedure (SOP) - A protocol set forth by team physicians and athletic trainers for treatment or various injuries prior to evaluation by a physician. Such procedures should be followed as outlined with timely referral. This protocol must be documented and on file in the setting where used.

Standard operating procedures will be used at Woodridge Local Schools as written by Akron Children's Hospital. For specific procedures, please refer to the copy on file in the Athletic Office.

Standard Operating Procedures DO NOT transfer to visiting teams.

Athletic Health Care Information (Continued)

A referral is not required for first aid and routine treatment. However, a referral is required for restorative treatment.

- **First Aid (no referral necessary)** - Basic, immediate care given on site to stabilize and prepare for evacuation and referral as needed.
- **Routine (no referral necessary)** - Maintenance and preventative measures commonly used by athletic trainers, such as pre-event warm-up and post-event cool Down procedures. The sole intent of treatments used is to maintain normal function during participation and daily living. For example, athletes sometimes request to be taped as a prophylactic measure or ritual for participation. Prophylactic taping is not care of an injury; it is a desire of the athlete, and does not call for the degree of skill in selection of taping method or application, as might be used by a licensed health care practitioner.
- **Restorative** - Patient specific instructions for use with a diagnosed injury or as prescribed by the referral source.

Athletic trainers may provide visiting teams, traveling without an athletic trainer or team physician, first aid/emergency care and routine care. An athletic trainer can make return to play decisions for visiting team athletes **if there is no injury present**. They should not provide restorative treatments or return an injured athlete or an athlete with a suspected injury to participation.

NCAA Division I Clearinghouse Initial Academic Eligibility

To participate in Division I athletics or receive an athletics scholarship during the first year of college, a student-athlete must:

Complete the 16 core-course requirement in eight semesters:

- 4 years of English
- 3 years of math (Algebra 1 or higher)
- 2 years of natural or physical science (including one year of lab science if offered by the high school)
- 1 extra year of English, math or natural or physical science
- 2 years of social science
- 4 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy)
- Earn a minimum required grade-point average in core courses
- Earn a combined SAT or ACT sum score that matches the core course grade-point average and test-score sliding scale. (For example, a 3.000 core-course grade-point average needs at least a 620 SAT).

*****Student-athletes enrolling in college in August 2016 and later must meet all of the above requirements to receive aid in the first year and practice in the first term. In order to compete in the first year, prospects must meet all of the above and:**

- Earn at least a 2.3 GPA in core courses
- Meet an increased sliding-scale standard
- Complete 10 core-courses prior to the start of the seventh semester, at least seven in English, math and science.

If a student-athlete earns nine credits in the first term, he or she can continue to practice the remainder of the year. If not, he or she can remain on aid but can't practice.

NCAA Division II Clearinghouse Initial Academic Eligibility

If you enroll in a Division II college and want to participate in athletics or receive an athletics scholarship during your first year, you must:

- Graduate from high school;
- Complete these 16 core courses:
 - 3 years of English
 - 2 years of math (Algebra 1 or higher)
 - 2 years of natural or physical science (including one year of lab science if offered by your high school)
 - 3 additional years of English, math, or natural or physical science
 - 2 years of social science
 - 4 years of additional core courses (from any category above, or foreign language, non-doctrinal religion or philosophy);
- Earn a 2.000 grade-point average or better in your core courses; and
- Earn a combined SAT score of 820 or an ACT sum score of 68.

Division II Qualifier

Being a qualifier entitles you to:

- Practice or compete for your college or university during your first year of college;
- Receive an athletics scholarship during your first year of college; and
- Play four seasons in your sport if you maintain your eligibility from year to year.

Division II Partial Qualifier

You will be considered a *partial qualifier* if you do not meet all of the academic requirements listed above but have graduated from high school and meet one of the following standards:

- The combined SAT score of 820 or ACT sum score of 68; or
- Completion of the 16 core courses with a 2.000 core-course grade-point average.

As a partial qualifier, you:

- Can practice with your team at its home facility during your first year of college;
- Can receive athletically related financial aid during your first year of college;
- Cannot compete during your first year of college; and
- **Can play four seasons in your sport if you maintain your eligibility from year to year.**

Division II Nonqualifier

You will be considered a nonqualifier if you did not graduate from high school or if you graduated and are missing both the core-course grade-point average or minimum number of core courses and the required ACT or SAT scores.

As a nonqualifier, you:

- Cannot practice or compete for your college or university during your first year of college;
- Cannot receive athletically related financial aid during your first year of college, although you may receive need-based financial aid; and
- Can play four seasons in your sport if you maintain your eligibility from year to year.

Woodridge High School Athletic Hall of Fame Information

As it is currently structured, the Woodridge Athletic Hall of Fame selects individuals strictly on an automatic nomination basis. If student athletes meet **ONE OR MORE** of the following criteria, they are automatically inducted into the hall of fame the following year.

- First Team All-Ohio
- First Team All-PTC in the **Same Sport** for three years.
- Member of a State Sponsored All-Star Team
- Akron Beacon Journal Player of the Year

The current nomination process (above) has been in place for nearly 35 years and has built a strong and respectable Hall of Fame. The Hall of Fame is viewed as a tremendous accomplishment by the community and the individuals who have been inducted are respected by their peers.

With that in mind, as an athletic department we will make slight alterations to the nomination process to make the process current and reflective of the environment of high school interscholastic athletics today and into the future. Some of the most tenured Woodridge Coaches, employees, and community members have been consulted along with High School and Middle School administrators to come up with the best possible solution for all involved. Below is the new process for admittance into the Woodridge High School Athletic Hall of Fame:

1. A waiting period of **5 years after graduation or retirement** is instituted for ALL INDUCTEES.
2. **Automatic Inductees** (After 5 years). In order to be inducted automatically, candidates must have achieved **one or more** of the following:
 - First Team All-Ohio
 - First Team All-League in the **same sport** for three years.
 - Two Time All-League Player of the Year.
 - Akron Beacon Journal Player of the Year.
 - If an individual qualifies for automatic induction, they will still have to be nominated after their **5 year waiting period**. When the time comes, there will be a notification in the district website that we will be accepting nominations. Those selected will be notified and given instructions on how to proceed.
3. **Non-Automatic Nominations**: If a student athlete does not meet any of the above criteria but still were exemplary in their interscholastic athletic career at Woodridge high School, there will be a process by which they can be voted in. After a **5 year** waiting period, individuals may be nominated and will be voted upon by a committee created by the Woodridge Alumni Association. When the time comes, there will be a notification on the district website that we will be accepting nominations. There will be **no more than 3** of these individuals inducted in each Hall of Fame class. In order to be elected, you must be voted in by a majority decision by the committee. All graduating classes are eligible for this process. Nominations will be kept for 3 years and voted upon. After three years, you must re-submit the nomination for if you would like to keep getting voted upon. There will be no limit to how many times someone can be nominated and voted upon. Nominations may come from anywhere. All accomplishments must be verified. If an individual is voted in they will be notified by a committee member and given instructions on how to proceed.
 - **Establishing the Woodridge Alumni Association Hall of Fame Committee**: The involvement of the Alumni Association is crucial to this process. By creating a Hall of Fame committee, we are able to do so. The committee will be formed with an accurate representation of the Woodridge Community. The ultimate decision regarding membership on the committee will be up to the Alumni Association.
4. **Coaches/Influential Members of the Woodridge Community**- Until now there has not been a way to induct the influential leaders of our Woodridge Athletic Teams, both coaches and otherwise. We would like to start recognizing these individuals as members of the Hall of Fame. The nomination process will work the same as the **Non-Automatic Nominations** that are outlined above.

Woodridge High School Athletic Hall of Fame Information (Continued)

5. **Morals and Character:** All individuals seeking admittance into the hall of fame should have high morals and should be a constant example of good character and integrity. The Woodridge Administrative Team, Board of Education, and **Alumni Association Hall of Fame committee** reserve the right to voice concerns regarding a candidate's moral issues. If a concern is raised, there will be a lengthy discussion with all involved regarding their admittance. This is applicable to ALL INDUCTEES (both automatic and non-automatic). It is also expected that once an individual is entered into the hall of fame, that they continue to be good representatives of the Woodridge Community. If this is not the case, their membership in the hall of fame may be reviewed by the Committee and Woodridge Administrative Team.

The changes outlined here go into effect with the incoming 9th grade class during the 2014-15 school year. Individuals in that class would adhere to these guidelines when becoming eligible for the Hall of Fame (5 years after graduation). Creation of the committee will be the determination of the Woodridge Alumni Association, with the input of the Athletic Department, Woodridge Board of Education, and Woodridge Administrative Team. Individuals that were part



Policies and Guidelines for Coaches

Contents

Interscholastic Athletics	40
Guidelines for Interscholastic Athletics	40
Building Principal	41
Athletic Director	41
Head Coach	42
Assistant Coach	43
Volunteer Assistant Coach	43
Uniform Design Standards	43
Requirements for Coaching	44
Ohio Department of Education Background Check	44
CPR and AED Certification	44
CPR/AED Course Offerings	44
NFHS <i>Fundamentals of Coaching</i> Course	45
Ohio Department of Education Pupil Activity Supervisor Permit	46
Pupil Activity Supervisor Permit Course Offerings	46
OHSAA Approved Online Concussion Education Course	47
Volunteer Coach Requirements	48
Coaches Sportsmanship Responsibilities	49
OHSAA Coach Ejection from a Contest	49
Coaches Responsibilities in Determining Academic Eligibility	50
Sunday/Holiday Activities	50
Outdoor Sports and Lightning	50
Transportation and Coaches Responsibilities	51
Supervision of Student-Athletes	51
Safety of Student-Athletes While Conditioning	51
Fitness Center	51
Calendar Date Requests	51
Providing for Continuity in the Athletic Department	52
Budget and Purchasing Decisions	52
Fundraising Procedures	52
Woodridge Booster Club	52
Athletic Training Procedures	53
Procedures for Program Improvement with Assistant Coaches	55
Coaches Post-Season Conferences and Evaluations	55
Coach's Checklist	56
Woodridge Local School District Bylaws and Policies	57

Interscholastic Athletics

The Board of Education recognizes the value to the students of the District and to the community of a program of the interscholastic athletics for students as an integral part of the total school experience.

The Superintendent shall approve annually a program of interscholastic athletics and shall strive to ensure that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and be kept free of hazardous conditions.

The Board further adopts those eligibility standards set by the Constitution of the Ohio High School Athletics Association (OHSAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board. In addition, the Superintendent shall be responsible for developing administrative guidelines for Scholastic Requirements for Athletic Eligibility. The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate.

Guidelines for Interscholastic Athletics

In order to maintain an effective program of interscholastic athletics, the Woodridge Local School District employs an athletic director and coaches who, in cooperation with the building principal, are to fulfill the responsibilities described below.

Building Principal

1. The Middle School and High School principal shall be held ultimately responsible in all matters pertaining to interscholastic athletic activities involving his school. (OHSAA Constitution, Bylaws and Sports Regulations).
2. The principal shall be guided in his duties by the rules of the Ohio High School Athletic Association and by the policies of the Woodridge Local School's Board of Education.

Athletic Director

Responsibility

1. In the performance of duties, the Athletic Director is responsible to the Superintendent.

General Duties

1. Direct and coordinate all activities of the interscholastic athletic program for Woodridge Middle School and Woodridge High School.

Specific Duties

1. Approve all athletic contests and prepare all game contracts specifying date, time and location; and keep all signed contracts on file and current for all sports.
2. Arrange for ordering all athletic equipment which would include ordering and presenting awards.
3. Arrange and coordinate all awards assemblies, banquets and appreciation evenings directly related and involving athletic teams.
4. Strive to promote good public relations with public, news media, opponents' schools, civic organizations and booster clubs, including the All Sports Boosters.
5. Prepare the total athletic budget for the Department of Athletics.

Athletic Director, continued

6. Coordinate the printing of programs for high school activities as well as schedules for all sports.
7. Conduct the sale of game tickets for all contests where admission may be charged; maintain control of issuance of passes, complimentary tickets and keep record of same.
8. Make requests for transportation through the transportation supervisor.
9. Coordinate concession service and operation where practical and feasible at the various school sites.
10. Communicate with athletic trainer to arrange for a physician to be present at all high school contests of varsity football.
11. Be present or designate administrator to be present for all home contests and any other contests where large crowds are anticipated.
12. The Athletic Director will assign Administrators or a game site supervisor to all other home contests as needed.
13. Duties to be performed at a game site:
 - a) Check all facilities; scoreboard, team and officials locker rooms, public address system and public restrooms.
 - b) Meet the visiting team and coaches, escort them to their locker rooms and provide them with familiarization information.
 - c) Meet the game officials (when appropriate) and escort them to their locker room.
 - d) Complete pay vouchers for officials and police (when appropriate).
 - e) Regulate the use of the public address system to essentials and emergency announcements.
 - f) Set up flag ceremonies (when appropriate).
 - g) Set up ticket booths; provide tickets and change to seller.
 - h) Stay on site until officials and visiting team have left. In some locations it will be necessary for the athletic director, faculty manager or game site supervisor to stay and lock up.
15. Secure all workers needed to conduct home contests - police, medics, ticket sellers, ticket takers, ushers, parking supervisors, pass gate attendants, announcer, scorers, timers, etc.
16. Ensure that gate receipts are deposited with the district treasurer or night deposit.
17. Keep all coaches informed of current guidelines, district, OHSAA and league rules.
18. Supervisor control of all equipment belonging to the Department of Athletics.
19. Represent the school at all league, state and national professional functions, when appropriate.
20. Assist with pep assemblies.
21. Communicate with the coaches for team use of the fitness center.
22. Insure all personnel working for the department are Board approved and paid at the end of the season.
23. Check and verify athletic eligibility for all athletes.
24. Evaluate head coaches holding supplemental contracts at end of season.
25. Issue contracts for all officials.
26. Other duties related to athletics as assigned by the Principal or Superintendent.

Head Coach

Responsibility

1. In performance of duties, the head coach is responsible to the director of athletics.

Specific Duties

1. Provide written rules and expectations to all team members and their parents and hold a team meeting prior to the start of competition (ie.: practices, attendance, appearance, conduct, eligibility, travel, etc.).
2. Be responsible for all matters pertaining to the organization and administration of the coaching of the team under their direction and shall enforce all rules of the Ohio High School Athletic Association as they pertain to the respective sports.
3. Assign duties to all assistant coaches
4. **Plan** and conduct all practice sessions.
5. Follow the rules and regulations regarding the use of school facilities.
6. Be responsible for preparing public information releases regarding their particular sport.
7. Maintain an accurate squad roster at all times, being sure that it is up-to-date and on file with the director of athletics.
8. See that all participants have physical exam, Emergency Medical Authorization form and parent permission before issuing equipment or being allowed to practice.
9. Assign at least one coach to be with the squad at all times. This includes locker room supervision until all squad members have left the building and then seeing that all windows and exit doors are locked in any area that has been used by their athletic teams during the course of that particular practice session.
10. Inspect all equipment, oversee the issuance and collection of equipment, maintain equipment inventory records and direct activities of student managers.
11. Recommend to the athletic director teams that may be scheduled and officials to be employed.
12. Keep locker rooms clear of all persons except players, managers, coaches and doctor for at least 10 minutes following the close of a contest.
13. Announce and enforce rules and regulations pertaining to conditioning of players and training rules affecting the health and safety of players.
14. Be interested and loyal to the school's program. The head coach is expected to support the entire program and to be an active participant in striving to improve the athletic program as well as the total educational program of the schools.
15. After decisions and policies have been established, support and conform to them both in fact and in spirit.
16. Present the athletic director with a list of needs of the sport and do not commit the department to an order until the budget request and requisition have been approved.
17. Communicate expectations to all assistant coaches, grades 7th and 8th, prior to the start of official practice for the upcoming season.
18. Assist the athletic director in planning and implementing all awards and recognition ceremonies for their program.
19. Duties as assigned by Principal or Athletic Director.

Assistant Coach

Responsibility

1. All assistant coaches will be responsible to the head coach in the performance of their duties.

Specific Duties

1. Support the head coach in conduct of the athletic program, of that particular sport and the total athletic program of Woodridge Local School District.
2. Be loyal to the head coach and to the team.
3. Attend coaching staff meetings when called by the head coach.
4. Assume any duties assigned by the head coach pertaining to the overall athletic program of the particular sport. Practice drill, handling of equipment, eligibility, working with managers, public relations, scouting, statistics, etc.
5. In the absence of the head coach, assume all responsibilities designated as those of the head coaches.
6. To teach the basic skills necessary for each student athlete to reach their own potential.
7. Other duties as assigned by athletic director.

Volunteer Assistant Coach

Responsibility

1. All volunteer assistant coaches are responsible to the head coach in the performance of their duties.

Specific Duties

1. Support the head coach in conduct of the athletic program, of that particular sport and the total athletic program of Woodridge Local School District.
2. Be loyal to the head coach and to the team.
3. Attend coaching staff meetings when called by the head coach.
4. Assume any duties assigned by the head coach pertaining to the overall athletic program of the particular sport. Practice drill, handling of equipment, eligibility, working with managers, public relations, scouting, statistics, etc.
5. In the absence of the head coach, assume all responsibilities designated as those of the head coaches.
6. To teach the basic skills necessary for each student athlete to reach their own potential.
7. Other duties, as assigned by athletic director.

Uniform Design Standards

Logo and name usage standards were adopted to provide continuity with the identity of Woodridge Middle and High School athletic teams. The following information will assist when ordering athletic apparel through athletic purchasing or individual sport fundraising. A disc with logos and information is available and should be used for imprint items, as well as publications, letters, or advertising.

- **Bulldog Logo:** The Bulldog logo used in uniforms should be approved by the athletic office prior to use.
- **"W" with Bulldog logo:** This logo may be used alone or with "Bulldogs", "ATHLETICS" or a sport name below the logo.
- **Uniform colors:** Maroon, white. Trim or accent colors may be gray/silver. Uniform colors will not be black.
- **One color imprinted items:** One color imprinted items such as t-shirts may use only two of the approved colors. Examples include maroon/white, white/gray, gray/maroon.
- **Uniform Lettering:** Lettering on uniforms will be "WOODRIDGE", or "WOODRIDGE HIGH SCHOOL", or "BULLDOGS".
- **Hat and helmet lettering:** The Woodridge Bulldog Logo, the "W" Logo, or a "WHS" may be used on hats and helmets.

Requirements for Coaching

Coaching student-athletes in the Woodridge Local School District's interscholastic athletics program requires the following:

- BCI/FBI background check (flagged to the ODE and copy to superintendent's office)
- CPR/AED Certification (copy to superintendent's office)
- Tuberculosis Test
- OHSAA Approved Concussion Course (copy to superintendent's office)
- NFHS *Fundamentals of Coaching* Course (copy to superintendent's office)
- ODE Pupil Activity Supervisor Permit (copy to superintendent's office)
- Hiring and supplemental contract from Board of Education

Ohio Department of Education Background Check

- New background check requirements have been enacted for licensed educators in Ohio. Initial applicants will continue to need to complete both a BCI and FBI criminal background checks. These checks need to be less than 365 days old to be considered valid for licensing purposes.
- Educators who are renewing a license or permit will only need to complete an FBI background check once every five years if they have continuously lived in the State of Ohio for the previous five years and have a BCI background check on file with ODE.
- BCI and FBI background checks are accomplished by appointment at the Summit County Educational Service Center. Their phone number is 330-945-5600.
- Valid drivers license required at time of fingerprinting
- Cost is \$61 (for both BCI and FBI)—payable in form of check
- When background check information is being filled out, be sure to flag the report to the ODE.

CPR and AED Certification

- CPR/AED courses commonly offered by the American Red Cross and the American Heart Association.
- Adult Certification is valid for one or two years, depending on the course provider.
- Costs vary depending on the provider.
- ARC Adult CPR/AED is offered at Woodridge High School for Woodridge Local School's coaches before each sports season for the cost of the certification cards.
- Provide a photo copy of the course card to the Athletics office for proof of completion.

CPR/AED Course Offerings

- American Red Cross CPR/AED courses are offered on scheduled dates at WHS.
- If no appointments work for either party, area facilities offer a CPR class at an increased rate. Information for these classes are available, by request, from the athletic director.

NFHS *Fundamentals of Coaching* Course

Across the country, there is a significant movement to certify athletic coaches much like classroom teachers. With all of the various options that parents and student-athletes have to choose from for their athletic pursuits, the OHSAA along with many of Ohio's educational organizations (the Ohio Association of Secondary School Administrators, the Ohio Interscholastic Athletic Administrators Association, the Ohio School Boards Association, the Buckeye Association of School Administrators and the National Association of Secondary School Administrators) has endorsed the NFHS *Fundamentals of Coaching* course as the most cost-effective, easily deliverable course in addressing the common focus of interscholastic coaches.

The *Fundamentals of Coaching* Course:

- Provides a unique, student centered curriculum for interscholastic coaches.
- Provides training opportunities for our coaches to improve themselves and to teach their student-athletes the purpose of educational athletics.
- Assists coaches in creating a healthy and age appropriate sport experience.
- Supports the mission of the 18,500 schools from NFHS member associations.
- Addresses the needs of the NFHS member associations as an affordable, accessible and relevant educational experience.
- Is designed to prepare interscholastic coaches for their roles in an educational setting.
- Includes the following units: educational athletics and the role of the coach; the coach as manager; the coach and interpersonal skills; the coach and physical conditioning, and the coach as teacher.
- Includes an OHSAA state component that encompasses key OHSAA bylaws and other appropriate, timely issues.
- Is a one time course that will take 4-to-6 hours to complete on-line and 6-to-8 hours to complete in a blended delivery option.
- Is currently supported by 42 member associations of the NFHS.

Requirements:

- All coaches, paid or volunteer, in grades 7 through 12 in Ohio are required to take the NFHS *Fundamentals of Coaching* course as a one time requirement.
- All coaches, paid or volunteer, who complete the Pupil Activity Supervisor course **for the first time or as a renewal after January 1, 2010**, are required to complete the *Fundamentals of Coaching* course in order to meet qualifications for the Pupil Activity Supervisor permit. The ODE will issue the permit after verifying the applicant has completed the *Fundamentals of Coaching* course through the signature of the district superintendent on the Pupil Activity Permit application.
- Provide a copy of the *Fundamentals of Coaching* completion certificate to the Athletics Office for proof of completion of the course. The certificate is printable at the conclusion of the course.

Cost:

- \$55 for the blended version in which the course is delivered in a combined classroom setting and on-line.
- \$65 for the on-line version.

On line version vs blended version:

The content between the completely on-line and the "blended" option of the course is identical. The primary difference between the two formats is that when taking the "blended" version, the coach has the opportunity to interact with other participants which provides for a more meaningful course experience. In the "blended" version, the first two chapters of the course are presented by the class facilitator in a clinic-like setting. Then, the remainder of the course is completed by the participant totally on-line.

How to purchase and register for the on-line version

- Go to **www.ohsaa.org**
- Click on the "Coach Education" box on the right
- Select "On-line " or "Blended"
- Follow instructions provided.

Ohio Department of Education Pupil Activity Supervisor Permit

- A Pupil Activity Supervisor Permit is required to coach middle school or high school athletics in the State of Ohio.
- The course is offered by the Portage Trail Conference member schools at different locations several times a year at **no cost** to coaches.
- Courses are also offered at various Sports Medicine Centers and hospitals in Northeast Ohio where registration **costs start at \$20**.
- National Federation of High Schools offers an on-line first-aid course which can be used to satisfy the ODE requirement. Go to **www.nfhslearn.com** and click the "First-aid for Coaches" link. Course is completed totally on-line and the **cost is \$45**.
- The Pupil Activity Supervisor Permit course meets **two hours** to satisfy ODE requirements.
- Submitting your Pupil Activity Permit Application:
 - As on January 1, 2014, PAV applications are required to be submitted online.
 - Prior to submission, you must create a SAFE account on the Ohio Department of Education website (education.ohio.gov)
 - Once an account is created, and the appropriate course is completed, you will need to complete the application online and submit your course's provider number when prompted.
 - Payment for the permit must be in the form of a credit/debit card.
- ODE issues Pupil Activity Supervisor Permit to coach about 4-6 weeks after submitting your application online and necessary background check information is completed.
- The Pupil Activity Supervisor Permit is **valid for three years**—check certificate for the date of expiration.
 - Effective dates for the permit must cover all dates in which an individual has been board approved to be a coach for a respective sport.
- Provide the employer's copy of Pupil Activity Supervisors Permit to Athletics Office for proof of completion.
- The pupil activity permit costs \$45 (note there is a separate cost for the permit and for the class)

Pupil Activity Supervisor Permit Course Offerings

- The Portage Trail Conference enters into an agreement each year with athletiCARE who offers several Pupil Activity Permit courses at member schools during the school year. Courses are **free** for Woodridge Local School District coaches. See the Athletics office for a list of classes.

OHSAA APPROVED ONLINE CONCUSSION EDUCATION COURSES

All coaches, paid and volunteer, must possess a current Department of Education-issued Pupil Activity Program/Coaching Permit. When renewing this permit, the coach will be required to complete an online concussion education course as stipulated in the section entitled **Approved Online Concussion Education Course**. This course is valid for three years and expires at the time the Pupil Activity Program/Coaching Permit expires.

The following free online training courses have been approved by the Ohio Department of Health for coaches and contest officials:

- National Federation of State High School Associations Concussion in Sports - What You Need to Know: <http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000> (This free online course is available through the NFHS. Click the "order here" button, and complete a brief registration form to take the course. Follow these steps to complete the course:
 1. Click on the button that says "Please Login to Order." In the window that appears, click "Register Now."
 2. When your registration is complete, you may "order" the free concussion course offered along the left-hand side of the page. Continue following prompts. Although it may look like you will be charged for the course, there is no cost.
 3. Once you've completed "Checkout," you will be able to take the free online course.
 4. When you have completed and passed the course, you have the option of printing a certificate of completion.
 5. All Ohio Officials should select this option to print, retain a copy of the certificate and carry it with them to all contests.
- Centers for Disease Control and Prevention Heads Up Concussion in Youth Sports On-Line Training Program: http://www.cdc.gov/concussion/HeadsUp/online_training.html—PLEASE NOTE: Both courses offer a "certificate of completion" upon successful passage. The NFHS course allows organizations to search for and track coaches and other individuals such as contest officials who have completed the course, while the CDC course does not.
- **WHEN COMPLETED, PLEASE SUBMIT A COPY OF THE CERTIFICATE OF COMPLETION TO THE SUPERINTENDENT'S OFFICE.**

Volunteer Coach Requirements

An individual coaching student-athletes in the Woodridge Local School District interscholastic athletics program as a **non-paid, volunteer coach** must complete the following prior to coaching:

- Volunteer form (available online at the district's website)
- BCI/FBI background check (flagged to the ODE and copy to superintendent's office)
- Tuberculosis Test
- OHSAA Approved Concussion Course (copy to superintendent's office)
- NFHS *Fundamentals of Coaching* Course (copy to superintendent's office)
- ODE Pupil Activity Supervisor Permit (employer copy to superintendent's office)
- CPR/AED Certification (copy to superintendent's office)
- Woodridge Board of Education approval**

Volunteer Coaches

Woodridge Local School District provides many opportunities for young people through various organized co-curricular activities programs. In each case, at least one staff member is hired to coach, supervise, or direct the activity. In some instances, it may be desirable to utilize the services of voluntary assistants in order to provide optimum supervision or to aid the professional staff member in a variety of ways. In all situations where volunteers are to be used as aids in co-curricular activities programs, these guidelines will apply.

- A. A volunteer coach is an individual who assists in coaching, supervision, or direction of students in a specific program and is not under contract with the Woodridge Local Board of Education for the expressed purpose of working with the specific program in which the individual is assisting
- B. Any individual expressing a willingness to provide services as a volunteer must, prior to utilization, interview with the athletic director. During the course of this interview, all guidelines governing the use of volunteers are to be reviewed and the consent of the principal for the utilization of services must be obtained.
- C. Guidelines
 1. All activities in which the volunteer becomes involved with students, be it meetings, performances, practices, or other activities which meet specific purposes of the organization, must be under the direct supervision of a staff member who is providing assistance. This staff member must be physically present during the time the volunteer is assisting in activities involving students.
 2. Volunteers may not, implied or by assignment, represent the school in any official capacity.
 3. All volunteers must agree to conduct themselves in such a manner as to present a positive adult image to the students with whom they are assisting.
 4. In the case of athletics, volunteers may not be on the playing field during contests without prior approval of the athletic director. This includes that part of the playing field or adjacent areas normally designed for coaches. Volunteers may be in the bench areas.
 5. Volunteers may not, under any circumstances, communicate with officials or coaches or players of the opposing team or activity in any official capacity.
 6. Volunteers may not provide statements to the press or any other news media on behalf of the school.
 7. All volunteers must observe all rules of conduct, dress codes, and behavior codes as are required of the professional staff members with whom they are associated with, and to uphold a standard of behavior on the part of the students with whom they work.
- D. The coach, director or supervisor for whom the volunteer is providing assistance is

Coaches' Sportsmanship Responsibilities

Coaches: The coaches bear the greatest responsibility for the development of sportsmanship as they have the greatest influence on the attitudes and behaviors of players, the student body and the community. Coaches must value sportsmanship and teach it through their words and through example. Therefore, coaches should embrace the following appropriate behavior:

1. Instruct their players in the fundamentals of sportsmanship.
2. Teach the value of conforming to the spirit as well as the letter of the rules.
3. Make sportsmanship behavior a matter of team discipline, with appropriate consequences for team members who display unacceptable behavior.
4. Remind the student body at every opportunity that visiting teams are guests and, as their hosts, they should be polite and courteous.
5. Respect the officials' judgment and interpretation of the rules.
6. Demonstrate publicly the ideals of good sportsmanship by such acts as shaking hands with officials and opposing coaches before and after contests.

Coaches should avoid the following inappropriate behaviors:

1. Use of profanity.
2. Ejection from contest.
3. Berating officials or players.
4. Inciting spectators/players to inappropriate behavior.

OHSAA Coach Ejection from a Contest

Any coach ejected for unsporting conduct or flagrant foul shall be suspended from coaching in all contests for the remainder of that day. In addition, the coach shall be suspended from coaching for all contests at all levels in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection or disqualification. If the ejection or disqualification occurs in the last contest of the season, the coach shall be ineligible for the same period of time as stated above in the same sport during the following season next school year. A coach who has been suspended from coaching may attend the contest but sit in the spectator area and may not give instructions to the players or 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.

The ejected coach must pay a \$100 fine to the Ohio High School Athletic Association and complete the NFHS Sportsmanship course within 30 days of the ejection.

A coach who is ejected a 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. subject to the discretion of the Commissioner.

All coaches working with student-athletes in the athletic program in Woodridge Local School District will be held accountable to the OHSAA coach ejection rule.

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 the contest officials are final.

Coaches' Responsibilities in Determining Academic Eligibility

The responsibility of checking student-athletes academic eligibility rests with the head coach. A student-athlete should not participate in scrimmages, previews or games until the head coach has checked the student-athlete's report card for passing grades in five, one credit hour, courses and a minimum of a 1.5 grade point average for the previous grading period.

A student-athlete who is academically ineligible may be permitted to practice with a team with the approval of the head coach and the approval of the student-athlete's parent or guardian. A student-athlete who is ineligible can not dress and/or play in scrimmages or contests.

With fall sports that cut to determine a roster, ineligible student-athletes should not be part of the tryout process due to the entire season being played in the first grading period. In winter and spring sports that cut to determine a roster, any student who has a valid physical examination and emergency medical authorization may try out during the tryout period, but academic eligibility is a factor in determining whether to keep a student-athlete on the roster.

Sunday/Holiday Activities and Length of Activities

Woodridge Local School District believes that strong co-curricular activities and athletics are essential if a well-rounded education is to be made available to students. However, these programs must be kept in perspective. Academics must continue to be the top priority of the school. Also, time needs to be set aside for family activities. With these thoughts in the mind, a general guideline is that Woodridge will not sanction activities and/or team practices on Sundays. Sunday is a day of rest and family relationships.

Similar regulations will be set for activities and practices on Nationally Recognized Holidays. If there is a special circumstance in which a team is entered into a holiday tournament or other unforeseen circumstances arise, the regulation may be waived with permission from the Athletic Director.

If a team decides to hold workouts or practices on a Holiday, permission will be granted through the athletic office. If permission is granted, it will be voluntary to attend and absence from the session will not penalize the student athlete.

Should unforeseen circumstances and/or emergencies arise which require a Sunday activity, prior permission to hold the athletic activity must be obtained from the athletic director.

Also, because of the necessity to provide a reasonable amount of time for the homework assignments and study, a general guideline is that practice sessions should not exceed two and one half-hours.

Outdoor Sports and Lightning

When lightning is spotted, **or thunder is heard** anywhere in the sky, it is the coaches' responsibility to remove student-athletes to a building or other safe area. Activity should not resume until 30 minutes after the last lightning bolt is spotted **or thunder is heard**. Student-athletes should not be released to leave a building or other safe area until the lightning/**thunder** ends.

Transportation and Coaches Responsibilities

Head coaches are responsible for knowing the exact location of away contest and providing directions to the Athletic office and to director of transportation.

Bus drivers may sometimes "drop off and pick up" when necessary. Do not request the driver stay with your team when a drop off-pick up is scheduled.

Coaches are to supervise student-athletes on Woodridge Local School District busses. Consumption of food and drink on busses is prohibited by state mandates, due to safety issues. Coaches should inspect the bus upon arrival at school for trash and forgotten equipment.

Supervision of Student-Athletes

Coaches are expected to be the first to arrive and the last to leave practices or contests. **Student-athletes should not be left in the locker room, the Fitness Center, or other facilities without supervision of a coach.** This applies to the times before and after a practice or open gym is scheduled. Coaches are to turn off lights, secure windows and doors, and lock gates when leaving facilities. Upon arriving back at Woodridge after away contests, the coach is to remain until all student-athletes are picked up or leave school grounds.

Safety of Student-Athletes While Conditioning

Organized preseason and in-season conditioning programs need direct supervision of a coach. Student-athletes are not to run in areas that may present danger at Woodridge. Running in streets or heavily traveled areas such as parking lots poses a safety concern for our student-athletes and is prohibited.

Fitness Center

The fitness center is open to individuals or teams with strength and conditioning coach or individual sport coach supervision only. Coaches are to assist in keeping the facility neat and replace weights and fitness equipment after team use. Student-athletes are to be directly supervised at all times and must leave the fitness center when the coach closes the facility.

Calendar Date Building Request Use Form

The scheduling of events including dates, times, and locations must be entered on the Master Calendar through the main office. Use of any room or portion of the Woodridge complex requires prior approval from the Principal Secretary, Mary Neff, and the Athletic/Activities office. To reserve a room or area of Woodridge High School or Middle School, the Head Coach must complete a Building Use Request Form, and return to the office. After the request is considered, a copy of the request form will be returned with approval or disapproval marked. Do not publicize events until approval of building use is obtained.

Providing for Continuity in the Athletic Program

The district athletic director assumes responsibility for the athletic programs within Woodridge Middle School and Woodridge High School with the assistance and the supervision of the building principal.

When sports are offered at both the High School and the Middle School, the varsity head coach assumes the leadership of their respective sport down through the middle school. The varsity coach should contact the middle school coach to coordinate scheduling, philosophies, and personnel issues. From that point, the two parties can begin to coordinate and facilitate this effort.

The primary responsibility to ensure continuity within the program must be assumed by each respective varsity coach at Woodridge High School. He/she must provide our middle school coaches with appropriate expectations of desired outcomes, as well as necessary in-service training. The varsity coach will maintain regular contact with the middle school program in ensuring they become "a part" of the program.

Budget and Purchasing Procedures

Prior to each school year, the athletic director will determine each sport's budget. This will be based on spending in a prior year that would be considered average. Any purchases that exceed this pre determined budget should be financed through fundraising or soliciting assistance from the Woodridge Sport Boosters.

Inventory forms for the individual sport can be completed and discussed with the athletic director at the conclusion of the sport's season in the post season evaluation. After reviewing current equipment and uniform inventory, requests from the head coach will be discussed and priority needs will be determined.

When purchases need to be made, the athletic director and coach will seek price quotations for the necessary equipment and complete purchase requisitions to be sent to the principal for approval. Once this is obtained, a purchase order number is received from the Treasurer's office. At this time, the order can be completed and the equipment can be received.

Fundraising Procedures

Head coaches are responsible for any fundraising activities accomplished by their team. Specific information is found in the *Treasurers' office*. Never commit to a fundraiser before it is approved by the athletic department.

Woodridge Booster Club

The Woodridge Booster Club is an organization founded on the idea of supporting student-athletes at Woodridge High School and Woodridge Middle School through financial assistance. This assistance comes in various ways. The Booster Club holds monthly meetings at the Moose Lodge in Peninsula, OH. All coaches are encouraged to attend to give updates on your programs.

If money is requested from the Booster Club, the Athletic Director should be made aware of the request and the items requested. Once approved, a formal request, in writing, should be made to the Booster Club.

Athletic Training and Injury Procedures

OHSAA Forms and Physical Examination Form

- A. Each athlete is required to have a completed and valid OHSAA physical examination form on file in the guidance office.
- B. Physical examination forms are valid for one year from the date of the physicians signature.
- C. Only physicals completed on the official OHSAA Physical Form will be accepted.
- D. OHSAA Authorization Form—*new form must be complete each academic year.*
- E. OHSAA Eligibility and Authorization Statement—*new form must be completed each academic year.*
- F. It is the coaches' responsibility to:
 - 1. Not allow an athlete to participate in an official practice/scrimmage/game before a physical examination form is completed by the athlete, the athlete's parent or guardian, and athlete's physician and returned to the Athletics' office. The completed physical exam form remains on file in the guidance office. It is not necessary for an athlete to complete another physical examination for the remainder of the valid year, even if participating in more than one sport.

Emergency Medical Authorization Form

- A. Each athlete is required to have a completed emergency medical authorization form on file with the head coach of the respective sport and a copy on file in the guidance office.
- B. Emergency medical authorization forms are valid for one academic year only.
- C. Original completed emergency medical authorization forms are provided to the coach, however, a form photocopied with parent or guardian signatures is acceptable.
- D. It is the coaches' responsibility to:
 - 1. Not allow an athlete to practice or compete in athletics until a completed EMA form signed by the parent or guardian is received in in the guidance office.
 - 2. Have EMAs at all team functions including practices and games, both home and away. This is necessary in case of serious injury where the athlete is unable to supply information or in cases where parents or guardian are not in attendance and cannot be reached by phone.
 - 3. Return all EMAs to the athletic director upon completion of the sport's season. Athletes participating in another sport during the same academic year will have the EMA to present to the future coach.

Concussion Information Sheet

Each sport season, student athletes must turn in a concussion information sheet, stating that they, and their guardian, have read and understand the dangerous effects of concussions in sport. This form can be found on the OHSAA website, in the Athletic Office, or on the Woodridge Athletic website.

***** If a roster is supplied prior to the start of your first official practice, the athletic secretary will cross check your tentative list for student-athletes who have a complete Physical and EMA on record. If the Physical and EMA are on record, the student-athlete does not have to report to AHC prior to the first practice.***

Medical Referrals

- A. Coaches should make every effort to have an injured athlete evaluated by a Woodridge athletic trainer before referring an athlete to a physician, except in emergency cases.
- B. An athlete who has been referred to a physician must return a completed Medical Referral form to Athletic Health Care/ sport specific head coach before that athlete may return to practice or competition.
- C. Recommendations listed by the athlete's physician will not be altered and will be closely followed.
 - 1. If questions arise, the athletic trainer will contact the athlete's physician for clarification of recommendations
- D. In the event an athlete goes to a physician or urgent care facility for medical attention for an injury without the prior knowledge of a Woodridge athletic trainer, a note or referral slip giving the physicians recommendations, return to athletics date and signature is necessary before the athlete may return to activity.

Athlete's Limitation Form

A. The Athlete Limitation form is used to communicate the following to the head coach from the athletic trainers:

1. The athlete's injury.
2. Treatment the athlete is receiving or will do at home.
3. The need for taping, wrapping, bracing or padding before practice or competition.
4. The athlete's limitations or restrictions.

B. An athlete referred to a Woodridge athletic trainer from the head coach or an athlete that is evaluated in Athletic Health Care will present this form to the coach unless:

1. An athletic trainer makes direct contact with the head coach.
2. An Athletic Health Care student aide relays information to the coach from one of the athletic trainers.

Athlete Injury Records

A. All injury records are maintained by the athletic trainers and are filed in Athletic Health Care.

1. Coaches are to forward injury reports from serious injuries in which an athletic trainer is neither in attendance, nor may be reached.
2. Coaches are to forward any medical information or medical referral forms to Athletic Health Care and the appropriate athletic trainer.

Emergency Procedures

A. In the event an athlete sustains a serious injury and an athletic trainer is neither in attendance, nor available, the following procedures should be followed:

1. **DO NOT MOVE THE INJURED ATHLETE**, even if a game will be delayed.
2. The head coach or school official must stay with the injured athlete while another adult phones for assistance from EMS. The coach or school official who phones for EMS will open necessary gates and meet EMS to direct them to the location of the injured athlete.
3. The head coach or school official will provide necessary first aid or CPR until EMS personnel take over the care of the injured athlete.
4. If the parent(s) or guardian is not in attendance, a coach or school official should secure the emergency medical authorization form and attempt to contact listed person(s). Arrangements should be made for a contact point, such as a specific hospital.
5. A coach or school official must accompany the injured athlete to the medical facility in the ambulance, or follow the ambulance to the medical facility if directed by EMS, if the parent or guardian is not in attendance at the injury site.
6. The head coach must contact the head athletic trainer to inform him of the athlete's injury, first aid, procedures followed, and the medical facility the injured athlete was transported to.
7. ***Under no circumstances should a coach transport, or allow another person, other than the injured athlete's parent(s) or legal guardian to transport an injured athlete to a medical facility or other destination in a personal vehicle.***

Athletic Health Care Supplies

A. Medical kits will be stocked and checked by appropriate staff.

1. Coaches must check kits and request needed supplies to replenish supplies used for injuries.
 2. Coaches are to be familiar with the medical kit supplies and their proper uses.
- B. Medical kits and supplies are to be returned to the athletic director at the conclusion of the sport's season.
- C. Athletes are to return re-useable equipment to the athletic director at the conclusion of the sport's season or upon request.

Procedures for Program Improvement with Assistant Coaches

Whenever a head coach feels that a personnel change is necessary with an assistant coach, the following procedures are to be followed:

- Individual head coaches may suggest changes to the athletic director. The athletic director will present the recommendation to the principal.
- The athletic director may recommend changes to the principal.
- The principal may recommend a change, and notify the athletic director of his intention.

Recommendations for change, if approved by the principal, will be forwarded to the superintendent for study. The superintendent will notify the principal and the athletic director as to the approval or disapproval.

Coaches Post-Season Conferences and Evaluations

The athletic program is an integral part of the overall instructional program of Woodridge Local School District. The emphasis of the athletic program is to provide opportunities for students to participate and enhance their knowledge, skills, and attitudes in their areas of interest. The effectiveness of a coach's performance should be monitored to provide feedback to those performing successfully, to assist those whose performance can improve, and to insure a positive and fair assessment of each coach's performance.

The basic purpose of these evaluations is the improvement of instruction that athletes receive. Other purposes of an appraisal evaluation system are as follows:

- To afford an opportunity to identify, recognize and praise quality coaching and instruction.
- To provide the opportunity to identify potential leadership.
- To create a climate to achieve individual improvement through the development of job targets.
- To provide information necessary to enhance an objective assessment of a coach.
- To identify factors that interfere with a coach's overall contribution to the growth of athletes.
- To assure that quality coaching is a responsibility shared by the entire coaching staff and the athletic administration.
- To make recommendations for supplemental contracts.

COACHES CHECKLIST

PRE-SEASON

- _____ Meet all coaches ODE PAV permit and CPR/AED requirements, and turn certification to the athletic director.
- _____ Inventory equipment, materials, etc. and turn new order requests into the athletic director.
- _____ Check your game schedule for any problems.
- _____ Give a list of participants to the guidance secretary so she can check physical exam records (No student –athlete can practice without a physical).
- _____ Pass out and review the Athletic Information brochure and go over the Athletic Conduct Code as well as team rules with participants.
- _____ Collect the emergency medical forms from participants (these must be carried at all times).
- _____ Conduct a preseason parent meeting to discuss both the parents’ and athletes’ responsibilities.
- _____ Check and verify OHSAA eligibility list as prepared by the athletic secretary prior to first contest. Update throughout the entire season as needed.
- _____ Submit to the athletic director a list of all assistant coaches, team managers, etc.
- _____ Submit a pre-season conditioning schedule and pre-season practice schedule.
- _____ Complete a building request form for any special events or unusual practice times.
- _____ Complete a sports information sheet and return to the Athletic Director.

DURING THE SEASON

- _____ Notify the athletic director of changes in the schedule (games, practices, busses, etc) as soon as possible.
- _____ Notify the athletic director immediately of any injuries, disciplinary actions, or problems.
- _____ Present a positive image to the student-athletes, the school and the community.
- _____ Write morning athletic announcements and turn into the appropriate staff member to inform the student body of the outcomes of all contests.
- _____ Discuss the sport awards ceremonies with athletic director.

POST-SEASON

- _____ Collect all equipment within two weeks. It is the coaches’ responsibility to collect uniforms from participants.
- _____ Meet with the athletic director for an post season conference and conduct inventory and inspection of equipment.
- _____ Return first aid kits, emergency medical forms, and water coolers to Athletic director.
- _____ Collect keys from the non-teaching staff and return to the athletic director.

Woodridge Local School District **Bylaws & Policies**

Woodridge Local School District policies can be accessed through the district website at **www.woodridge.k12.oh.us** or through the NEOLA website at: **<http://www.neola.com/woodridge-oh/>**

For online users, follow the direct link below:

District Policy

Below are some specific policies that may be of interest to you, but we encourage you to review ALL district policy.

5516 - STUDENT HAZING– [Link](#)

5517 - ANTI-HARASSMENT– [Link](#)

5517.01- BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR - [Link](#)

8462 - STUDENT ABUSE AND NEGLECT – [Link](#)

8400 - SCHOOL SAFETY– [Link](#)

Acknowledgement of Receipt

**** Please carefully read all policies and procedures outlined in the preceding pages.
If you have any questions, please contact Athletic Director, Nick Mayer, at 330-676-8640.

I, _____ hereby attest that I have read and understand the information provided to me regarding Woodridge Local School District and Woodridge Athletics for coaching in interscholastic sport at the middle school/ high school level.

Coach Name: _____ Sport/Position _____

Coach Signature: _____ Date: __/__/__