

NEW LEXINGTON CITY SCHOOLS

DEPARTMENT OF ATHLETICS

POLICY MANUAL

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INTRODUCTION

Interscholastic athletics play a vital role in the educational program of New Lexington City Schools. In order to have a sports program that is well-balanced, the Board of Education hires competent men and women to coach the teams. Each of these coaches wishes to field the best team possible and to win, but more importantly, the coaches strive to develop sportsmanship, self-respect, respect for others, and the desire to excel.

The athletic program at New Lexington City Schools is financially self-supporting within the operation of the New Lexington City School District. New Lexington City Schools competes as a member of the Muskingum Valley League and must adhere to their by-laws as well as those of the Ohio High School Athletic Association.

The athletic program supports the following sports: Football 7-12; Volleyball 7-12; Boys and Girls Cross Country 9-12; Golf 9-12; Cheerleading 7-12; Girls and Boys Basketball 7-12; Wrestling 7-12; Boys and Girls Track 7-12; Baseball 9-12; and Softball 9-12.

PHILOSOPHY

The New Lexington City Schools' Athletic Department seeks to provide our students with an opportunity to compete in team and individual sports programs, believing that in so doing, self and school image will be enhanced, thereby contributing to an overall sense of achievement. Sports will provide students the opportunity to grow physically and emotionally in a positive competitive atmosphere that emphasizes both sportsmanship and camaraderie.

ATHLETIC PROGRAM

New Lexington City Schools is a member of the Ohio High School Athletic Association and the Muskingum Valley League, and is obligated to uphold the standards set forth by these groups. The various sports are offered to the students at New Lexington Senior High and Middle Schools, with the idea of meeting their needs according to their particular talents. The athletic program is considered an integral part of the educational program at New Lexington City Schools.

The Department of Athletics is headed by the athletic director who in turn is directly responsible to the High School Principal. All the business and activities of the department, financial and otherwise, must be extended through the responsibilities of the athletic director's office. As members of the high school athletic department, head coaches are primarily responsible for the conduct of the segment of the program pertaining to their particular sport. More specifically, they are responsible for the teaching of the details and fundamentals of each individual sport to insure that students at New Lexington City Schools receive the optimum opportunity to perform at their best.

Basic to this responsibility of head coaches is the fact that they are expected to organize their program. All concerns which deal with the operation of the individual program should be directly referred to the athletic director's office. This will insure prompt consideration of the concern.

Interscholastic athletes represent New Lexington City Schools as a performing participant before the public. By his/her voluntary participation, he/she accepts the responsibility to abide by the athletic and academic eligibility rules of the Ohio High School Athletic Association and New Lexington City School District. The coaches are to promote and work within the rules and policies set forth by the Ohio High School Athletic Association, and the New Lexington City School District. The coach realizes the program is for the student, not the coach. The coaches shall stress winning; however, it is understood that winning and being successful involves having character, a sense of dedication, team concern, sportsmanship, and fair play by adherence to established rules.

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

The object of the Ohio High School Athletic Association shall be to promote pure, wholesome, amateur athletics in the schools of Ohio. In carrying out this objective, the Association shall regulate, supervise, and administer interscholastic athletic competition among its member schools to the end that the interscholastic program be an integral factor in the total education program of the schools. This shall be accomplished by cooperation with all agencies vitally concerned with health and educational welfare of secondary school students; determining qualifications of individual contestants, coaches, and officials, providing information through literature and other materials to facilitate athletic relations among member schools, establishing standards for sportsmanship and competition; furnishing protection against exploitation of school or student and in any other manner directed by the member schools.

DUTIES AND RESPONSIBILITIES OF THE HEAD COACH

General Description: Direct, organize and administer designated interscholastic athletic program; teach the skills and rules of the individual sport to the student athletes.

Essential Functions:

1. Ensure safety of students.
2. Work within district policies and procedures in the development and maintenance of the interscholastic athletics program.
3. Assign duties and responsibilities to assistants.
4. Responsible for the issuance, care and inventory of equipment, supplies and uniforms.
5. Assist the athletic director in purchasing equipment and supplies.
6. Assist the athletic director in scheduling non-league games and officials.
7. Ensure the proper conduct and actions of team players at all times.
8. Report the line-ups, scoring plays and other pertinent days of each game to the local newspaper and radio.
9. Forward a list of all participants in the sport, along with all information necessary for the eligibility report, to the principal's office.
10. Issue equipment and keep accurate records of all equipment issued.
11. Collect all equipment at the end of the season.
12. Inventory, distribute and procure all equipment.
13. Assign lockers and oversee the condition of the locker room.
14. Attend coaches meetings.
15. Prepare eligibility lists for the athletic director.
16. Collect all necessary fees from players.
17. Assist players in the care of prevention of injuries.
18. Attend rules interpretation meetings.
19. Schedule assistant coach's meetings.
20. Instruct players in the proper use of body building equipment, training and nutrition.
21. Prepare outside facilities for all practice sessions.
22. Schedule, plan and conduct all practice sessions and scrimmages.
23. Prepare and distribute play books to all players.
24. Develop and enforce training rules.
25. Organize filming of all games
26. Present and discuss films from previous scrimmages.
27. Review and evaluate all game films.
28. Schedule and conduct meetings to discuss future opponents.
29. Attend reserve and other inter-district games.
30. Assist in the selection of assistant coaches.
31. Correspond with college and university personnel to assist players in acquiring athletic scholarships.
32. Communicate with classroom teachers to determine the achievement level of each player.
33. Participate in awards program by distributing awards to the players.
34. Instruct and supervise managers in game and practice preparation.
35. Attend and participate in Athletic Booster Club meetings.
36. Evaluate players after each game and at the end of the season.
37. Schedule off-season weight lifting and physical conditioning training.
38. Schedule fund-raising activities.
39. Schedule coaching clinics.
40. Attend clinics, camps and seminars.
41. Make contacts with the public with tact and diplomacy.
42. Maintain respect at all times for confidential information, e.g., student athlete grades for eligibility purposes, etc.

43. Interact in a positive manner with staff, students and parents.
44. Promote good public relations by personal appearance, attitude and conversation.
45. Attend meetings and in-services as required.

Other Duties and Responsibilities:

1. Procure and distribute all medical supplies and equipment.
2. Schedule, record, and assist with physical examinations for all players.
3. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligence human beings.
4. Instill in students the belief in and practice of ethical principles and democratic values.
5. Interact with Superintendent and/or Board of Education and present information as requested.
6. Respond to routine questions and requests in an appropriate manner.
7. Perform other duties as assigned by the athletic director and/or high school principal.

Qualifications:

1. Bachelor's Degree in Education from an accredited college or university
2. Valid Ohio teaching certificate
3. First-aid and CPR certification
4. Prior coaching experience
5. Alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate.

Required Knowledge, Skills and Abilities:

1. Ability to work effectively with others.
2. Ability to communicate ideas and directives clearly and effectively both orally and in writing.
3. Effective, active listening skills.
4. Organizational and problem solving skills.
5. Ability to recognize and treat minor athletic injuries.
6. Knowledge of the individual sport.
7. Prior supervision of the individual sport program, budget, inventory, and transportation.

Equipment Operated:

1. Telephone
2. Computer/Printer
3. Copier
4. Motor Vehicle
5. Fax Machine
6. Calculator
7. Typewriter
8. Television
9. VCR
10. Camcorder
11. Overhead Projector
12. Weight Equipment
13. Head Phones

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.
4. Frequent travel
5. Frequent evening/weekend/summer work.

DUTIES AND RESPONSIBILITIES OF THE ASSISTANT COACHES

General Description: Carry out coaching assignments as specified by the head coach; teach fundamental skills to student athletes.

Essential Functions:

1. Ensure safety of students.
2. Ensure the proper conduct and actions of team players at all times.
3. Issue equipment and keep accurate records of all equipment issued
4. Collect all equipment at the end of the season.
5. Inventory, distribute and procure all equipment.
6. Assign lockers and oversee the condition of the locker room.
7. Attend coaches meetings.
8. Assist players in the care and prevention of injuries.
9. Attend rules interpretation meetings.
10. Instruct players in the proper use of body building equipment, training and nutrition.
11. Prepare outside facilities for all practice sessions.
12. Schedule, plan and conduct all practice sessions and scrimmages.
13. Prepare and distribute play books to all players.
14. Develop and enforce training rules.
15. Organize filming of all games.
16. Present and discuss films from previous scrimmages.
17. Review and evaluate all game films.
18. Schedule and conduct meetings to discuss future opponents.
19. Attend reserve and other inter-district games
20. Communicate with classroom teachers to determine the achievement level of each player.
21. Participate in awards program by distributing awards to the players.
22. Instruct and supervise managers in game and practice preparation.
23. Evaluate players after each game and at the end of the season.
24. Oversee player conditioning.
25. Supervise team managers
26. Supervise players in day-long practices, meetings, lunch and locker room activities.
27. Supervise players on bus trips to away games/scrimmages.
28. Attend coaches meetings.
29. Assist head coach with game situations.
30. Scout for players.
31. Lead discussion of game film
32. Evaluate varsity game film.
33. Prepare offensive and defensive strategies.
34. Attend varsity games.
35. Participate in public relations activities.
36. Attend clinics, camps and seminars.
37. Attend off-season weight lifting and physical conditioning.
38. Make contacts with the public with tact and diplomacy.
39. Maintain respect at all times for confidential information, e.g., playbooks, scouting reports, etc.
40. Interact in a positive manner with staff, students and parents.
41. Promote good public relations by personal appearance, attitude and conversation.
42. Attend meetings and in-services as required.

Other Duties and Responsibilities:

1. Schedule, record, and assist with physical examinations for all players.
2. Collect all necessary fees from players.
3. Schedule assistant coach's meetings.
4. Correspond with college and university personnel to assist players in acquiring athletic scholarships.
5. Ensure players meet necessary requirements regarding insurance, physical card, eligibility forms and athletic waivers.
6. Take attendance at practices.
7. Deliver and pick up game film
8. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligence human beings.
9. Instill in students the belief in and practice of ethical principles and democratic values.
10. Interact with Superintendent and/or Board of Education and present information as requested.
11. Respond to routine questions and requests in an appropriate manner.
12. Perform other duties as assigned by the athletic director and/or high school principal.

Qualifications:

1. Bachelor's Degree in Education from an accredited college or university
2. Valid Ohio teaching certificate
3. First-aid and CPR certification
4. Prior coaching experience
5. Alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate.

Required Knowledge, Skills and Abilities:

1. Ability to work effectively with others.
2. Ability to communicate ideas and directives clearly and effectively both orally and in writing.
3. Effective, active listening skills.
4. Organizational and problem solving skills.
5. Ability to recognize and treat minor athletic injuries.
6. Knowledge of the individual sport.
7. Ability to teach different techniques.
8. Expertise in offensive and defensive concepts.

Equipment Operated:

1. Telephone
2. Computer/Printer
3. Copier
4. Motor Vehicle
5. Fax Machine
6. Calculator
7. Typewriter
8. Television
9. VCR
10. Camcorder
11. Overhead Projector
12. Weight Equipment
13. Digital Scout
14. Jugs Machine
15. Head Phones

DUTIES AND RESPONSIBILITIES OF CHEERLEADING ADVISORS

General Description: Select, organize and direct cheerleading squads.

Essential Functions:

1. Ensure safety of students.
2. Condition and teach cheerleading skills and fundamentals to members of squads.
3. Coordinate practice times for school year and summer practices.
4. Accompany and supervise cheerleading squads at all activities involving the squads including competitions and camps.
5. Attend all cheerleading practices on school grounds.
6. Attend and supervise athletic events in which cheerleaders participate.
7. Coordinate cheerleading activities with other athletic events and/or fund raising projects.
8. Make contacts with the public and tact and diplomacy.
9. Maintain respect at all times for confidential information, e.g., eligibility information, medical information, etc.
10. Interact in a positive manner with staff, students and parents.
11. Promote good public relations by personal appearance, attitude and conversation.
12. Attend meetings and in-services as required.

Other Duties and Responsibilities:

1. Organize and conduct cheerleading squad tryouts.
2. Select, approve, issue and inventory cheerleading squad uniforms and equipment.
3. Evaluate athletic ability/performance of individual members of cheerleading squads and provide feedback regarding same.
4. Review academic performance of individual members of cheerleading squads and respond accordingly.
5. Plan and coordinate special activities and events including dances, pep rallies and school assemblies.
6. Devise, implement and engage in athletic program fund raising activities.
7. Ensure all squad members meet necessary requirements pertaining to insurance, physical cards, eligibility forms and athletic waivers.
8. Determine need for new uniforms and/or other accessories.
9. Submit purchase requisitions to athletic director.
10. Assist with events related to cheerleading, e.g., pep assemblies, bonfires, raffles, etc.
11. Attend/or participate in awards program.
12. Attend local and state cheerleading conferences.
13. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
14. Instill in students the belief in and practice of ethical principles and democratic values.
15. Interact and Superintendent and/or Board of Education and present information as requested.
16. Respond to routine questions and requests in an appropriate manner.
17. Perform other duties as assigned by the high school principal and/or athletic director.

Qualifications:

1. Bachelor's Degree in Education from an accredited college or university
2. Valid Ohio teaching certificate
3. First-aid and CPR certification
4. Prior cheerleading or other relevant experience.
5. Alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate.

Required Knowledge, Skills and Abilities:

1. Ability to work effectively with others.
2. Ability to communicate ideas and directives clearly and effectively both orally and in writing.
3. Effective, active listening skills.
4. Organizational and problem solving skills.
5. Knowledge of physical fitness.
6. Knowledge of relevant local and state rules.
7. Knowledge of cheerleading fundamentals.
8. Knowledge of gymnastics.

Equipment Operated:

1. Telephone
2. Computer/Printer
3. Copier
4. Motor Vehicle
5. Fax Machine
6. Calculator
7. Typewriter

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.
4. Frequent travel
5. Frequent evening/weekend/summer work.
6. Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel and stoop.
7. Lift, carry, push and pull various items, e.g., weights, equipment, etc.
8. Occasional requirement to perform duties in inclement weather conditions, e.g., snow, rain, heat, cold, etc.

NOTE: The above lists are not ranked in order of importance.

This job description is subject to change and in no manner state or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or Designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption Date: July 19, 1999

DUTIES AND RESPONSIBILITIES
OF THE BOOSTER CLUB

1. Assist the school administration in providing a better athletic program for New Lexington City Schools.
2. Contribute to the financial situation of the athletic program.
3. Exercise no official control over the athletic program.
4. Vote on requests given by the athletic director for financial assistance. Coaches shall not request financial assistance from the booster club.
5. Foster and promote the athletic program to the community.
6. Meet monthly to discuss ways to assist the athletic program.

VOLUNTEER COACHES

GENERAL

1. Volunteer coaches in the New Lexington City Schools shall be approved by the athletic director, building principal, and superintendent, prior to assisting with any team(s). A lot of volunteers must be submitted to the administration office one month before the sports season.
2. The New Lexington City Schools Board of Education shall formally approve the use of any volunteer coaches within the school system.
3. Volunteers shall not:
 - a. Receive monetary compensation for service.
 - b. Treat any injuries sustained by students, although appropriate first aid may be applied.
 - c. Assume the sole responsibility for a student or a group of students.
4. Volunteers are liable for his/her actions as any citizen in conjunction with injuries, transportation of athletes, etc.
5. Volunteers are not covered for injuries by school district insurance.

RESPONSIBILITIES

1. Volunteer coaches are to be assigned to help coaches provide better instructional services to students.
2. Volunteer coaches are not assigned to relieve coaches of their teaching responsibilities, or to change the overall student-teacher ratio.
3. Written assignments shall be established for all volunteer coaches defining their function and responsibilities to their particular sport. Such written assignments shall be jointly established by the coaches to whom the volunteer coaches are to be responsible, the administrator directly responsible for each volunteer coach and the coaching personnel involved. Each of the above shall be provided with a copy of the written assignments as established.
4. All volunteer coaches shall be under the direct supervision of a designated certified employee who shall be responsible for the volunteer's direction.
5. Under no circumstances shall volunteer coaches be assigned to any of the following responsibilities:
 - a. Setting up daily practice schedules.
 - b. Directing and/or controlling the studies of students.
 - c. Evaluating the athlete's educational growth and development, other than through informal communication with the supervising certified coach.
 - d. Making reports to parents, guardians or school administrators with respect to an athlete's educational growth and development.
 - e. Making reports to parents, guardians or school administrators with respect to any teacher or certified employee's competency, level of preparation, classroom discipline, working environment, or any other aspect related to the evaluation of certified personnel.
 - f. Prescribing or administering disciplinary action related to students.
 - g. Excusing students from attendance or participation in any classroom, practice, or school-related activity.
 - h. Acting in any other capacity related to instruction which has traditionally been delegated to the certified coach, without the direct supervision of the supervising coach.

EVALUATION

Evaluation of volunteer coaches will be conducted by the head coach of that particular sport. The athletic director will periodically review and evaluate the performance of the volunteer coaches and make his/her recommendations to the high school principal.

STANDARDS FOR PUPIL ACTIVITY SUPERVISORS/COACHES

TRAINING

The Ohio Department of Education has revised the standards for coaches. Formerly known as Coaches Clinics to get Sports Medicine Certification, they are now known as Pupil Activity Supervisor Validation. Those affected by the standard include individuals who receive a supplemental contract to supervise, direct, or coach a pupil activity program which involves athletics, routine/regular physical activity, or health and safety considerations as determined by the local Board of Education are required to meet the standard.

TWO REQUIREMENTS THAT PUPIL ACTIVITY SUPERVISORS MUST FULFILL

1. All coaches must demonstrate that they have met the requirements of a CPR training course and must possess a valid certification card.
2. All coaches must complete sports first aid training. This training can be completed in one of three ways:
 - a. Complete a four hour sports first aid course offered by a provider that is approved by the State Department of Education (O.D.E.);
 - b. Complete a nationally recognized sports first aid course (two are approved: the NFICEP Sport First Aid course, and the American Red Cross Sports Safety Training course).
 - c. Complete college course work in sports first aid. The local school district is responsible for documenting that all coaches have current certification.

Coaches must meet both parts of these standards to be approved to coach at an OHSAA member school.

NOTE: All coaches, paid or volunteer, shall meet these standards (Administrative Code 3301-27-01) in order to be in compliance with Ohio High School Athletic Association by-laws.
Effective July 1, 1997

ATHLETIC COUNCIL

PURPOSE

The purpose of the Athletic Council is to foster a spirit of fellowship, a desire for teamwork, the seeking of the common good, opening avenues of communication, and the attainment of excellence in our program of athletics and our school. The Athletic Council also serves as an advisory group to the administration and Board of Education.

MEMBERSHIP

All varsity, reserve, assistant, and middle school coaches and varsity, freshman, and middle school cheerleading advisors employed by the New Lexington City Board of Education, are automatically members of the Athletic Council. The Athletic Council also includes the athletic director, his assistants, and the middle and high school principals.

VOTING MEMBERS

The head coach of each varsity sport, including the varsity cheerleading advisor, has one vote per sport. The Sr. High Principal, Middle School Principal and athletic director shall have one vote each. The principle of majority rule shall govern voting rights. Seventy-five percent of all possible voters must be present to have a quorum for business.

MEETINGS

The Athletic Council shall yearly designate monthly meeting dates. If there is no business in a particular month, the chairman may cancel a meeting by notifying all members in advance. If school is cancelled or delayed on the regularly scheduled meeting date, the next Wednesday becomes the meeting date for that month. The chairman may call an emergency meeting as necessary by notifying all members one day in advance.

YEAR

The year of operation shall begin July 1st and end June 30th of each year.

AGENDA

The athletic director will develop a written agenda for each meeting. The coaches may request specific items be included on the agenda by notifying the athletic director not later than three days before the scheduled meeting. Items not on the agenda will not be subject to a vote. However, discussion may occur. In an emergency situation, this rule may be waived by a vote of two-thirds of all present voting members. All decisions made by the Athletic Council are subject to review and change by the high school principal.

OPERATION

In general, Robert's Rule of Order will govern the conduct of business.

OFFICERS

The athletic director shall serve as chairman. A recording secretary, appointed by the athletic director, shall distribute the agenda and minutes, and will maintain necessary written records.

AWARDS

All Middle School Participants	Certificate
First 7 th Grade Award	Jr. High Letter
Second 7 th Grade Award	Service Bar
8 th Grade Award	Appropriate Insert
First Reserve Award	Reserve Letter
Second Reserve Award	Service Bar
First Varsity Award	Letter and/or App. Insert
Second Varsity Award	Silver Medallion
Third Varsity Award	Small Plaque
Fourth Year Varsity Award	Large Plaque
Special Awards	Trophies

A varsity athlete will receive only one letter for all sports in which he/she letters. If he/she receives a first year letter in another sport, he/she will receive the appropriate insert.

For consideration: For each varsity sport – Most Valuable Player (Team Vote); Most Improved Player (Team Vote); Coach’s Award (Coach Selects).

CRITERIA FOR AWARDS

1. A student-athlete must complete the season in good standing to receive his/her award.
2. A student-athlete who becomes injured before meeting the criteria for awards may receive the award, with the approval of the head coach and athletic director.
3. A senior who has been a four-year participant in one sport may receive an award even though the requirements may have not been met.
4. Any student-athlete who advances beyond the District in an individual sport may receive an award even if the seasonal criteria were not met.
5. No awards will be paid by the Athletic Department with the exception of those prescribed by department regulations (special awards).
6. Extra awards, especially at lower levels, are discouraged and will not be paid by the Athletic Department, or by the Athletic Boosters.
7. Championship Awards – Teams winning the M.V.L., Sectional, District, Regional or State, will be awarded a team trophy.
8. Special circumstances may warrant petition by the head coach to the Athletic Council for further individual or team awards.

INDIVIDUAL SPORTS CRITERIA

1. Baseball
 - a. An athlete must compete in at least one-half of the total number of varsity innings played.
 - b. Pitchers must play in at least one-third of the total number of varsity innings.
2. Basketball (Boys and Girls)

An athlete must compete in one-half of the total regular season number of varsity quarters played.
3. Cheerleaders

Must be members of the varsity squad.
4. Cross Country (Boys and Girls)

Those findings as the top 7 runners as determined by placement in all meets and completion of the season.
5. Football

An athlete must play in at least one-half the total number of regular quarters.
6. Golf

An athlete's score must be used four times in varsity matches.
7. Softball
 - a. An athlete must play in at least one-half the total regular season number of varsity innings.
 - b. Pitchers must play in at least one-third of the total regular season number of varsity innings.
8. Track (Boys and Girls)

An athlete must score a total of 14-points in varsity matches.
9. Volleyball

An athlete must participate in two-thirds of the varsity matches.
10. Wrestling

An athlete must score 15 team points at the varsity level.

SCHOLAR – ATHLETE AWARD

QUALIFICATIONS

1. The student must have an accumulated grade average of 3.0 or better in Senior High School.
2. The student must have earned two varsity letters in each of two separate sports.

SELECTION

1. Forms will be distributed to all qualifying candidates and completed by the candidates.
2. Points will be totaled and checked for accuracy by the athletic director and principal.
3. Recipient of the award will be announced at the spring commencement ceremonies.

SCHOLAR – ATHLETIC AWARD
STUDENT EVALUATION FORM

- _____ Actual Grade Accumulation (3.0 to 4.0)
- _____ Valedictorian or Salutatorian (1 point)
- _____ Number of Years a Member of the Honor Society
- _____ Number of Years a Member of the District Scholarship Team
- _____ Number of MVL Scholar-Athlete Awards

BASEBALL or SOFTBALL

- _____ Number of Varsity Letters Earned
- _____ Number of Years Named Captain or Co-Captain of your Team
- _____ Number of Years a Member of the M.V.L. Championship Team
- _____ Number of Years of the Sectional Championship Team
- _____ Number of Years a Member of the District Championship Team
- _____ Number of Years of the Regional Championship Team
- _____ Number of Years a Member of the State Championship Team

BOYS/GIRLS BASKETBALL

- _____ Number of Varsity Letters Earned
- _____ Number of Years Named Captain or Co-Captain of Your Team
- _____ Number of Years Named to “All M.V.L. Team”
- _____ Number of Years Named M.V.L. “Player of the Year”
- _____ Number of Years a Member of the M.V.L. Championship Team
- _____ Number of Years Named to the S.E.O. Team
- _____ Number of Years Named to All-District Team (AP)
- _____ Number of Years a Member of a Sectional Championship Team
- _____ Number of Years a Member of a District Championship Team
- _____ Number of Years a Member of a Regional Championship Team
- _____ Number of Years a Member of a State Championship Team
- _____ Number of Years Named to All-Ohio Team
- _____ Number of Years Named to All-Ohio “Player of the Year”
- _____ Number of Years Named to All-American High School Team

CHEERLEADER

- _____ Number of Years as Varsity Cheerleader
- _____ Number of Years as Captain or Co-Captain

CROSS COUNTRY

- ____ Number of Varsity Letters Earned
- ____ Number of Years Named Captain or Co-Captain
- ____ Number of Years a Member of the M.V.L. Championship Team
- ____ Number of Years Named to “All M.V.L. Team”
- ____ Number of Years a Member of the District Championship Team
- ____ Number of Years a Member of the Regional Championship Team
- ____ Number of Years a Member of the State Championship Team

FOOTBALL

- ____ Number of Varsity Letters Earned
- ____ Number of Years Named Captain or Co-Captain of Your Team
- ____ Number of Years Named to “All M.V.L. Team”
- ____ Number of Years to M.V.L. “Lineman of the Year”
- ____ Number of Years to M.V.L. “Back of the Year”
- ____ Number of Years a Member of the M.V.L. Championship Team
- ____ Number of Years Named to the S.E.O. Team (Times Recorder)
- ____ Number of Years Named to the All District Team (AP)
- ____ Number of Years Named to the All Ohio Team
- ____ Number of Years Named All Ohio “Lineman of the Year”
- ____ Number of Years Named All Ohio “Back of the Year”
- ____ Number of Years a Member of a Regional Championship Team
- ____ Number of Years a Member of State Championship Team
- ____ Number of Years Named to the All American H.S. Football Team

GOLF

- ____ Number of Varsity Letters Earned
- ____ Number of Years Named Captain or Co-Captain or Your Team
- ____ Number of Years a Member of a M.V.L. Championship Team
- ____ Number of Years a M.V.L. Tournament Medalist
- ____ Number of Years a Member of Sectional Championship Team
- ____ Number of Years a Sectional Tournament Medalist
- ____ Number of Years a Member of a District Championship Team
- ____ Number of Years a Member of a State Championship Team
- ____ Number of Years a State Tournament Medalist Champion

TRACK

- ____ Number of Varsity Letters Earned
- ____ Number of Years Named Captain or Co-Captain of Your Team
- ____ Number of Years a Member of the M.V.L. Championship Team
- ____ Number of Years a Member of a Sectional Championship Team
- ____ Number of Years a Member of a District Championship Team
- ____ Number of Years a Member of a Regional Championship Team
- ____ Number of Years You Qualified for Semi-Finals at State Meet
- ____ Number of Years You Actually Placed in the State Track Meet
- ____ Number of Years a Member of the State Championship Track Team
- ____ Number of Years You Qualified for the Finals of the State Meet

VOLLEYBALL

- ____ Number of Varsity Letters Earned
- ____ Number of Years Named Captain or Co-Captain of Your Team
- ____ Number of Years Named to “All M.V.L. Team”
- ____ Number of Years Named M.V.L. “Player of the Year”
- ____ Number of Years a Member of the M.V.L. Championship Team
- ____ Number of Years Named to the S.E.O. Team (Times Recorder)
- ____ Number of Years Named to All District Team (AP)
- ____ Number of Years a Member of a Sectional Championship Team
- ____ Number of Years a Member of a District Championship Team
- ____ Number of Years a Member of a Regional Championship Team
- ____ Number of Years a Member of a State Championship Team
- ____ Number of Years Named to All Ohio Team
- ____ Number of Years Named All Ohio “Player of the Year”
- ____ Number of Years Named to All American H.S. Team

WRESTLING

- ____ Number of Varsity Letters Earned
- ____ Number of Years Captain or Co-Captain of Your Team
- ____ Number of Years as M.V.L. Individual Champion
- ____ Number of Years a Member of a League Championship Team
- ____ Number of Years a Member of a District Championship (Ind./Team)
- ____ Number of Years a Member of a Regional Championship (Ind./Team)
- ____ Number of Years a Member of a State Championship (Ind./Team)
- ____ Number of Years Named to All Ohio Team
- ____ Number of Years Named to All American Team

BANQUETS

The following sports will be acknowledged during the fall and winter banquets. Notations (*, -, +) indicate which banquets will be held together.

Fall

- * Football
- * Cheerleading
- Cross Country
- Golf
- Volleyball

Winter

- * Boys Basketball
- * Cheerleading
- Girls Basketball
- + Wrestling

Spring sports will not have a banquet at the end of their season. Spring sports may have a cookout with each individual head coach being responsible for coordinating the date and time for their own cookout.

The athletic director will be responsible for coordinating the date and time for each banquet. The Athletic Department may provide liquid refreshments, paper supplies and decorations. Parents will be requested to bring a dessert item to the banquet. The Athletic Department will issue letters and/or acknowledgments to parents, coaches, Board of Education members, administrators, and anyone who has donated special services.

The format for all High School/Middle School Awards banquets will be established through the athletic director.

TRANSPORTATION TO ATHLETIC CONTESTS

The head coach or an appointed assistant will ride on the bus with the athletes, and is responsible for the conduct of the athletes on all trips. All athletes are expected to ride the bus to and from the contest. No squad member is allowed to drive to or from contests. The coach should check the buses at the end of trips to ensure no equipment or trash have been left on the bus.

All bus safety rules will apply to athletic trips.

All above also applies to any transportation by school van.

BUDGET

1. Each head coach will fill out a budget request as soon as possible after his or her sport is completed.
2. The budget requests will be approved or adjusted by the athletic director and coach in a post-season meeting.
3. When budgets are exhausted, purchase orders are not to be written and expenses incurred without authorization; otherwise, they will become the responsibility of the person who incurs them.
4. The athletic director will inform a coach when he/she has exhausted his/her budget.

PURCHASING/RECEIVING

EQUIPMENT AND OTHER RELATED AREAS

1. Only the athletic director has authority to place orders when athletic funds are to be used.
2. No coach or staff member is to place an order verbally or by letter with any supplier. The coach or staff member shall determine the exact make and model of the item he/she wishes to secure and submit a requisition form to the athletic director's office.
3. All information such as stock items or specific models should be given in ample time to secure competitive bids.
4. No employee or volunteer shall receive gifts or discounts from vendors.

RECEIVING

All athletic equipment purchased for the department must be catalogued on an inventory sheet and accounted for at the end of the season.

PROPERTY, EQUIPMENT, FACILITIES

GENERAL

All property, equipment, and facilities of the athletic department are held in the New Lexington Board of Education's possession, regardless of the source of funds where with the property was purchased.

EQUIPMENT

1. It shall be the duty of each head coach to prepare an annual inventory of athletic team equipment. The report should include equipment received during the year and details of what is on hand, equipment should be listed as new, used, lost or discarded.
2. The student or athlete will be responsible for the payment of any equipment that is the property of the New Lexington Board of Education that is not returned by the student or athlete.

3. Before a coach may discard any equipment that was valued at \$100.00 or more at time of purchase, the approval of the athletic director must be given.

FACILITIES

1. Facility priorities go to the sports in season. Games have priority over practices; practices have priority over community events.
2. A coach must be present anytime players are using the facilities.
3. The use of all athletic facilities will be assigned by the athletic director.

POLICIES

DISCIPLINE POLICIES FOR ALL SPORTS

To insure consistency in our teams and in all sports, the following general rules have been established by the Athletic Council. Self-referral rules as presented in the Athletic Contract apply when administrating the following.

1. Drinking alcoholic beverages – Refer to Training Rules on page 36 & 37
2. Use of illegal drugs – Refer to Training Rules on page 36 & 37
3. Use of tobacco – Refer to Training Rules on page 36 & 37
4. Theft or destruction of equipment belonging to the school or to the opponent – Equipment must be returned or paid for before the athlete may participate in another sport.
5. Quitting of teams – if an athlete quits a squad, he/she may not participate in another sport until the sport he/she quit has completed its season. Exceptions to this policy may be granted through the permission of the involved coaches and the athletic director.

Extracurricular activities are a privilege, not a right. If in the opinion of the coach/advisor, athletic director or principal, a situation causing concern exists for the safety and protection of the student athlete, participation in extracurricular activity may be restricted.

CUT POLICY

If cuts are necessary in a sport, these cuts will not be made until the athlete has been given the opportunity to attend a minimum of five practice sessions. Coaches are encouraged to keep the maximum number of athletic participants on the team without causing an undue financial burden on the school district. Example: 13 students try out for a team where there are normally 12 team members. Carrying 13 students would not necessarily create an undue financial burden on the school district.

PRACTICE POLICY

The official starting date for each sport is determined by the O.H.S.A.A. and it will serve as a reference point for all practice sessions.

1. Once practice has officially started, the athlete is expected to attend all practice sessions.
2. If it is not possible for the athlete to attend a practice, he/she must notify his/her coach prior to the scheduled practice time.
3. If an athlete does not attend school at least ½ of the day due to illness, he/she may not practice or participate in a game the day of the absence. Weekend participation shall be determined by Friday attendance. Exceptions must be approved by the building principal on an individual basis.
4. If the athlete is absent the day prior to a game, it will be up to each coach to determine if the athlete is allowed to participate in the game.

5. Absences due to school business or school approved visitations are not considered a violation of the attendance policy. If a student is truant all or part of a day, he/she may not participate that day.

VACATION

If an athlete is out of school for a family vacation and the absence has been verified by the school office ahead of time, the athlete will not be dropped from a squad. The athlete may be held out of games for the same amount of time as if they were absent from practice.

OUT OF SEASON WORK

Each sport in the program is equally important to the people involved in it. For this reason, it is very important that we allow our athletes to participate in whatever sports they desire. We will not put pressure on athletes to “specialize”, but all them to be involved in as many programs as they desire.

POLICIES OF SPECIFIC SPORTS

Each sport may have rules in addition to the general rules stated above. These rules are to be in writing and annually reviewed and approved by the athletic director and principal prior to distributing to the players, and parents. Said rules shall be in compliance with, and not supersede rules and regulations adopted by the New Lexington City School District, the Muskingum Valley League, or the Ohio High School Athletic Association.

POLICY STATEMENT

The policy statement must be signed by the parents and on file in the Athletic director’s office before an athlete’s name is put on an eligibility list.

DUE PROCESS PROCEDURE

The following procedures must be followed if an athlete is to be excluded from any activity for a period to exceed 24 hours.

1. If possible, notify the athletic director of your intentions prior to taking action. If this cannot be done, notify the athletic director as soon as possible.
2. At the earliest possible time, the coach and athletic director will meet to review the situation(s).
3. When it appears that a student has violated a stipulated rule, the coach shall present the athlete, in writing, a notice of the intended punishment (copy to athletic director). The athlete is to sign the copy showing he/she has received the paper. The notice shall list the reasons for denial and a statement informing the student of his/her rights to a hearing.
4. The athlete has 24 hours after being informed by the coach of the athlete’s denial of participation to appeal the decision to the building Principal or the Athletic Director.
5. A hearing will be convened within 5 days of the appeal. The date of the hearing will be set by the Athletic Director.
6. The coach’s decision to deny participation will stand until the Principal has received a recommendation from the appeals committee.

7. The athlete has the right to appeal the decision of the coach. The process will be handled by a hearing of four members of the Athletic Council, to be made up in the following order:
 - a. Athletic Director
 - b. One member picked by the Principal
 - c. One member picked by the Coach
 - d. One member picked by the Athlete – this member must not have coached the athlete
8. The athlete will have the opportunity to be heard by the Board of Appeals, not to exceed twenty minutes. The coach whose decision is being appealed will have the same opportunity to be heard by the Board of Appeals, not to exceed twenty minutes. Both parties may submit their arguments in writing.
9. If an appeal is heard, its findings and recommendations are to be made to the building Principal. The Principal then makes the final decision.
10. The Principal will inform the athlete of the final decision within a reasonable amount of time after the hearing.

ELIGIBILITY

1. The principal, athletic director, and guidance counselor, will determine who is eligible for the following grading period with the help of the faculty.
2. The office should inform coaches of athletes, grades at interim distribution. Coaches should provide a list to the office. The coach then should warn those athletes of their eligibility requirements and, when possible, assist the students in arranging tutoring or other means to improve their grades. Head coaches and the head cheerleading advisor are responsible for monitoring the academic progress of athletes on their teams during their season and out of season.
3. The athletic director and/or head coach will contact the parents of any athlete who is ruled ineligible or dismissed from a team. Before a student's name is placed on the eligibility sheet, the athletic director must have on file the following:
 - a. physical card
 - b. insurance statement
 - c. policy statement signed by the parents

MEDICAL PROGRAM

PHYSICAL EXAMINATIONS

1. Physical cards must be on file before a student may practice or participate in a game.
2. Emergency medical forms must be in the coach's possession for all practices and must be carried with the team on all trips. A copy of said emergency medical forms shall be on file in the athletic director's office.

INSURANCE

The insurance waiver or record of school insurance must be on file before a player can practice or participate in a game.

TICKET PRACTICES

LEAGUE PASSES

League passes will be distributed to the Superintendent, High School Principal, Athletic Director and Head Coaches. The Band Director will get (10) passes for their season.

SCHOOL PASSES

1. Football, basketball, and wrestling coaches will receive one athletic department pass for his/her season.
2. Season passes are to be given to the team doctor and athletic trainer.
3. Certified and non-certified employee local event passes shall be used.

SPECIAL NIGHTS

Senior Parent's night will be held in football, basketball, volleyball and wrestling. Homecoming will be held in football season only.

COMPLETE AND RETURN TO THE ATHLETIC OFFICE

ATHLETE/PARENT/GUARDIAN CONTRACT AGREEMENT

I have read the New Lexington City Schools Athletic Contract and the O.H.S.A.A. Athletic Eligibility Bulletin. I fully understand and agree to abide by the rules and regulations contained within said contract.

Student Name _____	Signature _____
	Date _____
Parent Name _____	Signature _____
(Father)	Date _____
Parent Name _____	Signature _____
(Mother)	Date _____
Guardian Name _____	Signature _____
	Date _____

****A signed contract slip between the athlete and parent/guardian stating that they have read, understand, and will abide by these rules and regulations, must be on file in the Athletic Department Office prior to the initial practice session for the athlete.****

NEW LEXINGTON CITY SCHOOLS
ATHLETIC DEPARTMENT

STUDENT ATHLETIC CONTRACT

PLAYER RESPONSIBILITY

Each athlete must meet the following Ohio High School Athletic Association and New Lexington City Schools Board of Education requirements to be eligible for participations in the New Lexington Athletic Department programs:

1. Each athlete must provide the athletic department with the Student Participation/Physical Exam Card prior to any practice or competition. This form must be signed by the parent (guardian) and physician who certifies that the student is physically able to participate. Only one physical examination is required per calendar year.
2. Each athlete must be enrolled in the school insurance program or have an insurance waiver signed by the parent or guardian before practice or competition is permitted.
3. Each athlete must provide the athletic department with an Emergency Medical Card prior to any practice or competition. This card will be carried by the coaches at all practices and competitions to use in the event that emergency medical services need to be rendered to any athlete. Many emergency rooms will not treat an injury without parental consent. This card, in most cases, enables medical personnel to treat the individual on the card with signed parental (guardian) consent. Only one card will be required per year so parents should be sure to notify the school of any change.
4. Each athlete must meet the Ohio High School Athletic Association and New Lexington City Schools' eligibility requirements, including the following grade mandates.
 - a. Eligibility for each grading period is determined by grades received the preceding grading period. For example:
 - 1st nine weeks based on previous year's 4th nine weeks grades. (NOTE: 1st quarter 7th graders eligibility will be based on meeting O.H.S.A.A. requirements).
 - 2nd nine weeks based on 1st nine weeks grades.
 - 3rd nine weeks based on 2nd nine weeks grades.
 - 4th nine weeks based on 3rd nine weeks grades.

Semester average and yearly average have no effect on eligibility.
 - b. Grades 9-12: You must be currently enrolled in school and must have received passing grades in a minimum of five one credit courses or the equivalent, in the immediately preceding grading period.
 - c. Grades 7-12: If an athlete receives more than one F on any nine weeks grade report, they are not eligible the following nine weeks for participation in interscholastic competition. This is to include practices for middle school students only. If a middle school student receives an F on their interim report, he/she will be eligible for one week. The one week ineligibility begins the day the interim is distributed (usually Friday to Friday).

- d. High School students and Middle School students with a nine week G.P.A. of less than 1.5 will be ineligible for the next nine week grading period.
 - e. Any high school student with a G.P.A. of 1.5 to 2.0 will be on a probationary status. The student, parent or legal guardian and coach, must develop a written plan to improve the student's grades. The plan must be signed by the coach, parent or legal guardian and student. The coach submits the plan to the athletic director of final approval. The student does not practice or perform unless the signed plan is on file in the A.D.'s office. Failure of the student to comply with the stipulations of the plan will result in being denied the privilege to participate.
 - f. Eligibility or ineligibility of a student continues until the start of the 5th school day of the next grading period.
 - g. Summer school grades earned, may not be used to substitute for failing grades from the last grading period of the regular school year.
5. To be eligible for participation in interscholastic contests, a student shall be enrolled in a school by the 15th calendar day of the credit grading period (quarter, trimester, and semester). Enrollment shall be continuous after a student has officially enrolled in a school until the student is officially withdrawn.

After a student completes the eighth grade, the student shall be eligible for a period not to exceed 8 semesters taken in order of attendance, whether the student participates or not.

A student shall become eligible for high school athletics when the student attains the 15th birthday before August 1st, or when the student attains 9th grade standing.

A student must be in attendance one-half day of school to participate that evening, and one-half day on Friday to participate in a Saturday event. Advisors and coaches may establish additional rules. These are to be distributed to the participants in advance of the implementation of the rule(s). Under special circumstances the Athletic Director has the right to permit participation.

- 6. Students who participate in extracurricular activities must maintain their good behavior and academic achievement throughout the season.
- 7. Each athlete must determine if he/she will be able to meet the commitments of time, expense, and transportation, for the duration of the season. Work and/or vacation are not acceptable reasons for missing practice and/or games.
- 8. Each athlete must be individually responsible for all equipment issued to him/her. It is to be worn only at practice sessions or scheduled games involving that particular sport. A player may not try out for another sport nor receive any awards until he or she has returned all equipment or paid for the same.
- 9. Each athlete must conduct himself/herself in such a manner that he/she will create a positive reflection upon himself/herself, teammates, student body, and the New Lexington City Schools. Extracurricular activities are a privilege, not a right. If in the opinion of the coach/advisor, athletic director or principal, a situation occurs that causes concern for the safety and protection of the student athlete, participation in the extracurricular activity may be restricted.

10. Each athlete must uphold the traditions of sportsmanship and fair play and congratulate the opponents in a sincere manner following either victory or defeat.
11. No students are permitted in the practice area or school groups more than 30 minutes before or after scheduled practice times.
12. Each athlete is to respect the official's judgment and interpretation of the rules. Never argue or make gestures indicating dislike for a decision.
13. Once an athlete signs this contract for a particular sport, he/she may not participate in another sport for the remainder of that season, unless it is done before the first contest and has permission from both coaches and the athletic director. A season is defined as lasting from the first day of mandatory practice through the banquet. An athlete coming out for a sport must do so before the first contest unless he/she is new and enrolled after the first contest. A student wishing to join a team after the season is in progress, may do so only after receiving written permission from the head coach, the athletic director and the appropriate building principal.
14. Each athlete is responsible to police the locker areas after every practice and game (this duty may be assigned by the coach each week).
15. In the event that an athlete voluntarily quits or is removed from an extracurricular team or activity, the coach or advisor must immediately notify both the athletic director and principal. This athlete shall not be reinstated without the expressed approval of both the athletic director and the building principal.

TRAINING RULES

The Athletic Department believes that athletes are persons who have strong influence, both within the community and the student body. Student athletes are under constant scrutiny and have the responsibility of demonstrating good, wholesome leadership to those with whom they come in contact. Also, since good physical conditioning is a requirement for successful participation, all athletes are directed to be aware of the following Athletic Department training rules.

Any student suspended from school or denied participation for a sport shall be declared ineligible for the period of the suspension or denial. Suspensions, including Friday, shall render a student ineligible for competition over the weekend or until the return to regular classes. An athlete's ineligibility due to suspension from school or denial of participation over the holiday period, shall be administered in such a way that the length of the ineligibility period and the number of contests affected is equitable to such ineligibility over a weekend period. Out-of-school suspension shall be treated equally. Saturday School renders the athlete ineligible for the 4 hours of detention time assigned.

While a student is under suspension or denial of participation, he/she must observe practices and meetings, but may not participate. He/She will sit on the bench with the team at games but will not be permitted to wear team uniform while denial of participation is in effect.

These results are established for all athletes, including cheerleaders, student trainers, and managers. Training rules are in effect for the athlete throughout the year, including summer months, when school is not in session. School sponsored athletic participation continues during this time (i.e., summer baseball, summer softball, open gym, weightlifting, and conditioning); thus, students must continually adhere to the training rules.

An athlete must comply with the following training rules. The following offenses are prohibited:

1. Conduct inappropriate for a student/athlete

All student athletes are expected to abide by the rules and regulations as stated in the New Lexington City Schools' Student Code of Conduct, as adopted by the New Lexington City Schools Board of Education.

2. Alcohol and/or Illegal Drugs and Tobacco Self-Referral Procedures. Self-referral is when a student tells his/her coach that he/she has been using drugs, alcohol and/or tobacco.

- a. Alcohol and/or Illegal Drugs – The student shall be denied the privilege of participation in the next 10% of total contests for the first infraction during the year in a self-referral case. The student must also enroll in a rehabilitation program approved by New Lexington City Schools. Failure to enroll and successfully complete a rehabilitation program approved by New Lexington City Schools will result in the student being suspended from the date of infraction for all extracurricular activities until the beginning of that sport season the following school year as defined by the O.H.S.A.A.

- b. Tobacco – The student must show evidence of enrollment and successful completion of a tobacco cessation program in a self-referral case.

- c. Following one self-referral, the policies listed below will be implemented.

3. Alcohol and/or Illegal Drugs

- a. For the first infraction during the year, the student shall be denied the privilege of participation in the next 20% of total contests. In cases involving alcohol and/or illegal drugs, the student must also enroll in a rehabilitation program. Failure to enroll and successfully complete a rehabilitation program approved by New Lexington City Schools will result in the student being suspended from the date of infraction for all extracurricular activities until the beginning of that sport season the following school year as defined by the O.H.S.A.A.
 - b. For the second infraction during the year, the student will be suspended from the date of infraction for all extracurricular activities until the beginning of that sport season the following school year, as defined by the O.H.S.A.A.
4. Tobacco
- a. For the first infraction during the year, the student shall be denied the privilege of participation the next 10% of total contests.
 - b. For the second infraction during the year, the student shall be denied the privilege of participation in the next 20% of total contests.
 - c. For the third infraction during the year, the student will be suspended from the date of infraction for all extracurricular activities until the beginning of that sport season the following school year, as defined by the O.H.S.A.A.
5. In Season and Off Season Offenses – Not covered in 1-4 of Training Rules

All students who participate in interscholastic athletics at any time must not be involved in violation of criminal law and/or delinquent activity. All violations are cumulative while a student is enrolled at New Lexington Middle School or New Lexington High School. If the punishment occurs during the 8th grade year and is not fulfilled, the punishment will be completed in their freshman year. Once a student enters the 9th grade they will start with the first violation for all infractions.

Grades 7-8

First Violation – Denied participation for 20% of total contests.

Second Violation – Removal from sport for the remainder of the season.

Third Violation – Removed from athletics for one year from date of infraction.

Grades 9-12

First Violation – Denied participation for 20% of total contests.

Second Violation – Removal from sport for the remainder of the season.

Third Violation – Removed from athletics for one year from date of infraction.

DENIAL OF PARTICIPATION POLICY

1. A coach is advised to use internal discipline such as benching, work detail, etc., when an athlete is receptive to correction without the need for further disciplinary action.
2. A coach may remove an athlete for 24 hours according to the emergency removal clause of the Ohio Revised Code. This may occur when the athlete is a continuous danger to property, other people, or an ongoing threat to the coaching process.
3. If an athlete is removed formally by the coach, athletic director or principal, the athlete and parents must be notified immediately in writing. The coach must attempt to reach the parents by phone.
4. When denial of participation is recommended by the head coach, the following procedure will be followed: See Due Process Procedure.
5. Assuming the dismissal was not completed during the previous season, the dismissal will be completed the next season in which the athlete participates. The athlete must finish the season in which the dismissal is completed, in good standing, for the denial of participation to be fulfilled.
6. If denial of participation is unable to be completed within the season, the uncompleted percentage will carry over to the next season. (Example: 5% carry over equals one half of a football contest.)

DUE PROCESS PROCEDURE

The following procedures must be followed if an athlete is to be excluded from any activity for a period to exceed 24 hours.

1. If possible, notify the athletic director of your intentions prior to taking action. If this cannot be done, notify the athletic director as soon as possible.
2. At the earliest possible time, the coach and athletic director will meet to review the situation(s).
3. When it appears that a student has violated a stipulated rule, the coach shall present the athlete, in writing, a notice of the intended punishment (copy to athletic director). The athlete is to sign the copy showing he/she has received the paper. The notice shall list the reasons for denial and a statement informing the student of his/her rights to a hearing.
4. The athlete has 24 hours after being informed by the coach of the athlete's denial of participation to appeal the decision to the building Principal or the Athletic Director.
5. A hearing will be convened within 5 days of the appeal. The date of the hearing will be set by the Athletic Director.
6. The coach's decision to deny participation will stand until the Principal has received a recommendation from the appeals committee.
7. The athlete has the right to appeal the decision of the coach. The process will be handled by a hearing of four members of the Athletic Council, to be made up in the following order:

- a. Athletic Director
 - b. One member picked by the Principal
 - c. One member picked by the Coach
 - d. One member picked by the Athlete – this member must not have coached the athlete
8. The athlete will have the opportunity to be heard by the Board of Appeals, not to exceed twenty minutes. The coach whose decision is being appealed will have the same opportunity to be heard by the Board of Appeals, not to exceed twenty minutes. Both parties may submit their arguments in writing.
 9. If an appeal is heard, its findings and recommendations are to be made to the building Principal. The Principal then makes the final decision.
 10. The Principal will inform the athlete of the final decision within a reasonable amount of time after the hearing.

ELIGIBILITY

1. The principal, athletic director, and guidance counselor, will determine who is eligible for the following grading period with the help of the faculty.
2. The office should inform coaches of athletes, grades at interim distribution. Coaches should provide a list to the office. The coach then should warn those athletes of their eligibility requirements and, when possible, assist the students in arranging tutoring or other means to improve their grades. Head coaches and the head cheerleading advisor are responsible for monitoring the academic progress of athletes on their teams during their season and out of season.
3. The athletic director and/or head coach will contact the parents of any athlete who is ruled ineligible or dismissed from a team. Before a student's name is placed on the eligibility sheet, the athletic director must have on file the following:
 - a. physical card
 - b. insurance statement
 - c. policy statement signed by the parents

NOTICE OF DENIAL OF PARTICIPATION

Date

Student

Parent/Guardian/Custodian

Address

This letter is to notify you officially that your son/daughter has been denied participation in _____ for _____ (length of time or contests).
(sport or group)

The denial of participation will be from _____ to _____. The incident which caused this denial of participation has been discussed with your son/ daughter. This action was taken for the following reason(s): _____
_____.

During this denial of participation, your son/daughter must observe practices and meetings, but may not participate. He/She will sit on the bench with the team at games but will not be permitted to wear team uniform while denial of participation is in effect.

You may appeal this decision to the Principal/Athletic Director within 24 hours.

Your son/daughter can participate again on _____ and needs to report to the Coach before said participation.

Should there be any further questions or concerns regarding this situation, please feel free to contact me.

Sincerely,

Coach/Advisor

PARENTS' RESPONSIBILITIES

1. Carefully evaluate the future commitments of your son/daughter in regards to time, cost, and transportation before granting permission for his/her participation.
2. Parents to understand the training rules and procedures to be followed by the athlete. After their inspection of the rules, they are to sign and return the following agreement slip to the Athletic Department Office prior to your child's participation.
3. Sign a Medical Insurance Waiver Card (if school insurance is not purchased), Physical Examination Card, and an Emergency Medical Card, and return these documents to the Athletic Department Office prior to your child's participation. Also notify the office of any change in information on these documents.
4. Please schedule doctor, dental, and all other outside appointments so as to not conflict with practice or games times.
5. Take an honest interest in your son's/daughter's participation in athletics. Make an effort not to put unreasonable pressure on them.
6. Help enforce all training rules.
7. If you have a problem or complaint, try to resolve the situation with the coach first before approaching the Athletic Director, Principal, Superintendent or School Board. Try to make phone calls of a non-emergency nature during school hours and/or reasonable hours.
8. Support the athletic program with your attendance at various athletic events and by being active in the New Lexington City Schools' Athletic Booster Organization which meets monthly on school grounds.
9. Realize that work and vacations are not acceptable reasons for your child to miss practice or games. All players need to be present all of the time in order to have a successfully team program.

PARENT/COACH COMMUNICATION

PARENT/COACH RELATIONSHIP

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach:

1. Philosophy of the coach
2. Expectations the coach has for your child as well as all the players on the squad.
3. Locations and times of all practices and contests.
4. Team requirements, i.e. fees, special equipment, off season conditioning.
5. Procedure should your child be injured during participation.
6. Discipline that result in the denial of your child's participation.

Communication coaches expect from parents:

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

As your children become involved in the programs at New Lexington High School and Middle School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches:

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those listed below, must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches:

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

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the others position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

If you have a concern to discuss with a coach, the procedure you should follow is:

1. Call to set up an appointment.
2. The New Lexington High School telephone number is 342-3528 and the Middle School Number is 342-4128.

3. If the coach cannot be reached, call the athletic director at 342-3528. He/She will set up the meeting with you.
4. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the athletic director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Since research indicates a student involved in co-curricular activities have a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided here makes both you and your child's experience with the New Lexington Athletic Program less stressful and more enjoyable.

New Lexington City School District Sportsmanship, Ethics and Integrity Policy

The Board of Education recognizes the value of extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside the traditional classroom. If the full benefit of athletics as educational tools is to be utilized, educational institutions must immediately concern themselves with player, coach and spectator sportsmanship.

Participants and responsible adults involved in Board approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The Board further encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fan, spirit groups, and support/booster groups.

Ethical considerations are as follows:

1. Recognize the official as a person of integrity and qualification, and respect the decision accordingly.
2. Refrain from creating the disturbances which would be detrimental to the flow of the game and/or to the safety of the participants involved.
3. Refrain from harassment, profane language or ostentatious behavior in respect to players, coaches and spectators.
4. Become familiar with the rules of the game in order to enjoy it more and to understand the decisions made by the officials.
5. Exhibit respect for the local policies and regulations regarding the use of athletic facilities.
6. Exhibit team loyalties and support without negative action toward the opponents, officials or spectators.

Any person who feels he or she can support these rules of ethics is welcome at any athletic contest supervised by and from the New Lexington City School District.