

SHEFFIELD - SHEFFIELD LAKE CITY SCHOOLS DEPARTMENT OF ATHLETICS

STUDENT-ATHLETE HANDBOOK 2021-22 SCHOOL YEAR

SUPERINTENDENT:	MR. MICHAEL COOK
HIGH SCHOOL PRINCIPAL:	MRS. EMILY ADKINS
ASSISTANT PRINCIPAL:	MR. JAMES PATRIZI
MIDDLE SCHOOL PRINCIPAL:	MR. CHRIS FRANK
ATHLETIC DIRECTOR:	MR. CHRIS ADKINS



BROOKSIDE CARDINALS

Welcome to Brookside Athletics!

The athletic program at Brookside High School and Brookside Middle School is an integral part of the overall education program in the Sheffield - Sheffield Lake City School District.

Academics are our top priority, but we also believe participation in our athletic program is very beneficial to the total educational experience offered at BHS and BMS. In addition to instilling a winning attitude and providing our athletes with the desire to gain a competitive edge, we also want to stress the importance of good sportsmanship by all parties involved. It is our belief that through diligent perseverance, hard work, and sacrifice, both on the part of coaches and athletes, we can be competitive and successful in our endeavors both on and off the playing fields.

The Brookside Cardinals are a proud member of the Lorain County League (LC8), along with the following schools: Black River, Clearview, Columbia, Firelands, Keystone, Oberlin, and Wellington. Brookside High School is also a member of the Ohio High School Athletic Association (OHSAA). Our Board of Education adheres to the Constitution, Bylaws, and Sports Regulations of the OHSAA.

Brookside High School currently participates at the varsity level in the following sports: Baseball, Boys Basketball, Girls Basketball, Bowling, Cheerleading, Boys Cross Country, Girls Cross Country, Football, Boys Soccer, Girls Soccer, Softball, Boys Track, Girls Track, Volleyball, and Wrestling.

Brookside Middle School currently participates in the following sports: Boys Basketball, Girls Basketball, Boys Cross Country, Girls Cross Country, Football, Boys Track, Girls Track, Volleyball, and Wrestling.

The purpose of this handbook is to provide you with a document that outlines the responsibilities and expectations for those participating in all interscholastic athletic programs. Our intent is to keep students and parents as informed as possible in order to assist in making the athletic experience a positive one for our student-athletes. It is our hope that this handbook is helpful to you. If you should have any questions, please do not hesitate to call or email.

With Cardinal Pride,

Chris Adkins
Athletic Director
(440) 949-4242
cadkins@sheffieldschools.org

PHILOSOPHY

The administration and coaching staff of the Sheffield - Sheffield Lake City School District believe that cooperative regulations are needed to establish standards of excellence for the student-athlete and athletic performance.

The Sheffield - Sheffield Lake City Schools believe that:

- physical and emotional growth of student participants is the most important goal of participation.
- academic achievement is a prerequisite to participation.
- additional time and energy committed to participation requires that the participants attain and maintain peak physical and mental condition.
- substance abuse can cause significant health problems for adolescents and may also affect the development of skills which are necessary for participation.
- interscholastic athletics can make the educational experience richer and more rewarding and therefore all students are encouraged to participate.
- adherence to certain behavior and academic standards enhances a student-athlete's quality of life.
- all teams will "win with honor and lose with class".
- good sportsmanship is expected at all times.

The actions of the student-athlete on and off the field reflect upon the school and the community. Therefore, only the highest standards of behavior are expected of all who participate in any school sponsored activity.

EXPECTATIONS

As a Brookside student-athlete, you are expected to:

- Present a positive image of yourself, your family, your school, and your community at all times.
- Place the welfare of the team before that of yourself.
- Make a total commitment to your sport(s).
- Read and follow the OHSAA rules.
- Be in school the morning after an athletic contest.

It is very important that you consider the team and put the team and the team's goals above individual accomplishments. For this reason the athletic department strongly recommends that each athlete take care of him/herself and be serious about his/her academics.

Varsity Head Coaches

Fall Sports

Cheerleading	Macy Fox
Cross Country	Kevin Landis
Football	Scott O'Donnell
Boys Soccer	Miguel Villegas
Girls Soccer	Josh Sours
Volleyball	Jenn Larrick

Winter Sports

Boys Basketball	Larry Babics
Girls Basketball	Richard Flowers
Bowling	Matt Mahnke
Cheerleading	Macy Fox
Wrestling	Andrew Smith

Spring Sports

Baseball	Travis Baldwin
Softball	Scott Nader
Track & Field	Brad Barhorst

POLICIES AND PROCEDURES TO PARTICIPATE

FINAL FORMS

In order to participate in the athletic program, Final Forms must be completed and signed off by parents and students. **No student may participate until ALL Final Forms REQUIREMENTS are complete.**

PHYSICALS

Athletic physical participation forms shall be signed by a physician, the participant, and by a parent/guardian. **This must be on file in the athletic office before any candidate for a team may participate in a practice or try out.** Physicals are good for one full calendar year.

PARTICIPATION FEES

Participation fees must be turned into the coach or athletic office by the date of the first regular season contest. All payments should be in the form of cash, check, or money order payable to Sheffield - Sheffield Lake City Schools. These should be given to the head coach or turned in to the athletic office. The participation fee does not guarantee participation in all contests. Quitting the activity or being removed for discipline or academic reasons WILL NOT constitute grounds for a refund.

Fee Breakdown:

\$100 per student per season

\$150 (cap) for two or more students per family per season

***Students may participate in more than one sport per season at no additional cost.*

\$200 (cap) per family for the school year

***Applies for families with student-athletes at both BHS and BMS.*

RISK OF PARTICIPATION/INJURIES

All athletes and their parents must realize the risk of serious injury which may be a result of athletic participation. In any sport, particularly contact sports, there is a risk of injury. It is the responsibility of each student-athlete to report his/her injuries to the responsible parties (i.e. coaches, athletic trainer, etc.). Proper conditioning and technique along with the participant's compliance with rules and coaching are very important in preventing injuries.

LEVELS OF COMPETITION

Varsity

The perfection of skill, playing the best overall student-athletes possible, and winning is the emphasis at this level. While winning at all costs will never be a part of our philosophy, no apology shall be necessary when the Varsity team does all it can within the bounds of ethics, integrity, and sportsmanship to win each and every contest. In certain sports, cutting may be used and it is extremely likely that some players may not see action in each contest.

Junior Varsity

This level of competition begins to focus on skill refinement and winning as a team. Cutting may occur at this level in certain sports. Although every attempt will be made, it is possible that not every player will have the opportunity to play in every contest.

Freshman

Emphasis at the freshman level is on participation, skill development, and team success. If a sports program supports a freshman squad, efforts will be made not to cut players at this level as the future ability of these students is largely uncertain. Attempts will be made to play as many players as possible during each contest while striving for victory for the entire team.

Middle School

Emphasis at this level is on individual participation along with team success. Every attempt will be made to encourage student participation including attempts to play each student-athlete in every contest while also ensuring success for the entire team.

COMMUNICATION PLAN

Athletic Chain of Command

Brookside Athletics follows the chain of command listed below. We ask that you observe it if you elect to pursue any concerns you may have regarding the athletic program.

1. Appropriate Level Coach
2. Varsity Head Coach
3. Athletic Director
4. Building Principal
5. Superintendent

COMMUNICATION STUDENTS AND PARENTS/GUARDIANS CAN EXPECT FROM THEIR COACH

1. Philosophy of the coach
2. Expectations the coach has for the team and the individual student-athlete
3. When and where practice and contests are to be held
4. Requirements necessary to be a part of the team
5. Team rules in addition to the Athletic Handbook
6. Notification of injury sustained by the student-athlete
7. Any disciplinary action toward the student-athlete that results in denial of participation

TO DISCUSS A CONCERN/ISSUE, THE FOLLOWING PROCEDURE IS TO BE FOLLOWED

1. Contact the coach to make an appointment to discuss the situation. If the concern/issue has validity, the Athletic Director expects that the item first be discussed directly with the coach.
2. Do not attempt to confront a coach before, during, or after a contest or practice.
3. Under no circumstance, except in those instances of rule/policy infringement, will a conference with a coach have an adverse consequence on the standing of a student-athlete.

APPROPRIATE CONCERNS FOR PARENTS/GUARDIANS TO DISCUSS WITH COACHES

1. The mental and/or physical treatment of your student-athlete including bullying.
2. Areas of needed skill improvement and development opportunities for your student-athlete.
3. Concerns about your student's behavior, attitude, and/or classroom performance.

ISSUES NOT APPROPRIATE FOR PARENTS/GUARDIANS TO DISCUSS WITH COACHES

1. Playing time...student-athletes are encouraged to discuss playing time with the coach.
2. Team strategy, game plans or play-calling
3. Comparison of one student-athlete to another
4. Other student-athlete's academics, discipline, injury, etc. It is both impolite and illegal.

WHAT IF YOU HOLD A MEETING WITH THE COACH AND YOU ARE NOT SATISFIED

1. Contact the Athletic Director at 440-949-4242 or cadkins@sheffieldschools.org to set up a meeting to discuss the issue.
2. The appropriate and necessary steps will then be determined.

ELIGIBILITY

To remain a member in good standing, students must:

1. Maintain the following academic criteria:
 - a. Students enrolling in the 7th grade will be eligible for the first grading period regardless of previous academic achievement.
 - b. All 7th and 8th graders are eligible to participate during a grading period if they have passed 4 classes which met five days per week during the previous grading period. Same is true for 9th graders during the 1st grading period of 9th grade.
 - c. Students entering 9th - 12th grade are eligible to participate during a grading period if they have passed a minimum of 5 one-credit courses, or the equivalent, the previous grading period.
 - d. Students must have a minimum GPA of 1.5 during the previous grading period.
 - e. Students in grades 7 - 12 are eligible to participate in interscholastic athletics as long as they meet the above requirements, even if they receive a failing grade during the previous grading period.
 - f. An incomplete will be treated as a failing grade.
 - g. Summer school grades, semester averages, yearly averages, and exam grades have no effect on eligibility.
 - h. Coaches will be responsible for monitoring their student-athletes' academic progress. The Athletic Director will verify athletic eligibility at the end of each grading period.
 - i. Penalty for academic failure is loss of eligibility for the current grading period.
 - j. Ineligible student-athletes are permitted to participate in tryouts (3 days maximum) for a team that competes during the next grading period if grades meet eligibility requirements at time of tryout. If chosen for the team, the student-athlete would not be permitted to attend any practices or contests until the end of the current grading period. At the start of the next grading period, the student-athlete would be required to participate in as many practices as 50% of the days missed from the end of the tryout to the end of the grading period before being able to participate in any games.
2. Avoid unexcused absences. Students missing school due to unexcused absences or personal illness are not permitted to participate in practices or contests during the absence.
3. Be present for at least half of the school day. (Arrival by 11:25 a.m.)
4. Excused absences authorized by the school office will not result in denial of participation.
5. This policy serves as the minimum standard for all Sheffield - Sheffield Lake City School District students who are participating in athletics and shall be consistent with those established by the Sheffield - Sheffield Lake City Schools Board of Education.

TEAM SELECTION

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic programs at Brookside, we encourage coaches to keep as many student-athletes as they can without unbalancing the integrity of the sport. Time, facility space, equipment, personal preference, and other factors will place limitations on the most effective squad size of any sport. However, when developing policy in this regard we strive to maximize the opportunities for our students without diluting the quality of the program.

Cutting policies:

1. Choosing members of athletic teams is the sole responsibility of the coaches of these squads.
2. Lower level coaches should take into consideration the policies of the established Head Coach in the particular program when selecting the team.
3. Prior to trying out, the coach will provide the following information: extent of tryout (minimum of 3 days), criteria used in selecting the team, practice commitment if they make the team, and game commitments.
4. Each candidate will have performed in at least one intra-squad contest.
5. Candidates will be personally informed of the cut and the student-athlete will have the opportunity to meet with the coach to find out the reason for his/her decision.
6. **"Cut Lists" will not be posted.**
7. Any student-athlete who is not selected for one sport may try out for another sport during that season provided roster spots are available.

DUAL PARTICIPATION

A student-athlete may participate in two sports during the same season (i.e. volleyball and cross country) if both coaches agree and the administration approves. This decision will be based on whether or not dual participation will result in a conflict in the requirements of the two sports. If there is a schedule conflict between the two sports, the student-athlete is required to notify both coaches which event he/she will attend no later than one week prior to the conflict date.

PRACTICE EXPECTATIONS

Student-athletes are expected to attend every practice. If the student-athlete is sick and not in school, then the student-athlete may not attend practice. If the student-athlete cannot make a practice, he/she must contact the coach to discuss reasons for absence. There may be penalties for unexcused absences. Some additional practice expectations:

1. The student-athlete must be at practice on time, appropriately dressed, and ready to go.
2. The student-athlete must be present for all practices, team functions, meetings, and games.
3. The student-athlete should expect to practice every day. If a practice is cancelled, it will be announced by the coach.
4. There are times when teams will practice when school is not in session.
5. If any student-athlete will miss practice, the student-athlete must clear it with the coach in advance.
6. Student-athletes who are injured are expected to attend practice unless excused by the coach.
7. Student-athletes must remain at practice until dismissed.

SCHOOL CANCELLATION/SNOW DAY

A determination on contests and practices for the day will be made by the Athletic Director after consulting with the Superintendent. If weather and road conditions have improved to the point where it is felt that contests and practices can be held, a determination will be made when events will be scheduled for the day. Each coach will be responsible for communicating updates to the student-athletes and parents as they are provided. Ultimately, it should be the parents' decision whether to allow or not allow their children to attend practices on these days.

VACATION POLICY

Vacations during an athlete's season are strongly discouraged. However, if a vacation is unavoidable:

1. Contact the head coach prior to the vacation.
2. A student-athlete must practice one day for each practice or contest day missed prior to resuming competition (contest day will count as a practice day).
3. Impact on playing time shall be determined by the head coach. Be willing to assume the potential consequences such as sitting out contests and/or change in status on the team as a starter, 2nd string, 3rd string, etc.

TRANSPORTATION TO AWAY CONTESTS

It is the responsibility of the Sheffield - Sheffield Lake City School District to provide transportation to and from all away athletic contests. Under no circumstances will student-athletes be permitted to drive to away contests. In special cases, it may be necessary for a student-athlete to travel to or from away contests with his/her parent. This may be done only if a written request is provided by a parent to the supervising coach, Athletic Director or Principal prior to the away contest.

Athletic teams using school buses will adhere to the following regulations:

1. Only participants, managers, statisticians, coaches, and cheerleaders may ride a team bus. All others must have permission by the Athletic Director or Principal.
2. The aisle must be clear at all times and equipment should not exceed the height of the seats.
3. All student-athletes riding the bus must remain in their seats while the bus is moving.
4. The bus must be clean at the end of the trip. Weather conditions will be considered.
5. No horseplay will be permitted.
6. No eating or drinking will be permitted on the bus.
7. Nothing is to be thrown out of the windows or extended out of the windows such as arms, legs, etc.
8. All students shall submit to the authority of the driver and conduct themselves in a courteous manner.
9. The coaches on the bus are responsible for their teams at all times.
10. Attendance must be taken before departure to and from each event.

ADDITIONAL EXPECTATIONS

1. Injuries must be reported to the coach and to the athletic trainer by the parent and/or student-athlete.
2. When a student-athlete receives a doctor's note to miss practice, the student-athlete then must receive a note from the doctor to resume practice/competition.
3. If a student-athlete quits one sport, he/she may not try out for another sport until released by the first coach and Athletic Director or the first season is completed.
4. Ejection from a contest may result in more than the OHSAA penalty if decided by the coach and/or administrator.
5. Each coach could have his or her own set of team rules. These rules are developed by the coach with the consultation of the Athletic Director to address the stipulations for that individual sport. Team rules will require a signature of both the student-athlete and parent/guardian to ensure compliance.

UNIFORMS

The participant must return school equipment in the condition it was received within 3 school days of the last contest. Participants must reimburse the Sheffield - Sheffield Lake City Schools the replacement cost of lost or damaged equipment prior to receiving any athletic awards or diplomas. **A participant must fulfill obligations from the previous season (including returning uniforms) before he/she will be permitted to begin participation in any other athletic activities including tryouts.**

ATHLETIC AWARDS

To earn an athletic award, the student-athlete must complete the season in good standing, which includes attending the postseason awards banquet, returning any school-issued uniforms/equipment, and maintaining eligibility and behavioral expectations. The requirements to letter in a sport will be included in team rules and will be determined by the head coaches in communication with the Athletic Director. These qualifications for a letter will be communicated before the start of the season.

SCOPE OF THE ATHLETIC CODE OF CONDUCT

The provisions outlined in this policy shall be in effect twenty-four (24) hours a day, seven (7) days a week for the duration of the start of the Fall season to the end of the school year. The beginning of the Fall season is defined as the first day of practice in the Fall that is established by the OHSA Handbook. The end of the school year is defined as the final day of school or the final formal contest or activity scheduled after the school year ends (this includes tournaments and award banquets). Violations are cumulative throughout the student-athlete's two years of middle school participation and four years of high school participation, and disciplinary actions may carry over from one season to another.

DENIAL OF PARTICIPATION AND DUE PROCESS

1. The student-athlete must have been given previous notice of the expectations of the Athletic Code of Conduct and rules and regulations specific to the sport.
2. When a student-athlete is in suspected violation of the Athletic Code of Conduct, a hearing will be held to investigate the alleged misconduct.
 - a. Results of related investigations by school administration may be used to determine if there has also been a violation of the Student Code of Conduct.
3. The hearing and investigation will be coordinated by the Athletic Director and Principals. At the hearing, the student-athlete will have the opportunity to discuss the circumstances concerning the incident. Due Process will be followed according to the Sheffield - Sheffield Lake City Schools policy and Ohio law.
4. The Athletic Director and/or Principal will determine if there has been a violation of the Athletic Code of Conduct and will give the student-athlete and parent/guardian written and/or verbal notification of the decision and penalty assessment (if applicable).

ALCOHOL, TOBACCO, DRUG, & DRUG PARAPHERNALIA POLICY

Use, possession, purchase, sale, or transmission of alcohol, tobacco, simulated tobacco such as e-cigarettes, vaporizers, and E-liquid, prescription or non-prescription drugs, steroids, or drug paraphernalia is a violation of both the student code of conduct and the athletic code of conduct. If a student is using a prescription drug, it must be documented in the school office.

Reports of violations will be investigated by the administration and notification of student drug use of any kind from local law enforcement may trigger consequences as outlined below:

1. First Offense - The student-athlete will be denied 20% participation of current season, with any remaining percentage of the denial of participation applied to the next season of participation if needed. The student may continue to practice with the team and sit with the team during events/competitions. The student may not wear a team uniform during this denial of participation. In order for participation and privileges to be reinstated after the 20% penalty, the student must agree to submit to three follow-up drug tests within six months at no cost to the District. The drug testing dates will be determined by the Superintendent/designee. Failure to complete these requirements may result in denial of participation and privileges for one year. In order for participation and privileges to be reinstated after one calendar year penalty, the student must agree to submit five follow-up drug tests within 12 months at no cost to the District. The drug testing dates will be determined by the Superintendent/designee.
2. Second Offense - The student-athlete is denied participation for 50% of the season. The time begins from the date of notification of the violation. The student may not practice or participate with the team. The District will require students to participate in a District School Social Worker-approved educational class as an educational component to learning the impact of addiction on the lives of addicts/families in recovery. Failure to complete these requirements may result in permanent denial of participation during the student's career.
3. Third Offense - The student-athlete may be permanently denied participation immediately.

Attendance at events/parties where drugs and/or alcohol are possessed and/or consumed illegally is unacceptable. Student-athletes present at events/parties where drugs and/or alcohol are possessed and/or consumed illegally will be subject to the consequences outlined above.

The purpose of self-referral is to allow a student-athlete to seek help for a problem/addiction without fear of denial of participation. Credit for self-referral will be given in those cases where the situation is a true self-referral and not an attempt to avoid the consequences of a violation that is already known to school officials, staff, or law enforcement agencies.

MAJOR MISCONDUCT POLICY

Any student-athlete will be subject to disciplinary action if he/she commits any of the following offenses:

- Acts of unsportsmanlike conduct during the particular sports season in which the student-athlete is involved, such as fighting or verbal abuse of officials, other students, coaches, advisors, or spectators for which the student is ejected from the team, squad or activity by game or school officials.
- Duration of denial for ejections (player or coach) will be determined in accordance with OHSA policy for ejections.

Failure to abide by the Student Code of Conduct or Athletic Code of Conduct which results in an out-of-school suspension will result in the following:

1. First Offense - a student-athlete suspended out-of-school for the first time will be denied participation during the length of the out-of-school suspension.
2. Second Offense - a student-athlete suspended out-of-school for the second time will be denied participation for 30% of the regular season contests, upon return from suspension.
3. Third Offense - a student-athlete suspended out-of-school for the third time will be denied participation indefinitely.

After a period of indefinite suspension, whether major misconduct or alcohol/drug related, in some cases, a student may enter a re-application process. The re-application process may begin after one calendar year of denial of participation. The student-athlete must adhere to the following requirements:

1. Submit proof of outside counseling
2. Achieve 93% school attendance rate
3. Display positive behavior (i.e. no out-of-school suspensions)
4. Have a hearing in front of a committee composed of the Superintendent, School Administrator, Athletic Director, Teacher, and School Counselor. The committee will determine if requirements 1-3 have been met by the student-athlete. If approved, the student-athlete may return to competition in the Brookside Athletic Department.

*****Because each situation is different, the Athletic Director and/or other administrators reserve the right to adjust discipline accordingly.***

HAZING AND HARASSMENT

The Sheffield - Sheffield Lake City School Board has “zero tolerance” of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students. Students shall not threaten, act or participate in any act that injures, degrades, disgraces or tends to injure, degrade or disgrace any student or school employee. Nor shall a student harass any other person. The Sheffield - Sheffield Lake City School District forbids hazing and all other activities that interfere with the personal liberty of an individual. Hazing is defined as any action taken or situation created, whether on or off school premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule for the purpose of initiation into, affiliation with, or admission to, or a condition for continued membership in a group, team, club, or other organization. Any instance of hazing should be reported to the Athletic Director and/or Principal.

Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Violation may lead to denial of participation, recommendation for expulsion, and/or legal action as contained in ORC 2307.44.

SOCIAL MEDIA POLICY

As the district’s most visible ambassadors, Brookside student-athletes are expected to uphold, at all times, high standards of integrity and behavior reflecting well upon themselves, their families, coaches, teammates, the Athletic Department, and Sheffield - Sheffield Lake City Schools.

Derogatory remarks, comments, or pictures posted on any social media site or made by a student toward anyone including adults will not be tolerated. This also includes derogatory statements, pictures, and videos made by sending email, text, or posted to any social media site. Any student found in violation of this policy may face disciplinary action. The coach and administration may determine appropriate consequences which may include denial of participation or dismissal from the team or squad. Final determination may be made by the administration. Participation in any extracurricular is a privilege and not a right!

SPECTATOR PENALTIES

For actions deemed unsportsmanlike, the fan may be warned or removed from the contest.

1. The Sheffield - Sheffield Lake City School District has a zero tolerance policy for unruly behavior at athletic events.
 - a. Any spectator, regardless of any affiliation with the school, who exhibits behavior unbecoming of a school event, will be removed from the event and may be banned from all athletic events for the remainder of the school year up to an indefinite suspension.
2. The Sheffield - Sheffield Lake City School District has a zero tolerance policy for the use of alcohol and/or drugs at athletic events.
 - a. Any spectator, regardless of any affiliation with the school, who uses drugs or alcohol at an athletic event will be removed from the event.
 - b. The offending spectator will be banned from all athletic events for the remainder of the school year up to an indefinite suspension.
3. The Sheffield - Sheffield Lake City School District has a zero tolerance policy for the verbal abuse of coaches, players, and officials at athletic events.
 - a. Any spectator, regardless of any affiliation with the school, who verbally abuses a coach, player or official will be removed from the event.
 - b. The offending spectator may not be allowed to attend the next home game up to banned from all athletics for the remainder of the school year.