

# Athletic Handbook

## Changes/Updates for 2025-2026

Page 12	Updated OHSAA Season Start Dates
Page 19	Added in "Coaches Tool Chest" as a Coaching Requirement
Page 26-27	Ticket Sales Policy – Updated ticket sale prices
Page 70	Updated Budget
Page 71	<p>Ticket prices. High School event price changes to \$8 adults and \$7 students. Junior High price change to \$5 adults and \$4 students. All adopted MAC League prices. Season ticket price changes according to the number of games and the new ticket prices. Otherwise, no increase in prices.</p> <p>Added in "Adult Yearly Passes without Football" – we have always used this for those wanting a Yearly pass and Reserved football ticket. This just spells it out.</p>
Page 73	Updated workers pay. Very few changes
Page 80	<p>Updated OHSAA forms with 2024-25. Will add in for the 25/26 year once the OHSAA posts them.</p> <p>New OHSAA Physical Forms will be added in April once the OHSAA releases them. Same for Eligibility Guide, concussion guide, etc. that the OHSAA provides.</p>
Page 102-104	Added in the Emergency Action Plan. Always had it and made available to coaches, but just adding it to the handbook for future reference.

# ***COLDWATER HIGH SCHOOL***

***COLDWATER, OHIO***

***APPROVED –***

***COLDWATER BOARD OF EDUCATION***

## ***ATHLETIC DEPARTMENT HANDBOOK***

## FORWARD

This handbook has been prepared with the intention of being a reference guide for regulations, existing rules, and information now in effect concerning the athletic policies and procedures of Coldwater High School.

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

It is also our wish that this handbook will be helpful to those for whom it is intended. Certainly, from time to time, our policies and regulations may change. We welcome any ideas or suggestions that will improve our athletic program at all times.

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## **INTRODUCTION - PHILOSOPHY**

### **A. *PHILOSOPHY AND PURPOSE OF ATHLETICS IN THE TOTAL SCHOOL PROGRAM***

The philosophy and purpose behind the organization and administration of the athletic program in the Coldwater School District is based upon the belief that every healthy pupil may have an opportunity to participate in athletics at his or her level of interest and capacity.

The athletic program of the Coldwater School District is an important part of the opportunities for learning, providing for the children and youth of the community. All of us, as coaches and teachers are confronted with a tremendous challenge; that of the responsibility of guiding every youngster that we come in contact with daily. Be it in the classroom, on the field, track, or court; it is our responsibility to assure that each child has benefited physically, emotionally, intellectually, and morally from those experiences.

Athlete/Cheerleader as defined in this document are one and the same.

### **B. *PURPOSE OF THIS GUIDE***

This guide has been established for the purpose of providing a frame of reference under which the athletic program of the Coldwater School District can be organized, administered, and supervised. Every staff worker in this program is expected to be thoroughly familiar with the provisions of this guide and to carry out his/her individual responsibilities in line with the suggestions contained within.

It is hoped that this material will serve as a means whereby the values of athletic participation can be enjoyed by even more pupils and the entire program better understood by all concerned with the education and development of our youth.

### **C. *A POINT OF VIEW ABOUT ATHLETICS***

The mental and physical development of pupils who participate in after school athletics is supervised through a broad sports program extending from seventh grade through senior high school.

Coaches in the Coldwater School District are expected to promote the broad educational development of youth. Coaches are in a position to exert considerable influence in guiding youth and encouraging them to achieve the highest level of their potential. Coaches are asked to check the grades of all squad members. If a pupil's school marks are below the level which the Guidance Department feels he/she is capable of achieving, the coach should talk to that pupil about the importance of having a good school record.

The commitment to each season, athletics, Coldwater High School team and the individual is made by each student athlete and coach. The sports season commitment begins with pre-season practice and extends through the banquet of that particular activity. Teaching responsibility, commitment, and loyalty is another facet of the entire athletic program, which is a goal that the school district strives to achieve.

#### **D. *COACHING PHILOSOPHY***

Success in any athletic program requires interest, enthusiasm, dedication and loyalty on the part of all coaches, as well as understanding and promotional management from principals. It is the responsibility of all coaches in the athletic program to know their squad members, to help them as individuals, and through their teaching, to develop wholesome attitudes of dependability, team spirit, and dedication.

No coach can expect to make significant contributions to the sports program unless he/she is first a successful, dedicated person who has developed a wholesome relationship with youth based upon his/her own understanding, leadership, and inspiration. There is little difference between a champion and a near champion. A willingness to fight harder when the chips are down may be the primary difference. In pupils, this quality is developed through:

1. Supervised experience.
2. Faith and confidence emerging as a result of a pupil doing his best every day.
3. Training which develops the physical, moral, and spiritual qualities necessary to overcome the impossible.

In promoting the above opportunities, the coach must function in many roles -- teacher, friend, counselor, taskmaster. In all these roles, however, a coach should consider the following principles in promoting the development of pupils.

#### **The Role of a Coach:**

1. The role of a coach demands that he/she first be an individual with all the personal qualities the profession demands. Pupils participating in public school athletics are far from finished products at any grade level.
2. Each athlete must be handled differently. Some can be persuaded to do better, most can be cheered into doing better, some do better if left alone.
3. Each athlete should be recognized as an individual, his/her problems determined, and an effort made to find out what offends and bothers him/her -- what it takes to help make them do their very best.

4. It is necessary to be positive in teaching; an athlete must be confident that they can win. It is easy to criticize, much more difficult to suggest ways to correct deficiencies. Mistakes should be moderately but firmly corrected, with emphasis on what can be done to improve.
5. Tobacco in any form is not to be used while coaching. This applies to the dressing room and field of play.
6. Enthusiasm should prevail throughout explanations and work. Everything possible should be done to build up an athlete's confidence in the coach as a person.
7. Coaching duties include promoting good language, respect, and clean living toward the end that our teams are representatives of the best.
8. Coaches are required to have a preseason parent/guardian meeting in which an opportunity is made available for parents/guardians to learn the coaches philosophy and ask details regarding the upcoming sports season.
9. Finally, one of the greatest services a coach can render to athletes is to help them help themselves. The following suggestions may help athletes in helping themselves.
  - A. Each player should be given a sense of direction. Through a definite plan for the season, goals should be established so that every participant can enjoy a feeling of progress toward identifiable objectives.
  - B. Practice sessions should be planned in such a manner that every moment is effectively utilized. Coaches should strive to accomplish their practice objectives within a pre-scheduled two-hour period.
  - C. Players should learn something new throughout each season.
  - D. Planned practice sessions are required for all coaches.
  - E. Enthusiasm should be shown in outlining the plan of action for a game or contest. Instructions given clearly and confidently will be understood.
  - F. Practice sessions can be designed in such a manner that players have a chance to succeed not once but many times. Success builds confidence.

Our ultimate goal is a successful sports program which aims to build representative, successful athletic teams; creates a winning school atmosphere; and sends boys and girls out of school with ideas and personal qualities that will make them winners and leaders in life.



## **COLDWATER INTERSCHOLASTIC ATHLETIC POLICY**

### ***Student Athlete Conduct Code***

#### **Rights and Responsibilities**

Students attend Coldwater Exempted Village Schools under the direction of state law and with the full benefits of constitutional protection for their right as citizens. They therefore can speak, act or behave as young citizens within a large scope of options. This code is published in conformity with the right of reasonable treatment from the coaches and advisors. The school, in turn, has the right to expect reasonable behavior from student athletes. Cheerleaders are defined as Athletes. The rules are in effect while the athlete is representing the Coldwater School System during the sport's season in which the athlete is involved.

#### **Rules and Regulations**

1. All athletes must meet the eligibility requirements as determined by the Ohio High School Athletic Association & the Coldwater Exempted Board of Education.
2. An athlete shall not behave in such an unsportsmanlike manner that could cause physical injury or damage to other athletes, students, school personnel, or school property.
3. The athlete shall not fail to comply with directions of coaches during the sports season. This includes practices, attitude problems, appearance, curfew violations, eligibility and theft of equipment.
4. To be eligible for the next nine weeks, each athlete must: 1) maintain a C- average (a 3.51 on a 12.0 scale) for the preceding nine weeks grading period (Special Education students may elect to take a P or F rather than a letter grade in their mainstream courses); 2) High School: be passing in subjects at the end of the preceding nine weeks grading period that earn a minimum of five credits per year toward graduation or promotion to the following grade level. For Middle School, students must pass a minimum of 4 subjects/classes in the immediately preceding grading period.
5. Tobacco, illegal drugs, alcoholic beverages: An athlete shall not possess, conceal or be under the influence of any of the before-mentioned items. E-cigarettes or any similar tobacco replacement cigarettes/product are considered as a tobacco product for athletic purposes.
6. Students are required to be in school a minimum of one-half days on the day of an extra-curricular event in order to participate or must receive prior administrative approval. (1/2 day is defined as 4 full regular periods under a 7 or 8 period day)

**STUDENT/ATHLETE ALCOHOL USE - STUDENT/ATHLETE DRUG USE**  
**“TRAINING RULES & REGULATIONS”**

The athletic application of the board adopted policy is related to enforcement beyond the scope of the school day and school functions and applies to the individual policies, rules and regulations approved for each sports program.

Other behavior not defined in this policy but deemed to be unbecoming of an athlete/participant will be grounds for suspension and removal from the co-curricular and extra curricular activity.

E-cigarettes or any similar tobacco replacement cigarettes/product are considered as a tobacco product for athletic purposes.

**Involvement beyond the scope of the school setting.**

Students attend Coldwater Exempted Village Schools under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. They therefore can speak, act or behave as young citizens within a large scope of options. This code is published in conformity with the right of reasonable treatment from the coaches and advisors. The district, in turn, has the right to expect reasonable treatment from the coaches and advisors. The district, in turn, has the right to expect reasonable behavior from student athletes. For sports approved for Club or Activity status, they will be under the same training rules, responsibilities, and requirements of all athletes. The rules are in effect while the athlete or participant is representing the Coldwater School system during the sport's season or activity in which the athlete or participant is involved.

In the event that students violate the policy while a member of an approved extracurricular program, then compliance with the policy is as follows:

**Consequences for violation of the policy by athletes/participants include:**

***Individual Sports/Activities***

The following consequences apply to individuals who violate the alcohol, tobacco products, illegal drug policy during a single season or activity. E-cigarettes or any similar tobacco replacement cigarettes/product are considered as a tobacco product for athletic purposes. Offenses are not cumulative except for the season in which they occur.

**First offense in a season:** An athlete found in violation of the tobacco, illegal drugs, alcoholic beverages policy will be suspended from a number equal to 20% of the regular season contests immediately following a meeting with the athlete/participant. This number will be included in the rules for participation signed by parent and student at the beginning of the season or period of the activity. Any unfulfilled suspension will be applied to the next regular, full season in which the athlete/student participates using a formula (percentage) which is relative to the length of that season and equal to any unfulfilled portion of the previous season consequences. In athletic post-season play, the normal number of pre-determined games of suspension will be applied.

**Second offense in a season:** The athlete will be suspended from the activity for the remainder of the season period. The athlete is ineligible for post-season awards.

### Cumulative Application of Consequences -- Three Strikes and You Are Out Rule (Third Offense)

The following consequences apply to individuals who violate the tobacco, illegal drugs, alcoholic beverages policy during their High School Career as a Coldwater High School athlete. In this case the consequences are cumulative and a third offense will result in the loss of participation for a calendar year.

**Third offense:** The athlete will be denied the privilege to participate in school-sponsored athletics for a period of one calendar year.

### Due Process Procedure

Pursuant to 3313.664 of the Ohio Revised Code, students may be suspended by the Superintendent or his designee from participating in extracurricular activities for a period of time as defined in this policy for any violation of the Student Code of Conduct or violations of posted rules and regulations established by the Coldwater High School Athletic Department, individual coaches and sponsors.

Before a suspension is imposed pursuant to this policy, the Superintendent or designee will provide notice to the student of his or her intent to suspend the student from participation in extracurricular activities, which will include the reason for intended suspension. The student will be given the opportunity to appear before the Superintendent or designee to present any reasons the student may wish to offer as to why he or she should not be suspended. After the meeting, the Superintendent or designee will provide the student and his or her parent or legal guardian with written notification of the suspension, the reason(s) for the suspension, and the length of the suspension.

1. When an infraction occurs, the coach/sponsor/director/athletic director/principal has the responsibility to discipline the participant.
2. The coach will confer with the athletic director and/or building principal to discuss the action and consequences as defined by this policy. School personnel will then meet with the athlete being disciplined to present him or her with the charges. The athlete will have an opportunity to explain his or her position. A decision will be rendered and written notification will be mailed to the parent/guardian within twenty-four hours of the decision.
3. The athlete will be given the right to appeal the decision of the coach to the principal within twenty-four hours of the meeting.
4. The principal will be responsible for making a recommendation to uphold, overturn or modify the consequences of the infraction. During the appeal process, the athlete will not be permitted to participate with the team.

5. The final authority to accept or deny the appeal will be the responsibility of the Principal. A decision will be rendered and written notification will be mailed to the parent/guardian within twenty-four hours of the decision.
6. The school has the authorization to contact the Mercer County Juvenile Court, Mercer County Sherriff Office, and/or the Coldwater Police Department for the release of information during the time period these training rules are in effect. School has the right to use any available means to help with any investigation into a matter.

This policy will be available in a central location in each school building. In addition, copies of this policy will be provided to students and parents in the same manner as the Student Code of Conduct.

**Number of Games of Suspension per Each Sport**  
(based on 20% of Regular Season contest for 1st offense)

Cheerleading (Fall)	2 games
Cheerleading (Competition)	Removal from the team (due to limited events)
Girls and/or Boys Cross Country	3 meets
Football	2 games
Girls and/or Boys Soccer	3 games
Girls and/or Boys Tennis	4 matches
Girls and/or Boys Golf	4 meets
Volleyball	4 matches
Cheerleading (Winter)	4 games
Girls and/or Boys Basketball	4 games
Girls and/or Boys Bowling	4 matches
Wrestling	4 points
Baseball	5 games
Softball	5 games
Girls and/or Boys Track	3 meets
Girls and/or Boys Swimming	3 meets
Girls and/or Boys Diving	3 meets

*\*The number of games are based on the maximum number permitted by the OHSAA, they may not necessarily reflect the number of games scheduled. This is done to have some consistency from sport to sport and so that weather will not have to be figured into the equation.*

**Starting Dates for Sports Seasons 2024-2025** \*Subject to change based on OHSAA changes. Visit [www.ohsaa.org](http://www.ohsaa.org) for all current dates.

Fall Sports Start of Season

Cheerleading	August 1, 2025
Cross Country	August 1, 2025
Football	August 1, 2025
Soccer	August 1, 2025
Golf	August 1, 2025
Volleyball	August 1, 2025

Winter Sports Start of Season

Bowling	October 31, 2025
Boys Basketball	October 31, 2025
Girls Basketball	October 24, 2025
Cheerleading	October 31, 2025
Wrestling	November 21, 2025
Swimming	October 24, 2025
Diving	October 24, 2025

Spring Sports Start of Season

Baseball	February 23, 2026
Softball	February 16, 2026
Track	February 23, 2026

\*End of season will be determined by the conclusion of the Final regular season game or tournament game, whichever comes last.

\*For lower level High School teams, your season will be completed when you are no longer participating with, practicing with, or consider part of a higher level program that is still competing. This will be determined by the Coaches of the programs.

\*Junior High Teams seasons will be over at the conclusion of their final regular season or tournament game, whichever comes last.

### **Dual Participation**

1. Any student can apply for dual participation.
2. Application must be filled out and brought to the Athletic Director.
3. Coaches from both sports must agree with the dual participation and set up rules that must be followed by the student athlete. These will be listed on the signed contract. (Form)
4. Signature of both coaches, student athlete and parents must be on the rules set up by each coach. (Contract)
5. The Athletic Director can accept or deny application.
6. During the course of the season, the coaches and the Athletic Director can cancel the dual participation if the rules are not followed.
7. If any conflict arises after the contract, the Athletic Director will have the final decision.

### **POLICIES FOR THE CARE AND TREATMENT OF ATHLETIC INJURIES**

In the interest of providing for the prudent care of any athlete who suffers an injury while participating in the Coldwater High School Interscholastic Athletic Program, the following policies and procedures will be followed by the members of the coaching staff at both the senior high and junior high level of participation.

1. Under no circumstances will any student be permitted to participate (practice or play in a game) without having a physical examination and the parent permission card signed by both the parent and the examining physician.
2. When an injury occurs and the trainer is immediately available, his/her services should be utilized to provide the first-aid care which is deemed necessary.
3. When the injury appears to be of a serious nature, the athlete should be immediately transferred to a hospital emergency room. Either the coach or the trainer should contact the athlete's parents and inform them of what has happened and to which hospital the athlete has been taken.  
Note: Coaches and/or the trainer should have the athlete emergency medical form with them at all times which will have the necessary contact numbers.
4. No coach or trainer should go beyond administering basic first-aid and making a preliminary examination of an injury.
5. When an athlete goes home from practice or a game with a questionable injury, the parents should be notified that day or evening regarding the extent of the injury, how it occurred, and whether it would be in the athlete's best interest to have him/her see the family physician.

6. Any athlete who has been placed under the care of a physician will not be permitted to return to active participation without the physician's written consent even though the parents of the athlete may be willing to have their son or daughter return to active participation. However, should the parents decide to place their son or daughter under the care of another physician, whose speciality training is comparable to that of the original physician, and who is willing to authorize participation, the school will accept his written statement granting permission to participate.
7. All members of the coaching staff (all sports) should make every effort to be as well informed about first-aid procedures as possible and to act in the most prudent manner when handling injuries.
8. If the student athlete is hospitalized, the coach or coaches in that sport should make a visit to the hospital if at all possible or make contact with the parent(s) and/or athlete.
9. Coach and/or trainer will fill out an accident report as soon as possible after the injury occurs (form).
10. An appropriate sports-related first aid training course and CPR conducted pursuant to the guideline of the OHSAA and State Board of Education and approved by the Board of Education. All sports medical courses required by the OHSAA will be completed as well and kept current.

### **WEIGHT ROOM POLICY**

Guidelines concerning the proper use of the Weightroom and/or Fitness Center were developed by the Athletic Advisory Committee. These guidelines are listed below.

- 1 Coaches are to coordinate all weight lifting activities among the coaching staff.
- 2 The sport in season has priority over teams whose sport is out of season.
- 3 Authorized personnel are required to be present during times in which students are lifting.

## SENIORS NIGHT

1. As in the past, there will be a Seniors Night for the following Varsity sports: Football, Volleyball, Golf, Cross Country, Cheerleading, Boys Basketball, Girls Basketball, Swimming, Diving, Bowling, Girls Soccer & Wrestling. OHSAA sponsored Club sports may also be invited as well.
2. Date for Seniors Night will be decided by the Athletic Director.
3. The Athletic Department will be responsible for ordering, purchasing, and paying for flowers to be given to parents.
4. The ceremonies will be presented at the following events:
  - All Fall Seniors will be honored during a selected Football game
  - All Winter Seniors will be honored during a selected Boys Basketball game
  - There is no Spring Senior night established by the Athletic Department due to the nature of the sports and season involved, however, individual sports may choose to host their own within their schedules.
5. The Athletic Director with assistance from the coaches will inform the parents and collect necessary data. (Enclosed letter/form)

## **Varsity Sports Lettering Guidelines**

*(Coaches have the ability to change as necessary with approval)*

Golf	- Participation in 50% (½) of Varsity Matches that are played in during the current season
Bowling	-Must participate in at least ½ of the Varsity Matches. You can also letter by participating as part of the OHSAA tournament team.
Football	-4 ways to earn a Varsity Letter <ol style="list-style-type: none"><li>1) Participate in half of the quarters throughout the season</li><li>2) Be a starter on any special team</li><li>3) Start in a playoff game</li><li>4) All Upper Classmen (10,11,12) that are with the team during a state championship game</li></ol>
Volleyball	-Must participate in a minimum of 50% (½ of the games or be a member of the Varsity team from the beginning of the season until the end (no JV)
Cross Country (Boys and Girls)	-Only High School runners are eligible. To earn a letter, the athlete must earn 2/3 of the points.  Duel Meet: 1-7 earns 1 point Tri-Meet: 1-7 earns 2 points; 8-14 earns 1 point Quad Meet: 1-7 earns 3 points 8-14 earns 2 points; 15-21 earns 1 pt Penta Meet: 1-7 earns 4 points; 8-14 earns 3 points; 15-21 earns 2 points 22-28 earns 1 point Invitational: Top 1/3 earns 3 points; Middle 1/3 earns 2 points; Bottom 1/3 earns 1 point



Boys Basketball	-Participation in 50%(½) of the varsity quarters and/or games for the course of a season.
Girls Basketball	-Participation in 50% (½) of the varsity quarters and/or games for the course of a season.
Wrestling	-Must wrestle in at least 20 Varsity matches and have at least 1 victory
Swimming	-Varsity Letter is earned at 325 season points through practices, meets, NISCA
Diving	-Compete in ½ of the Dive Meets or score in the District Meet
Track (Boys & Girls)	-Must earn the equivalent of two (2) points per meet. If there are 12 meets scheduled, 24 points would be needed to letter. You can also letter by scoring in the District Meet regardless of the number of points earned during the season.
Soccer	-Must participate in at least ½ of the Varsity Matches
Softball	-Participation in 50% (½) of the Varsity Games that are played during the current season
Baseball	-1) Pitcher only - a player must appear in at least 5 games and accumulate at least 10 innings of work. 2) Non-Pitchers - A player must appear in at least 50% (½) of the contests played by the team during the season. The player must have a minimum of 20 at bats or 20 innings of defense.
Cheerleading	<u>Football and/or Basketball</u> Any Varsity Cheerleader that completes an entire season and participates in every game unless there is prior approval from the coach for an excused absence that cannot be helped (Funeral, Health, etc.).

Special Circumstances for Lettering - The Athletic Department recognizes that special situations do arise in which an athlete may not necessarily meet the set criteria, but has earned the right to letter for that sport. These special situations for approval are:

1. The head coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.
2. Injury Rule: Any athlete who is a starter or plays regularly and was thereafter injured may be awarded a letter, if in the head coach's judgement he/she would have met the lettering requirements.
3. Any athlete that remains with the team throughout the post-season and into a State Championship game. This athlete must have participated in all practices during the post-season and must be at least a sophomore in academic standing. This will be based on the recommendation of the head coach.

## **AWARDS AND PICTURE DISPLAY**

1. Team trophies or plaques will be placed in the trophy case for display as room permits.
2. Any individual student athletes or coaches who have shown great talent and achievement in their sport can have their picture placed in the Commons (1<sup>st</sup> Team All-State or OHSAA Hall of Fame).
3. State Championship Banners will be displayed in the Palace gymnasium for any Coldwater High School sponsored athletic team that wins an OHSAA State Championship.
4. State appearance banners will be displayed in the Palace gymnasium for any Coldwater High School sponsored athletic team that participates in state competition with the following guidelines:
  - a. The entire team must advance to the OHSAA State Tournament or
  - b. If any number of competitors less than a full team advance, they must obtain a standing of 4th place in the team standings or higher.

\*a. Refers to the following sports: Football, Cross Country, Volleyball, Golf, Soccer, Basketball, Baseball, Softball, Bowling

\*b. Refers to the following sports: Wrestling, Swimming, Track

*\*\*Cross Country, Bowling and Golf can have individuals advance, but the individual scores do not count for team standings at the state level.*

## **END OF SEASON REPORTING BY COACHES**

All Program Coordinators (Head Varsity Coach) shall report the following items to the Athletic Director before his/her contract is fulfilled:

1. Season summary and awards, banquet information (form)
2. Inventory of equipment and supplies (form)
3. Inventory of uniforms (form)
4. Needs for the following year (form)
5. Any lost uniforms and equipment (form)
6. Evaluations of each of the coaches (contracted) in their respective programs (form)
7. End of Season Varsity Stats and Varsity Scorebook (where applicable)

## **COACHES EVALUATIONS**

All Program Coordinators (Head Varsity Coaches) will receive a written evaluation that will be discussed with the coach during a scheduled meeting between the coach and athletic director.

All assistant coaches at all levels will receive a written evaluation from their sports program coordinator.

## **INTRAMURALS**

The Coldwater Board of Education recognizes the value of participation in supervised physical activities and sporting events. In doing so, it has established a structured intramural program to encourage all students to participate in wholesome, competitive activities. Under the direction of the Intramural Director, assorted offerings of sporting activities will be scheduled throughout the school year. These events will include planned skill development activities, in addition to, intramural student competition.

The priority for establishing these activities will include formal and informal surveys of students and interests. Those activities listed in said surveys will receive priority ranking in developing activities each year.

In the event that the popularity and skill level of an intramural activity begins to show promise as a potential interscholastic activity, the Superintendent, Athletic Director and/or Building Principal will determine eligibility of Club status based on the requirements of the formal application being met (form enclosed).

## **CLUB ACTIVITY**

“Club status” in the Coldwater School District indicates that interest and skill level among students in an intramural program have reached a level where interscholastic competition is a valid consideration. A selection process will be used to identify those students eligible for participation in the club activity. (Skill level is equal to enthusiasm/interest at the Club level in determining selection criteria.) Club activities have minimal support from the Board of Education. All costs for participation in club sports will be managed through participants. Any “Club” sport must be an approved OHSA sponsored sport. A responsible person/coach must submit a formal application (form enclosed) to the Building Principal, Superintendent and the BOE by May 1<sup>st</sup> of the year prior to participation. It is the responsibility of this person/coach to submit the application on time and not the responsibility of the school district.

## **PETITION FOR VARSITY STATUS**

When a Club activity has proven successfully that it is competitive in an interscholastic circuit and it meets criteria established by the Board of Education, it MAY petition the Athletic Director for consideration for Varsity status. Upon receipt of the request, the Athletic Director shall meet with the Administration and determine the validity of the request and either grant or deny varsity status to the club.

The petition for a Club Sport to become a Varsity Sport will only be considered if the requirements that have been established have been met. (Page 34 to 36 of Athletic Handbook, Requirements for a Club Sport to be Recognized as Interscholastic Sport)

## MISCELLANEOUS ITEMS

### **Definition of Member of Team:** (for use with awards, meal money, etc)

*Anyone who is on sideline/bench or would be if Tournament procedures would permit such.*

### **Clinics:**

Head Coach and up to 1 Assistant Coach is all that is permitted to attend any clinic for reimbursement purposes as long as funds are available (determined by AD). Hotel expenses will be covered for up to 1 night only for any clinic over 100 miles one way. There will be no meal reimbursements for clinics. Anything above and beyond this, must have prior approval by the Athletic Director. All Coaches must submit a professional leave form prior to the clinic. (Form)

### **Memberships:**

Athletic Department will pay for 1 Head coaches District 8 (or equivalent) dues and 1 State Membership for Head Coach. If voting rights for our students are tied to the membership, the athletic department may pay for more memberships with approval from the Athletic Director.

### **Coaching Requirements:**

Bureau of Criminal Identification Investigation (BCI) Check. Federal Bureau of Investigation (FBI) Check.

Coaches Tool Chest online certification - Paid for by the Athletic Department. Coaches are required to update this on a yearly basis. It will include all coaching requirements including: Online Concussion, Sudden Cardiac Arrest, Sports Med, CPR, Fundamentals of Coaching, etc.

Sports Concussion Course Online – No Cost for the course.

Sudden Cardiac Arrest Course Online – No Cost for the course.

Pupil Activity Certification – The Sports Medicine Class will be paid for by the Athletic Department. The Certification (Pupil Activity Certification) will be paid for and sent in by the coach. It is the coaches responsibility to have this completed by the proper dates. The Athletic Department assumes no late fees. *\*Must complete a four hour session every three years.*

CPR Certification - The Athletic Department will set up a CPR Certification day that will be paid for from the Athletic Budget. This is available for all coaches (contract & volunteer). Coaches will be notified and will be responsible for their attendance. The Athletic Department assumes no late fees and will not be responsible for missing the available date that has been set by the Athletic Department. *\*Must have an updated certificate on file yearly*

Rules Interpretation - This will be paid for by the Athletic Department. Attendance will be the responsibility of the Head Coach of each sport. The Athletic Department assumes no late fee responsibility.

*\*Must be completed every year or as mandated by the OHSAA*

Fundamentals of Coaching Class – This is required by the OHSAA as of January 1<sup>st</sup>, 2010. All cost will be covered by the Athletic Department. The Athletic Department assumes no late fee responsibility.

*\*Must be completed as mandated by the OHSAA*

**Volunteer Coaching** - Any person who will have contact with a team for more than 10 days during a sport season is considered a coach. If the coach is not contracted by the Coldwater Board of Education, they must become a volunteer coach. The volunteer coach must meet all the state requirements and must be approved by the Superintendent/BOE (form).

**Meal Money:**

Meal money will only be distributed to the team if it is to be reimbursed by the OHSA. All other meals will be the responsibility of the athlete and/or parents/guardians.

**Banquets:**

Each Program Coordinator will be responsible for an end-of-season awards banquet for their respective sport. The awards banquet must be professional, and open to the parents of the athletes. Coaches are to coordinate the banquet through the athletic director and high school principal. The athletic department will be responsible for the necessary awards. All arrangements must be submitted one week in advance with written notice of invitation to parents.

For Junior High Banquets, the coach must have approval from the athletic director and junior high school principal.

The athletic department will assume no expenses towards food, decorations, nor any other expenses associated with the banquets other than the awards that are listed in this handbook. In regards to food at banquets, the Program Coordinator may use one of the following methods: No food, Carry-ins, available camp funds, and/or parents pay.

**Camps:**

The athletic department assumes no financial responsibility towards camp costs. All hosted camp receipts and expenditure documentation must be submitted to the Athletic Director. Any extra camp funds must be deposited into the miscellaneous athletic account. These include any camps hosted by a contracted Coldwater High School coach in which Coldwater High School assumes liability.

If the camp is a private camp, rental fees must be charged to the camp operator based on the established rental fee schedule. Any materials distributed must include very specific information documenting that this is not a school-sponsored camp, and the operator must have and furnish proof of his/her own liability insurance coverage. The school liability carrier will not cover private camps.

If the camp is a school-sponsored camp, all receipts and expenses must be handled through the treasurer's office as would occur with any other school activity.

**Camp Funds Accounts**

Each sport will have their own camp account that is controlled entirely by the Program Coordinator of that sport. Only approved revenues/expenses from the Athletic Director may be used to accumulate money into and from this account. Fundraisers are still not permitted, but sports camps and or recognized service projects (concession stands, coat checks, etc.) are permitted to be used with prior approval from the athletic director. The money generated may be used for anything that the Program Coordinator deems fitting (with prior approval from the Athletic Director).

**Paid Athletic Workers:**

All workers that are to be paid out of the Athletic Budget must be approved by the Athletic Director first.

### **Uniforms:**

Must be approved by the Athletic Director for any new orders. These will be taken out of the setup uniform budget account and/or Athletic Boosters unless it is a yearly purchase (example: Football). These will be purchased on an as needed basis.

### **Transportation of Athletes:**

Transportation to all athletic events will be provided for by the Coldwater Schools. Any athlete participating is expected to ride with the team to and from the events unless an emergency arises. The Coldwater Athletic Department recognizes that the Coldwater Exempted Village Schools Bus Drivers are professional drivers in every manner and school bus transportation is one of the safest modes of transportation available. Only school bus transportation will be used for athletic events unless approval is granted by the Building Principal and Athletic Director. Such occurrences will only be granted due to lack of available school buses or cost effectiveness. Funds to pay for all school athletic transportation will come from the Coldwater Athletic Department.

For practices that are outside of the Coldwater Village limits, students and the parents must sign an off-campus driving permission form and have this on file before they can participate for any practices and/or games. The Head Coach and/or Athletic Director is responsible for distributing, collecting and maintaining these forms on file for each of their participants. (Form)

### **Athletic Teams Driver Liability Coverage (State Law and BOE Approved Regulations override)**

Liability coverage for a driver of an athletic team going to a school sponsored activity goes as follows:

*Rental Vehicles* - Coldwater Schools have coverage on all vehicles (physical damage) that have been rented and paid for by the Coldwater Athletic Department. Any injury claims will first be submitted to the personal insurance of each individual in the vehicle, then to the driver of the vehicle and then to the school insurance carrier.

*Personal Vehicle* - When a coach/sponsor drives their own personal vehicle, their own car insurance medical coverage will pick up the claim. If the driver is at fault, his own bodily injury liability coverage will pick up the claim. After the bills are paid on the driver's insurance, any remaining claims will then be submitted to the passengers personal insurance. Any remaining unpaid claims after these prior steps would then be submitted to the school's liability coverage.

*Borrowed Vehicle* - When a vehicle is borrowed, the order of the coverage would be as follows: first it would be submitted to the owner of the vehicles insurance medical coverage, it would then be submitted to the driver's coverage, next it would be submitted to the passengers coverage and any remaining unpaid claims would then be submitted to the school.

\*Proof of insurance and drivers license is required in each instance from the driver and permission must be granted to transport athletes in these manners.

\*Qualifications must all be met according to the newest legal standards.

### **Overnight Accommodations:**

For overnight trips, the program coordinator must submit an itinerary to the Building Principal and Athletic Director for approval. The approval of the extended stay will be based on need, available school funds, time frame, location (distance), approved itinerary, transportation, etc.

No overnight hotel expenses will be covered by the Athletic Department with the following exceptions:

1. Hotel expenses that are reimbursed by the OHSAA.
2. The Athletic Department will help to cover the expenses of teams and/or individuals that reach the state level of competition as long as funds are available.

Any expenses that are incurred will be the responsibility of the athlete and/or parents/guardians. Coaches may use camp account monies to help defray costs.

### **CHEERLEADERS**

Coldwater Exempted Village Schools recognizes the cheerleader as an athlete in the school system. Being such, the cheerleader carries the same expectations and follows the same guidelines set forth by the Board of Education and the OHSAA.

### **BUDGETS & PURCHASING**

#### **Budgets**

The Athletic Director shall prepare a budget for each sport and will notify the Program Coordinator of this budget prior to its approval. The program coordinator then has the right to discuss the proposed budget with the athletic director.

#### **Purchases**

Program Coordinators (Head Coaches) must turn in to the Athletic Director all purchase requisitions to be approved. A purchase order number must be given before any purchases can be made. Head coaches will fill out a sample purchase order and hand it in to the Athletic Director to be approved and typed.

Coaches/Advisors cannot start a fundraising project for their sport.

## INDIVIDUAL ATHLETE AWARDS

During the athletes respective banquets, they will receive awards for the following:

- All Academic - At least a sophomore, 3.5 accumulative GPA (4.0 scale), letter in current sport
- Numbers - All Freshmen who participate in a sport. Only eligible for one set of numbers
- Letter "C" - Any athlete who letters for the first time. Only eligible for one letter.  
Program Coordinator sets the criteria (with approval of Athletic Director) for earning a letter.
- Bar - Each time an athlete letters in any sport.
- Insigna - When you letter for the 1st time in each sport. Only one insigna per sport.
- Certificates - All non-lettering athletes receive a certificate of participation.
- Special Awards - Coaches may create special awards to be given out (i.e. - best free-throw percentage). These are to be limited and approved by the Athletic Director.

The athletic director will get an information sheet to the coaches prior to the end of their season. The coaches will then fill in the necessary information regarding awards and the athletic director will gather these awards.



**Objective:** To establish a recognition program that exemplifies the concept of the Kiwanis organization and it's focus on youth. This recognition program will include two annual awards to be presented to a deserving member of the high school graduating class and one adult award presented to an outstanding citizen nominated by a Kiwanian and selected for contributions to Coldwater Youth during the year. Individual awards will also be presented to qualified individuals in each co-and extra curricular activity at Coldwater High School.

### **Kiwanis "We Build" Award Program**

**Purpose:** To recognize individuals whose contributions have been significant in building team spirit and an orientation to "WE". This individual's efforts and initiative have been instrumental in the support of the TEAM philosophy and goals.

**Leadership:** The Kiwanis "We Build" program will be managed through the Office of the Principal who will work with coaches and sponsors to select and celebrate the individual club or team member whose contributions have been instrumental in the success of the program. The award is not meant to be a "most valuable player" award, but is designed to celebrate the individual whose daily contributions have been consistently above expectations and whose loyalty to the organization has BUILT a spirit of teamness that reflects the belief of the Kiwanis organization.

**Selection:** The coach or activity sponsor will meet with the Building Principal at the beginning of the school year or season and discuss the criteria by which the selection will be made. Upon the conclusion of the season or school year (and prior to the end-of-year/season awards) the coach/sponsor will select the individual whose actions have consistently met the criteria established at the beginning of the season/year.

**Presentation:** The presentation of the Kiwanis "We Build" award will be made at the concluding activity of the club/sport and include the review of the qualities stated in the purpose of this award (above). The individual awards will consist of a small plaque/trophy and contain the Kiwanis logo and motto: "We Build." Each individual club/sport award will be the identical.

An overall "We Build" award will be presented to the student who has made the most significant contribution to Coldwater High School over the course of the school year. Selection of this individual will be made by a team which includes but is not limited to the Building Principal, Assistant Principal and Athletic Director. The presentation of this award will be made jointly by the President of the Coldwater Kiwanis and the High School Principal at the Annual Recognition Program held in May each year at Coldwater High School. This award will be a larger version of the individual awards presented and include the Kiwanis logo and motto: "We Build." An additional cash award of \$250 will be made to the individual at that time.

**Citizen's Annual Award:** The Kiwanis "We Build" Outstanding Citizen Award will be presented annually by the organization at the annual spring school recognition program. The selection, established through nominations under the direction of a selection committee established by the Kiwanis Trustees, will be based upon noteworthy contributions to the youth of the Coldwater community and enamor the qualities of the "We Build" theme.

**Sponsorship:** The Coldwater Kiwanis will provide individual awards for the following activities:

Coldwater High School Band  
Coldwater High School Choir  
Coldwater High School Clubs

Coldwater High School Student Council  
Coldwater High School FFA & FCCLA  
Coldwater High School Varsity Sports Teams

**Cost:** The cost of the award will be covered by the Kiwanis Club.

### **ATHLETIC BOOSTER CLUB**

1. Purpose: To provide money, supplies and equipment for the Coldwater Athletics.
2. Head Coaches will turn in to the Athletic Director all needs for their sports.
3. Needs that cannot be handled by the budget will be put on a priority list to be given to the Athletic Boosters.
4. The Athletic Director will decide the priority list to be given to the Booster Club yearly.
5. The Athletic Director will be the School representative to the Athletic Booster Club.
6. Coaches are not allowed to ask the Booster Club for money for his/her sport. Coaches must go through the Athletic Director.
7. Coaches should not go to the Booster Club meetings unless requested to do so by the Athletic Director.
8. Coaches cannot start a fund raising project for their sport.

### **Cancellation of School - Practice Procedures**

If school has been canceled due to weather, etc. practice will be declared non-mandatory. In order to schedule practices, coaches will contact the athletic director and/or building principal to determine if and/or when practice may be scheduled on any canceled school day. Coaches are to use their best discretion in scheduling practices.

## COLDWATER TICKET SALES POLICY

### FOOTBALL

#### A. Reserve Seat Season Tickets - Adults

1. Previous season ticket holders will have their choice of the same seats or an open seat.
2. General public will follow the reserve seat ticket holders.
3. Price for the season ticket to be determined by Athletic Director/MAC.

#### B. General Admission

1. Tickets will be sold at the Westown Marathon during the week of the game
2. Tickets will also be sold the night of the game at the ticket booth
3. Spouse of the school employees will pay full price for their tickets.

#### C. Student Yearly Passes

1. Season tickets will be sold as a yearly pass only.

#### D. Away Games

1. Tickets for all away games can be purchased at the Westown Marathon the week of the game.
2. If the football team is in the play-off and they are selling Reserve Seats, the Athletic Director and Ticket Manager will determine the selling procedure based on past practices and current availability.

### VOLLEYBALL, GIRLS SOCCER, WRESTLING, TRACK, SWIMMING, etc.

- A. All tickets will be sold at the gate for these contests (Season Ticket packages may be available)

### GIRLS BASKETBALL

#### A. Adult General Admission Season Tickets

1. To General Public
2. Price to be determined by AD/MAC.

## BOYS BASKETBALL

### A. Individual Game General Admissions - Adults

1. Tickets will be sold at the High School Athletic Office during the week of the game.
2. Tickets will also be sold the night of the game at the ticket windows.
3. Presale Price for each game is \$8 for adults and \$7 for students (only sold if necessary)
4. Gate prices on game nights will be \$8 for adults and \$7 for students

### B. Student Yearly Passes

1. Students can purchase Yearly Passes.

### C. Away Boys & Girls Basketball Games

1. Ticket Allocation - 50% to Students and 50% to Adults.
2. Adult Priority
  - a. Parents of the participants in that game. Two per family.
  - b. Season ticket holders -- Limit one per person with season tickets --you can also pick up your ticket for your spouse. First come, first serve.
  - c. General Public.
3. Athletic Director and/or Ticket Manager has the authority to increase the allocated amount of tickets according to the number of tickets that have been made available.
4. Student Priority
  - a. Season Season Pass Holders -- Seniors, Juniors, etc. -- Limit one per person.
  - b. Other students - Seniors, Juniors, etc. -- Limit one per person.

### D. Senior citizen Passes

1. Senior Citizen Passes are good only for general admission seats.
2. Must be 65 years of age. If this is abused, the pass will be revoked with no refunds. Abuse is not 65 years of age, or giving the pass to others.

### Service Rendered Tickets

All service rendered reserved season tickets will have approval of the Athletic Director and the Coldwater Exempted Village Schools Board of Education.

## CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The Board recognizes the importance of the family and respects the values it promotes in the life of the young people of this community. These family values extend not only to the importance of education but also the importance of affiliation with other organizations and groups within the community. The Board desires to assist the family in its efforts to perpetuate the teaching of their values and to this end has established the following regulations regarding the scheduling of school activities for students:

1. No school-related activities will be conducted by the school administration after 5:30 p.m. for students in grades kindergarten through grade 8 and after 6:30 p.m. for students in grades 9 through 12 on Wednesdays during the school calendar year. The only exemption to this schedule is the scheduling of activities by affiliated organizations to which the District belongs that cannot be controlled by the administration of the District.
2. No activity will be scheduled before 1:00 p.m. on Sunday without prior permission.
3. Any activity that will require students to be out of the District between midnight on Saturday and 1:00 p.m. on Sunday will require its sponsor and approved chaperons (parents) to schedule a two-hour period of meditation, if needed, on Sunday. Sponsors and chaperons (parents) will provide students the opportunity to attend - within reason - and at the expense of the activity - access to a site for said meditation. If requested by participating student(s), a time and place other than on Sunday - within reason - will be honored.
4. The intent of this policy is to provide students with the opportunity to participate in school sponsored activities - both within and outside the District - outside regular school hours and to exercise the values being taught in the homes of said students.
5. It is recognized that extenuating circumstances may exist that prevent the above from taking place; therefore before permission will be granted by the superintendent or designee, the sponsor of the activity will provide the immediate supervision with reasons and rationale for the exemption.

## INTERSCHOLASTIC ATHLETICS

The Board feels that participating in athletics and related activities for students is an integral part of the educational process. Because of that philosophy, the Board feels that activities should be offered to students at all skill levels. The sequence for new sports to be added at Coldwater High School will be intramural, followed by club status, then ultimately, interscholastic competition, if criteria is met.

1. The Board shall determine whether an activity becomes a sport using sound judgement in regards to the best interest of the school. Factors include school size, fiscal considerations, and, on a yearly basis, the athletic director will ask M.A.C. members their status of starting new sports.
2. Coldwater High School will participate in OHSAA sponsored tournaments in those sports approved by the Board.
3. An athletic activity may be recommended for approval as a school-sponsored sport if the following criteria are met.
  - A. The sport is sanctioned by the Ohio High School Athletic Association.
  - B. Facility availability can be coordinated with practices and contests of existing problems.
  - C. Funding for the sport is available and does not affect existing teams.
  - D. A competent, qualified coach can be employed.
  - E. The new sport must be M.A.C. recognized sport.

### Schedule

1. School-approved teams/OHSAA tournament registered must comprise at least 60% the maximum schedule permitted by the OHSAA.
2. Potential teams must come from schools identified by the OHSAA within the Northwest District and Northern Division Southwest District.
3. Scheduling can be completed at least six months prior to the first day of official practice.
4. Contests on a school night should be within a 50-mile radius unless a league contest. Weekend contests should be no more than 120 miles.
5. All exceptions must meet approval of the high school principal

### Requirements for a Club Sport to be Recognized as Interscholastic Sport

1. Maintain 150% of required participants for that sport for three consecutive calendar years.
2. Must win an average of 50% over the three-year period.
3. During club status each participant is responsible for all expenses.
4. The Athletic Department must be able to sponsor the new sport in a financially responsible manner without effect the current sports.
5. The petition for a new sport must meet the approval of the Athletic Director, HS Principal, and Superintendent

### Requirements for an Activity to Become a club Sport

1. Adult supervision and leadership must be provided.
2. All expenses are the responsibility of participants: at no time are financial resources to be solicited from local sources: also prohibited are car washes, bake sales, raffles and related activities.
3. Evaluation to be held upon completion of season with the Athletic Director.
4. The Club Sport Activity Application must be turned in by the appointed timeframe and approval of the Club Sport must be approved by those listed on the form (form enclosed).

### Cancellation of Athletic Programs

1. The Board shall determine whether an approved program should be canceled using sound judgment in regards to the best interest of the school.
2. Athletic teams may be canceled if one or more of the following occur:
  - A. a qualified, competent coach cannot be employed;
  - B. there is no available facility;
  - C. the M.A.C. drops the sport;
  - D. lack of a reasonable number of school-sponsored teams to compete against within a reasonable geographic area;
  - E. withdrawal from OHSAA tournament becomes necessary for team sports because of number of athletes and/or
  - F. number of participants drops below the established number for three consecutive years.
  - G. Economic Considerations

<u>SPORTS</u>	<u>PARTICIPANTS</u>	<u>IMMEDIATE CANCELLATIONS</u>
Baseball	14 per team	8
Basketball	8 per team	4
Boys Bowling*	8 per team	4
Girls Bowling*	8 per team	4
Cross Country*	7 athletes	3
Football (Var. or J.H.)	30 athletes	10
Boys Golf*	7 athletes	4
Girls Golf*	7 athletes	4
Gymnastics	12 per team	6
Soccer	16 per team	10
Softball	14 per team	8
B/G Swimming*	12 athletes	8*
B/G Diving*	6 athletes	4*
Boys Tennis*	6 athletes	4
Girls Tennis*	6 athletes	4
Boys Track*	14 athletes	6
Girls Track*	14 athletes	6
Volleyball	9 per team	5
Wrestling	12 per team	5

Number established for future sports not listed would be number required for a team plus 50%.

\*These sports may continue without maintaining the minimum number so determined by Athletic Director., e.g., girls swimming meet criteria but boys do not. Boys may still compete due to availability of coach.

### Requirements for Individual Competition for Non-recognized Interscholastic Sports

1. Individuals who are in either the intramural program or a club sport, may apply to the Athletic Director to be in the OHSAA Tournament. This is for individual activities only and a person may apply when a new sport is under, or in the process, of consideration as an interscholastic sport.
2. The Athletic Director will determine approval of any individual applications for individual competition. Individual competition includes OHSAA tourney competition and regular season competition to qualify for OHSAA tourney only, i.e., qualifying times for seeding purposes.
3. Individual must provide information supporting successful qualification into the OHSAA tourney at the State level to the Athletic Director.
4. Applications must be received by May 1<sup>st</sup> of the year prior to wanting to compete.
5. The individual is responsible for all related expenses of competition.
6. The Club Sport Activity Application form must be submitted in the appropriate timeframe for consideration.



# ***COLDWATER ATHLETIC DEPARTMENT RULES INFRACTION FORM***

Name of Student Athlete \_\_\_\_\_

Sport Involved \_\_\_\_\_

Date of Infraction \_\_\_\_\_

Rule of Regulation Violated \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Procedure Followed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disciplinary Action \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Athlete's Signature

Date \_\_\_\_\_

Coach's Signature

Date \_\_\_\_\_

A.D. Signature

Date \_\_\_\_\_

Principal Signature

Date \_\_\_\_\_

Copies to: Principal  
Athletic Director

January 25, 2025

To the parents of \_\_\_\_\_,

The Coldwater High School Athletic Department would like to invite you to be a part of our annual Seniors Night to be held before the Varsity Basketball game on February 26, 2023 verses L.C.C. The ceremony will begin immediately after the conclusion of the Junior Varsity game which is to start at 6:00 p.m. We would appreciate it if you would be there by 6:30 p.m. And report directly to myself at this time. We will meet in the Southwest corner of the commons after the end of the 3rd period of the JV contest. Enclosed are 2 complimentary tickets that can be used for this game only, if you have season tickets, please pass them on to Grandparents, etc.

Please complete and return the registration below to the athletic department by Monday, February 22nd, 2023. This is to be wrote out exactly as you would like the names to be announced on the public address system.

If you have any questions, please call me during the day at 678-4821.

Thank you.

Eric Goodwin  
Athletic Director

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Yes, I will be attending the Seniors Night ceremony and would appreciate the announcement to be read as (please print neatly):

Parents/Guardian Name(s) escorted \_\_\_\_\_

Athletes Name \_\_\_\_\_

Future Plans: \_\_\_\_\_

Athletic Department  
Coldwater High School

End of Season Checklist

Coach: \_\_\_\_\_

Sport: \_\_\_\_\_

Date: \_\_\_\_\_

*Athletic Director Checkoff*

\_\_\_\_\_ Season Summary/Scores of all games

\_\_\_\_\_

\_\_\_\_\_ Copy of end of season Varsity Stats

\_\_\_\_\_

\_\_\_\_\_ End of Season Varsity Scorebook (if applicable)

\_\_\_\_\_

\_\_\_\_\_ Awards Form/Banquet Sheet

\_\_\_\_\_

\_\_\_\_\_ Equipment Inventory

\_\_\_\_\_

\_\_\_\_\_ Uniform Inventory (Must have ALL uniforms returned)

\_\_\_\_\_

\_\_\_\_\_ Needs/Wants for next year form

\_\_\_\_\_

Coaches Returning for Next Season

Yes or No

Head Coach \_\_\_\_\_

\_\_\_\_\_

Assist Coach \_\_\_\_\_

\_\_\_\_\_

Assist Coach \_\_\_\_\_

\_\_\_\_\_

Assist Coach \_\_\_\_\_

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Assist Coach \_\_\_\_\_

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Assist Coach \_\_\_\_\_

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Assist Coach \_\_\_\_\_

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Assist Coach \_\_\_\_\_

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Assist Coach \_\_\_\_\_

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Assist Coach \_\_\_\_\_

\_\_\_\_\_

Assist Coach \_\_\_\_\_

\_\_\_\_\_

Athletic Department  
Coldwater High School

Season Summary

Sport \_\_\_\_\_ Date \_\_\_\_\_  
Coach \_\_\_\_\_  
Varsity Record \_\_\_\_\_ Conference Record \_\_\_\_\_  
JV Record \_\_\_\_\_  
9<sup>th</sup> Record \_\_\_\_\_  
8<sup>th</sup> Record \_\_\_\_\_  
7<sup>th</sup> Record \_\_\_\_\_

Team Recognition \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Player Recognition (i.e. – All MAC, District, State, etc.)

Player Name	Awards/Recognitions
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\*Provide Season Scores and Opponents for All Varsity games at checkout

\*Provide Copy of End of Season Stats for All Varsity games at checkout

\*Scorebook (if applicable) must be turned in at checkout

(Return 1 week prior to banquet)

Year \_\_\_\_\_

Coach \_\_\_\_\_

Date and Time of Banquet \_\_\_\_\_

Location of Banquet \_\_\_\_\_  
(Be sure to reserve the facility in advance)

**Award Information:**

Special Awards (MVP, etc. – limit to 3 or 4 at most)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Kiwanis Award Recipient (Must be a senior) \_\_\_\_\_

[illegible]





## Uniform Inventory

Date \_\_\_\_\_

**1) Supply to me a copy of your individual athlete inventory sheet. Show the issued items and show the checked off returned items. – Include Junior High Also i.e.**

2) Team Uniforms (Bulk Inventory) – **Include Junior High Also**

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Athletic Department  
Coldwater High School

Needs/Wants

Sport \_\_\_\_\_

Date \_\_\_\_\_

Coach \_\_\_\_\_

Item	Number Needed	Reason	Approx Cost

**APPLICATION/AGREEMENT  
VOLUNTEER - COLDWATER E.V.S.D.**

Position \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

I hereby make application to serve as a volunteer in the above named position. Upon approval I agree to abide by the regulations as established by the board of education regarding utilization of volunteer personnel (copy attached).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Volunteer

Direct Supervisor: \_\_\_\_\_

I assume the responsibility of supervision of the above named volunteer per the regulations as established by the board of education regarding utilization of volunteer personnel.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Direct Supervisor (Coach)

APPROVAL \_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Date

APPROVAL \_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

Copy to: Volunteer  
Supervising Staff Member  
Immediate Supervising Administrator  
Athletic Director  
Board of Education  
File, Superintendent

# Assistant and/or Junior High Coaches Evaluation

NAME: \_\_\_\_\_

ASSIGNMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

**PART 1: ASSISTANT COACH FILLS OUT then HEAD COACH FILLS OUT:** Using the scale below, please rate the performance of coaching duties using the proper column.

1 - Excellent    2 - Effective    3 - Average    4 - Needs Improvement    5 - Unacceptable

	Asst	Head
1. Loyalty to head coach and system.	-	-
2. Care of equipment.	-	-
3. Knowledge of the sport and fundamental skill techniques.	-	-
4. Fundamental teaching and coaching ability. Maximizes coaching time and days.	-	-
5. Ability to motivate athletes. Record reflects expectations.	-	-
6. Rapport with players, parents, and community.	-	-
7. Meets all requirements according to ODE, OHSA, Coldwater Schools	-	-
8. Supervision of players in locker room and other areas under coach's jurisdiction.	-	-
9. Relationship between coach and rest of coaching staff.	-	-
10. Seeks and follows directives of head coach.	-	-
11. Fulfills coaching assignments and adheres to practice schedules.	-	-
12. In-season and out-of-season involvement in program.	-	-
13. Respect, control, and discipline of athletes under your supervision.	-	-
14. Appearance, behavior and language utilized during games and practice sessions.	-	-
15. Has a positive coaching attitude and uses sound judgments when making decisions.	-	-

**PART 2: ASSISTANT COACH FILL OUT:** Please check one of the following areas:

\_\_\_\_\_ If offered, I would like to continue in this position for the next school year.  
\_\_\_\_\_ I do not wish to take this position for the next school year.

**PART 3: HEAD COACH FILL OUT:** Please check one of the following areas:

\_\_\_\_\_ Recommend contract renewal  
\_\_\_\_\_ Recommend conditional re-employment reassignment with the program  
\_\_\_\_\_ Resignation accepted  
\_\_\_\_\_ Recommended for non-renewal

**PART 4: SIGNATURE** Indicates that the signed person has completed evaluation.

Coach's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head Coach's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# COLDWATER HIGH SCHOOL

## HEAD COACH EVALUATION

**NAME:** \_\_\_\_\_

**ASSIGNMENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **YEARS AT CURRENT POSITION:** \_\_\_\_\_

**PART 1: (COACH – A. D.)** Using the scale below, please rate the performance of coaching duties using the proper column.

**1** - Excellent    **2** - Effective    **3** - Average    **4** - Needs Improvement    **5** - Unacceptable

**Head - A.D.**

- |   |           |
|---|-----------|
| 1. Cooperates with Athletic Department regarding rosters, transportation, eligibility, athlete paperwork, other necessary paperwork and end of season reports.                      | ____/____ |
| 2. Follows athletic policy and fulfills duties as listed in job description.  | ____/____ |
| 3. Provides training rules to team members in writing and follows due process procedures.   | ____/____ |
| 4. Attends meetings necessary to the welfare of the Athletic Department.  | ____/____ |
| 5. Abides by the rules and regulations of the OHSAA, BOE, ODE, and MAC.   | ____/____ |
| 6. Maintains acceptable sideline conduct at games towards players, officials, and others.   | ____/____ |
| 7. Develops rapport with teachers, coaches and administrators.  | ____/____ |
| 8. Promotes all sports in the athletic program and fosters school spirit.   | ____/____ |
| 9. Develops respect by example in appearance, behavior, language and conduct during contests and practices.   | ____/____ |
| 10. Provides proper supervision on the field, in the locker room and training room and on the bus.  | ____/____ |
| 11. Establishes the fundamental philosophy skills and techniques to be taught and conducts staff meetings. Gives suggestions to lower level coaches for improvement (including JH). | ____/____ |
| 12. Develops unity within the coaching staff and works towards development of better coaches.   | ____/____ |
| 13. Uses new coaching techniques and ideas in addition to sound, already proven methods.  | ____/____ |
| 14. Is prompt in meeting team for practices and games.  | ____/____ |
| 15. Works with athletes in off-season and classroom activities.   | ____/____ |
| 16. Provides leadership and attitudes that produce positive efforts by participants.  | ____/____ |
| 17. Delegates responsibility while remaining accountable for such delegation.   | ____/____ |
| 18. Is receptive to coaching suggestions from staff members and gives due credit.   | ____/____ |
| 19. Cooperates in the care, issuing, collection, inventory and storage of equipment.  | ____/____ |
| 20. Is cooperative in sharing facilities and equipment.   | ____/____ |
| 21. Displays enthusiasm and leadership in the performance of coaching assignment.   | ____/____ |
| 22. Follows adopted procedures for purchase of equipment and operates sport within budgetary parameters.  | ____/____ |
| 23. Knows and teaches fundamentals of the sport. Team displays these fundamentals.  | ____/____ |
| 24. Conditions athletes properly to meet the physical demands of the sport.   | ____/____ |
| 25. Acceptable game/meet preparation and strategy.  | ____/____ |
| 26. Motivates athletes to their potential. Record reflects potential of the athletes.   | ____/____ |
| 27. Develops team confidence.   | ____/____ |
| 28. Has a positive attitude and uses sound judgement when making decisions.   | ____/____ |
| 29. Monitors appearance and handles discipline of the team.   | ____/____ |
| 30. Monitors conduct of team members. Members represent school in appearance at games.  | ____/____ |

**PART 2: (COACH to Fill Out regarding themselves)**

**2 Things I did well this year as a Head Coach:**

1)

2)

**2 Goals I want to add/work on for next season and how do you plan on doing these:**

1)

2)

**Additional Comments:**

**PART 3: (COACH) Please check one of the following areas:**

\_\_\_\_\_ If offered, I would like to continue in this position for the next school year.  
\_\_\_\_\_ I do not wish to take this position for the next school year.

**PART 4: (A. D. to Fill Out) Please provide useful information for coach improvement.**

**Strengths of Head Coach:**

**Suggested Improvements for Head Coach:**

**Additional Comments:**

**PART 5: (A. D.) Please check one of the following areas:**

\_\_\_\_\_ Recommend contract renewal  
\_\_\_\_\_ Resignation Accepted  
\_\_\_\_\_ Recommend reemployment providing an understanding can be reached in those areas where improvement is suggested  
\_\_\_\_\_ To be recommended for non-renewal of contract

**PART 6: SIGNATURE**

Coach's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Dual Participation Contract

Athlete Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Sport \_\_\_\_\_ Coach \_\_\_\_\_  
Sport \_\_\_\_\_ Coach \_\_\_\_\_

Practice Schedules:

Game Schedules:

Other (tournament situations, etc.):

We understand that we are committing to each sport above by following the terms listed above. In case of an unforeseen conflict, the coaches involved will be the determining factor in regards to deciding where the athlete will attend. In such a case where the coaches cannot come to an agreement, the athletic director will be the person to have the final decision. The athlete will not be able to pick and choose what events they do or do not want to attend.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Coaches Signature \_\_\_\_\_ Date \_\_\_\_\_

Sport \_\_\_\_\_

Coaches Signature \_\_\_\_\_ Date \_\_\_\_\_

Sport \_\_\_\_\_

Athletic Director Signature \_\_\_\_\_ Date \_\_\_\_\_

# ***OFF-CAMPUS DRIVING***

## ***ATHLETIC***

### ***PERMISSION FORM***

I understand that my son/daughter will be participating in Coldwater High School or Middle School Athletics. I assume full responsibility for my son/daughter to be transported to and from any site that is the home facility for our programs. This is for any practices, matches/meets/games, camps, open gyms, summer activities, etc. At this time, transportation is not offered to any of the athletic programs home sites whether on or off Coldwater Exempted Village Schools campus. I, as their parent/guardian, am fully aware of this lack of transportation being offered and will be fully responsible for my son/daughters transportation cost and liability. Coldwater Schools will continue to offer transportation to all away matches/meets if it is a financial school sponsored approved sport.

Home sites for Coldwater Athletics includes any site that is owned, rented or used by the Coldwater Schools for their normal participation of home activities. These include any facility not located in the Coldwater Village limits as long as they are considered the home site for our Athletic teams. These include for sports such as Golf (Mercer County Elks), Swimming (Mercer YMCA, Jay County High School, etc.). It also includes sports located within the Coldwater Village limits but are on sites not under the ownership of the Coldwater Exempted Village Schools.

---

(Parent/Guardian)

---

(Date)

---

(Athlete)

---

(Date)

# Coldwater Exempted Village Schools

## Club Sport Activity Application

I would like to submit our application for \_\_\_\_\_ to be officially recognized by the Coldwater Exempted Village Schools as a Club Sport Activity and be eligible to participate in the Ohio High School Athletic Association tournaments. I have reviewed the qualifications and requirements and accept full responsibility for this club activity.

### Requirements

- 1) Sport is sanctioned by the OHSAA.
- 2) Facility availability can be coordinated with practices and contests of existing problems at no cost or concern to the Coldwater Exempted Village Schools.
- 3) A competent, qualified coach will be supervising at all times and meet the requirements of the OHSAA and Coldwater Exempted Village Schools.
- 4) The club will follow all requirements as they are established in the Athletic Handbook adopted by the Coldwater Board of Education.
- 5) Transportation will be made available at no cost to Coldwater Exempted Village Schools. Transportation liability will not be of the Coldwater Exempted Schools. All transportation will be the liability and responsibility of the person signing this application and the club members.
- 6) All costs will be the responsibility of the person completing this form and the club members. No costs will be passed on to the Coldwater Exempted Village Schools.
- 7) All penalties and fines will be the responsibility of the person signing this form and the club activity.
- 8) The club will follow all requirements as they are established by the OHSAA.
- 9) The person signing this form and the club will be responsible in meeting all requirements and timelines. It is not the schools responsibility to notify the club.
- 10) Scheduling will be the responsibility of the person signing this form and the club members.

### Coldwater Exempted Village Schools Responsibilities

- 1) Signing the club up for participation in the OHSAA tournament.

\_\_\_\_\_  
Signature of Applicant and responsible person

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Coaches Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Number of participants signed up

\_\_\_\_\_  
Signature of Building Principal

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date Approved by BOE and/or Superintendent

***Application is due to the Building Principal by May 1<sup>st</sup> of year prior to participation***



DATE: 

DELIVER TO:

ATTN: \_\_\_\_\_

ACCOUNT: \_\_\_\_\_

SPECIAL INSTRUCTIONS:	

PRINCIPAL SIGNATURE

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PROFESSIONAL MEETINGS/CONFERENCES  
APPLICATION/REIMBURSEMENT FORM

See Master Contract

Bargaining unit members requesting professional leave must submit a written request for approval. Such request will include information and documentation concerning the reason for leave, the date of the leave, the estimated cost, the purpose of the leave, and the relationship of the meeting to the member's job assignment. All applications for professional leave/conferences must be submitted at least ten (10) working days prior to the intended use of the professional leave. Requests for professional leave approved or not approved will be returned to the applicant within five (5) working days after the superintendent or his/her designee has received the application.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICATION FOR PROFESSIONAL CONFERENCE/MEETINGS:

Name of Conference/Meeting: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

Date(s) of Meeting: \_\_\_\_\_

REASON/RELATIONSHIP OF CONFERENCE/MEETING TO JOB ASSIGNMENT:

COSTS: Receipts for hotel bills, motel bills, toll charges, plane or train fares, transportation, registration fees, and other approved expenses for the professional trip must accompany this application/reimbursement form after the conference/meeting experience before reimbursement will be processed.

EXPENSES	ESTIMATE	ACTUAL
Registration	_____	_____
Meals	_____	_____
Lodging	_____	_____
Transportation	_____	_____
Miscellaneous (Explain)	_____	_____
_____	_____	_____
Total:	_____	_____

Signature denotes approval unless otherwise stated.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

-- use back of form for conference report --

## CONFERENCE REPORT FORM

Upon completion of conference/meeting, the application/reimbursement form must be completed and submitted in accordance with the master contract.

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Title:</b>	<b>DEAN OF STUDENTS/ATHLETIC DIRECTOR</b>	<b>File 103</b>
<b>Reports to:</b>	High School Principal	
<b>Job Objective:</b>	Administers the student conduct code and compulsory attendance requirements. Directs the planning, delivery, assessment, and ongoing improvement of the athletic program.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>• Valid state department of education license/certificate appropriate for the position.</li><li>• Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).</li><li>• A record free of criminal violations that would prohibit public school employment.</li><li>• Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.</li><li>• Complies with drug-free workplace rules and board policies.</li><li>• Ability to establish working relationships with co-workers and function as part of a cohesive team.</li><li>• Keeps current with technology and other workplace innovations that support job functions.</li><li>• Successful teaching and administrative experience.</li><li>• Effective organizational, planning, and project management skills.</li><li>• Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.</li><li>• Training and/or experience in behavioral management techniques.</li><li>• Completion of pupil activity supervisor validation requirements (e.g., first aid/CPR, etc.).</li><li>• Comprehensive knowledge of interscholastic athletic program regulations.</li></ul>	
<b>Essential Functions:</b>	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>• Participates as an active member of the management team. Upholds board policies and follows administrative procedures. Promotes a professional image of the school district.</li><li>• Analyzes data to improve school operations. Helps develop and implement the district's continuous improvement plan. Identifies and develops partnerships that enhance district services.</li><li>• Provides staff leadership and consensus development. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.</li><li>• Maintains open and effective communications. Promotes the district's mission, philosophy, and vision. Serves as an information resource. Keeps stakeholders informed about emerging issues.</li><li>• Monitors community demographics, resources, and emerging trends. Helps mobilize the community to maintain a strong commitment of support for the school district.</li></ul> <p><b>Dean of Student Duties:</b></p> <ul style="list-style-type: none"><li>• Monitors attendance and employment laws, rules, and regulations. Recommends administrative procedures that facilitate compliance with legal mandates.</li><li>• Addresses issues that arise during the absence of the principal.</li><li>• Investigates student attendance and conduct concerns. Helps stakeholders understand legal requirements and the consequences of continued truancy and/or misconduct. Helps students acknowledge and manage responsible personal conduct.</li><li>• Develops and implements motivational programs to improve attendance.</li><li>• Verifies legal residences. Documents places of employment. Reviews and interprets custody rulings. Assists the treasurer with billing and collection of tuition based on custody assignment.</li><li>• Investigates hardship, neglect, and suspected child abuse cases.</li><li>• Upholds applicable local, state, and federal laws. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.</li><li>• Administers appropriate discipline for unexcused tardiness, unexcused absences, class cuts, and failure to serve attendance-related detentions. Performs discipline related data entry activities.</li></ul> <p><b>Athletic Director Duties:</b></p> <ul style="list-style-type: none"><li>• Administers the district's interscholastic athletic program. Articulates a clear philosophy and shared vision of learning. Ensures that all athletes receive appropriate instruction, support, and opportunities to participate. Administers community use of athletic facilities.</li><li>• Administers the board-approved budget for assigned areas of responsibility. Requisitions supplies and equipment. Ensures the equitable apportionment of program resources.</li></ul>	

- Participates in strategic planning activities to ensure that adequate financial resources and facilities are provided to achieve short/long-range objectives.
- Oversees an ongoing maintenance program to protect and preserve program resources (e.g., buildings, grounds, equipment, etc.).
- Encourages program innovations. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Represents the district at athletic league meetings as directed.
- Monitors interscholastic athletic regulations. Recommends administrative procedures that facilitate compliance with directives. Participates in due process procedures as requested.
- Provides staff leadership and consensus development. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Participates in coaching staff selection and orientation processes. Verifies that all coaches are properly qualified. Review procedures and schedules with staff before the start of the season.
- Implements state mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective staff development programs.
- Secures game officials except those contracted by the league commissioner. Hires home game personnel (e.g., security, timers, score keepers, announcers, field staff, ticket sellers/takers, etc.).
- Processes payment vouchers and/or checks for game officials and athletic workers.
- Develops and distributes a program calendar. Coordinates scheduling to ensure the efficient use of district facilities. Publicizes athletic activities. Responds to requests for information.
- Prepares game programs and brochures for the principal's approval.
- Develops and carries out a ticket sales policy. Oversees pre-game ticket sales.
- Prepares game reports and attendance records. Ensures that receipt and expense records are suitable for audits. Prepares/makes bank deposits.
- Oversees the revision and distribution of the athletic program handbook.
- Encourages student involvement in program activities. Helps maintain medical records. Verifies scholastic eligibility. Promotes academic success as an important priority for all students.
- Ensures that equipment is appropriate for participants' physical development and skill level.
- Arranges student transportation for sanctioned activities. Obtains permission to be away when duties conflict with other assigned duties.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Models behavior that demonstrates respect for rules, officials, and opponents. Helps coaches deal with discipline issues. Prepares student conduct reports/discipline recommendations.
- Organizes and participates in athletic recognition programs. Verifies that participants have fulfilled all requirements for letters, awards, and/or certificates.

#### **General Duties:**

- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities. Works closely with the athletic boosters association.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

#### **Abilities Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.

- Values diversity. Skillfully manages individual, group, and organizational interactions.

**Supervisory Responsibility:** Supervises and evaluates assigned staff under the direction of the high school principal. Assumes responsibility for the results of duties delegated to staff.

**Working Conditions:** To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events.

Rev. 9/4/08

**COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** ASSISTANT ATHLETIC DIRECTOR

**File 401**

**Reports to:** Athletic Director

**Job Objective:** Helps direct the planning, delivery, assessment, and ongoing improvement of the athletic program.

**Minimum Qualifications:**

- Contracts are open to certificated staff with appropriate knowledge and experience. Unfilled positions offered to other individuals may require a state department of education permit.
- Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules and board policies.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Keeps current with technology and other workplace innovations that support job functions.
- Completion of pupil activity supervisor validation requirements (e.g., first aid/CPR, etc.).
- Comprehensive knowledge of interscholastic athletic program regulations.

**Essential Functions:**

The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Helps administer the district's interscholastic athletic program. Helps ensure that all athletes receive appropriate instruction, support, and opportunities to participate. Helps administer community use of athletic facilities.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district.
- Maintains visibility. Promotes the district's mission, philosophy, and vision. Serves as a liaison to the community. Maintains open and effective communications with stakeholders.
- Monitors community demographics, resources, and emerging trends. Helps mobilize the community to maintain a strong commitment of support for the school district.
- Helps analyze data to improve school operations. Helps develop and implement the district's continuous improvement plan. Identifies and develops partnerships that enhance district services.
- Helps administer the board-approved budget for assigned areas of responsibility as directed. Helps ensure the equitable apportionment of program resources.
- Participates in strategic planning activities to ensure that adequate financial resources and facilities are provided to achieve short/long-range objectives.
- Helps direct a maintenance program to protect and preserve program resources (e.g., buildings, grounds, equipment, etc.).
- Encourages program innovations. Pursues funding opportunities. Helps prepare grant/foundation applications. Helps implement funded proposals and complies with reporting requirements.
- Represents the district at athletic league meetings as directed.
- Helps monitor interscholastic athletic regulations. Recommends administrative procedures that facilitate compliance with directives. Participates in due process procedures as requested.
- Provides staff leadership and consensus development. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Participates in coaching staff selection and orientation processes. Verifies that all coaches are properly qualified. Review procedures and schedules with staff before the start of the season.
- Secures game officials except those contracted by the league commissioner. Hires home game personnel (e.g., security, timers, score keepers, announcers, field staff, ticket sellers/takers, etc.).
- Processes payment vouchers for game officials and athletic workers.
- Expresses high expectations and monitors staff performance (e.g., individual observations, consultations, staff meetings, etc.). Implements locally developed personnel appraisal standards.
- Helps develop a program calendar. Helps coordinate scheduling to ensure the efficient use of district facilities. Helps publicize athletic activities. Responds to requests for information.
- Helps update and distribute athletic program handbooks, game programs, and brochures.
- Prepares game reports and attendance records. Ensures that receipt and expense records are suitable for audits. Prepares/makes bank deposits.
- Encourages student involvement in program activities. Helps maintain medical records. Promotes academic success as an important priority for all students.



- Ensures that equipment is appropriate for participants' physical development and skill level.
- Helps arrange student transportation for sanctioned activities. Obtains permission to be away when duties conflict with other assigned duties.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Models behavior that demonstrates respect for rules, officials, and opponents. Helps coaches deal with discipline issues. Prepares student conduct reports/discipline recommendations.
- Helps organize and participate in athletic recognition programs. Helps verify that participants have fulfilled all requirements for letters, awards, and/or certificates.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Assists with collection, verification, and recording of program information as directed.
- Helps with the accurate and timely completion of reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities. Works closely with the athletic boosters association.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Supervisory  
Responsibility:**

Supervises and evaluates assigned staff under the direction of the athletic director. Assumes responsibility for the results of duties delegated to staff.

**Working  
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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Rev. 9/4/08

**COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:**               **TICKET MANAGER**

**File 405**

**Reports to:**       Athletic Director

**Job Objective:**   Administers the district's ticket sales program for athletic events.

**Minimum Qualifications:**

- Contracts are open to certificated staff with appropriate knowledge and experience. Unfilled positions offered to other individuals may require a state department of education permit.
- Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules and board policies.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Multitasking ability and strong diplomacy skills.
- Bookkeeping skills and the ability to compute mathematical data accurately.
- Meets all prerequisite qualifications to be bonded.

**Essential Functions:**       The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Develops and carries out a ticket sales policy.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Publicizes interscholastic sports events. Promotes ticket sales. Responds to requests for information.
- Administers the board-approved program budget. Requisitions ticket stock and other supplies. Approves invoices for payment.
- Distributes, conducts, and supervises the advance sale of game tickets. Ensures that all school buildings and selected community locations have tickets for pre-game sales of basketball and football contests.
- Prepares a reserved seat priority list. Sends notices to patrons with past due accounts.
- Prepares ticket accountability forms and cash boxes for distribution to ticket sellers.
- Ensures that receipt and expense records are suitable for audits. Interprets sales information. Recommends changes to enhance sales.
- Assists with crowd supervision/control at contests as directed.
- Helps secure personnel for home games (e.g., security, timers, score keepers, announcers, field staff, ticket sellers/takers, etc.).
- Processes time sheets and/or payment vouchers for assigned workers.
- Oversees the accurate completion and timely submission of, records, and inventories required by law and/or district policy.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Implements procedures to protect school property and help ensure the health, safety, and well being of students, staff, and visitors.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Works closely with the athletic boosters association.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities Required:**       The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.

- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Supervisory Responsibility:** Under the direction of the athletic director: plans work assignments, provides instructions, and monitors assigned staff. Assists staff as needed to promote teamwork.

**Working Conditions:** To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing tasks that require strenuous physical exertion.
- Performing repetitive tasks for prolonged periods.
- Traveling to meetings and work assignments.

**Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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Rev. 9/4/08

**COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** HEAD COACH

**File 404**

**Reports to:** Athletic Director

**Job Objective:** Uses technical expertise to coach the assigned athletic activity.

**Minimum Qualifications:**

- Contracts are open to certificated staff with appropriate knowledge and experience. Unfilled positions offered to other individuals may require a state department of education permit.
- Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules and board policies.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Relevant coaching experience. Knowledgeable about interscholastic athletic program regulations.
- Completion of pupil activity supervisor validation requirements (e.g., first aid/CPR, etc.).

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Works with student athletes to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation.
- Collaborates with secondary coaching staff to promote a unified athletic program.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Upholds rules and regulations established by OHSAA and MAC.
- Helps administer the board-approved budget for the assigned sport. Helps ensure the equitable apportionment of program resources. Complies with board procedures for program purchases.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Reviews procedures and schedules before the start of the season. Consults with the athletic director to evaluate program needs. Promotes the proper use, care, and security of school property.
- Attends all mandatory programs (e.g., rules interpretation, safety clinics, etc.).
- Evaluates on-going activities and recommends program improvements.
- Coordinates the development of off-season activities (e.g., summer training, clinics, etc.).
- Establishes a program philosophy and identifies skills/techniques to be taught by staff. Schedules regular staff meetings to implement program objectives. Instills a commitment to integrity in staff.
- Helps parents and students understand program objectives. Explains student responsibilities (e.g., athletic handbook, scholastic eligibility, permission forms, medical exams, program schedules, insurance coverage, waiver forms, etc.).
- Encourages student involvement in all sports activities. Verifies medical/scholastic eligibility. Promotes academic success as an important priority for all students.
- Organizes team tryouts. Maintains the integrity of the selection process. Prepares the team roster.
- Organizes and supervises practice sessions. Coordinates activities with the school calendar to avoid conflicts and ensure the efficient use of program facilities. Gives the athletic director a copy of all student communications. Keeps the athletic director aware of emerging issues.
- Organizes and assigns coaching staff for maximum effectiveness.
- Uses professional and high ethical standards to motivate participants and instill lasting values (e.g., competitive spirit, personal conduct, appropriate decisions, honesty, fairness, etc.).
- Helps supervise the preparation of athletic fields and practice/training areas as directed.
- Provides instructions on fundamentals and proper techniques. Utilizes videotape and other instructional equipment. Implements innovations that complement proven coaching techniques.
- Ensures that all athletes receive appropriate instruction, support, and opportunities to participate.
- Teaches precautions and procedures to help students prevent injuries. Helps assign and track equipment issued to staff and students.
- Ensures that equipment is appropriate for participants' physical development/skill level and that all required medical authorizations forms are on file and readily available. Documents all injuries that require treatment.
- Evaluates individual/team performance. Prepares statistics. Develops/refines game strategies.

- Recruits, trains, and supervises student managers, trainers, and scouts.
- Helps the athletic director secure personnel for home games when requested.
- Upholds the student conduct code. Implements effective pupil management procedures. Models behavior that demonstrates respect for rules, officials, and opponents. Ensures that participant communications do not demean or ridicule mistakes and/or performance.
- Arranges transportation and accompanies the team to sanctioned athletic activities. Obtains permission to be away when duties conflict with other assigned duties.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Monitors student use of locker rooms, training areas, on bus trips, etc.
- Cooperates and consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
- Participates in pep assemblies and athletic recognition programs. Verifies that participants have fulfilled all requirements for letters, awards, and/or participation certificates.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Supervises approved fund raising projects. Works with the athletic director to ensure that all financial activities are processed through the proper student activity account.
- Supervises collection, verification, and recording of program information as directed.
- Maintains accurate records and submits reports on time.
- Participates in staff meetings, conferences, and other required school activities.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities. Works closely with service/boosters clubs, park associations, and other organizations that support the athletic program.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Working  
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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**Rev. 9/4/08**

**COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** ASSISTANT COACH

**File 403**

**Reports to:** Head Coach

**Job Objective:** Uses technical expertise to coach the assigned athletic activity.

**Minimum Qualifications:**

- Contracts are open to certificated staff with appropriate knowledge and experience. Unfilled positions offered to other individuals may require a state department of education permit.
- Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules and board policies.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Relevant coaching experience. Knowledgeable about interscholastic athletic program regulations.
- Completion of pupil activity supervisor validation requirements (e.g., first aid/CPR, etc.).

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Works with student athletes to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Reviews procedures and schedules before the start of the season. Consults with the head coach to evaluate program needs. Promotes the proper use, care, and security of school property.
- Attends all mandatory programs (e.g., rules interpretation, safety clinics, etc.).
- Monitors innovations, evaluates activities, and recommends program improvements.
- Helps coordinate the development of off-season activities (e.g., summer training, clinics, etc.).
- Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility permission forms, medical exams, activity schedules, letters, awards, participation certificates, insurance coverage, waiver forms, etc.).
- Encourages student involvement in program activities. Helps verify medical/scholastic eligibility. Promotes academic success as an important priority for all students.
- Helps organize team tryouts. Helps maintain the integrity of the selection process.
- Carries out the assigned practice schedule.
- Helps ensure that all athletes receive appropriate instruction, support, and opportunities to participate.
- Helps assign and track equipment issued to staff and students.
- Helps supervise the preparation of athletic fields and practice/training areas as directed.
- Teaches precautions and procedures to help students prevent injuries. Ensures that equipment is appropriate for participants' physical development and skill level.
- Helps ensure that all required medical authorizations forms are on file and readily available.
- Helps evaluate individual/team performance. Helps develop/refine game strategies.
- Helps recruit, train, and supervise student managers, trainers, and scouts.
- Helps the athletic director secure personnel for home games when requested.
- Upholds the student conduct code. Implements effective pupil management procedures. Models behavior that demonstrates respect for rules, officials, and opponents. Ensures that participant communications do not demean or ridicule mistakes and/or performance.
- Helps arrange transportation and accompanies the team to sanctioned athletic activities. Obtains permission to be away when duties conflict with other assigned duties.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Participates in athletic recognition programs. Helps verify that participants have fulfilled all requirements for letters, awards, and/or participation certificates.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Helps supervise approved fund raising projects. Works with the head coach to ensure that all financial activities are processed through the proper student activity account.

## ASSISTANT COACH

Page 2 of 2

- Assists with collection, verification, and recording of program information as directed.
- Helps maintain accurate records. Submits reports on time.
- Participates in staff meetings, conferences, and other required school activities.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

### Abilities Required:

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

### Working Conditions:

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

### Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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Rev. 9/4/08



**COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** CHEERLEADING ADVISOR

**File 402**

**Reports to:** Athletic Director

**Job Objective:** Uses technical expertise to coach cheerleaders.

**Minimum Qualifications:**

- Contracts are open to certificated staff with appropriate knowledge and experience. Unfilled positions offered to other individuals may require a state department of education permit.
- Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules and board policies.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Relevant cheerleader coaching experience.
- Completion of pupil activity supervisor validation requirements (e.g., first aid/CPR, etc.).

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Works with cheerleaders to improve personal and teamwork skills. Provides guidance and encouragement to help students profit from their participation.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Reviews procedures and schedules before the start of the season. Consults with the athletic director to evaluate program needs. Promotes the proper use, care, and security of school property.
- Attends all mandatory programs (e.g., safety clinics, etc.).
- Monitors innovations, evaluates activities, and recommends program improvements.
- Coordinates the development of off-season activities (e.g., summer training, clinics, etc.).
- Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility permission forms, medical exams, activity schedules, letters, awards, participation certificates, insurance coverage, waiver forms, etc.).
- Encourages student involvement in program activities. Verifies medical/scholastic eligibility. Promotes academic success as an important priority for all students.
- Organizes team tryouts. Maintains the integrity of the selection process.
- Organizes and supervises practice sessions. Coordinates activities with the school calendar. Gives the athletic director a copy of all student communications.
- Teaches precautions and procedures to help students prevent injuries. Ensures that equipment is appropriate for participants' physical development and skill level.
- Ensures that all required medical authorization forms are on file and readily available. Documents all injuries that require treatment.
- Evaluates individual/team performance. Helps students develop/refine cheerleading routines.
- Upholds the student conduct code. Implements effective pupil management procedures. Models behavior that demonstrates respect for rules, officials, and opponents. Ensures that participant communications do not demean or ridicule mistakes and/or performance.
- Arranges transportation and accompanies cheerleaders to sanctioned program activities. Obtains permission to be away when duties conflict with other assigned duties.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Participates in athletic recognition programs. Verifies that participants have fulfilled all requirements for letters, awards, and/or participation certificates.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Supervises approved fund raising projects. Works with the athletic director to ensure that all financial activities are processed through the proper student activity account.
- Supervises collection, verification, and recording of program information as directed.
- Maintains accurate records and submits reports on time.
- Participates in staff meetings, conferences, and other required school activities.

- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Working  
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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Rev. 9/4/08

# Coldwater Exempted Village Schools Supplemental Salary Schedule 2023-2024, 2024-2025 and 2025-2026

\*\*\*2023-2024 2% Increase in Base  
\*\*\*2024-2025 2% Increase in Base  
\*\*\*2025-2026 2% Increase in Base

## Base Salary:

22-23	23-24	24-25	25-26
\$31,400.21	\$32,028.21	\$32,668.77	\$33,322.15

## Position/Experience

0 1 2 3 4 5 6

	17%	18%	19%	20%	21%	22%	23%
23-24	\$5,444.80	\$5,765.08	\$6,085.36	\$6,405.64	\$6,725.92	\$7,046.21	\$7,366.49
24-25	\$5,553.69	\$5,880.38	\$6,207.07	\$6,533.75	\$6,860.44	\$7,187.13	\$7,513.82
25-26	\$5,664.77	\$5,997.99	\$6,331.21	\$6,664.43	\$6,997.65	\$7,330.87	\$7,664.09

## A

Head Football  
Head Boys Basketball  
Head Girls Basketball

	15%	16%	17%	18%	19%	20%	21%
23-24	\$4,804.23	\$5,124.51	\$5,444.80	\$5,765.08	\$6,085.36	\$6,405.64	\$6,725.92
24-25	\$4,900.32	\$5,227.00	\$5,553.69	\$5,880.38	\$6,207.07	\$6,533.75	\$6,860.44
25-26	\$4,998.32	\$5,331.54	\$5,664.77	\$5,997.99	\$6,331.21	\$6,664.43	\$6,997.65

## B (New Level)

Head Baseball  
Head Softball  
Head Volleyball  
Head Wrestling  
Head B/G Swimming

	13%	14%	15%	16%	17%	18%	19%
23-24	\$4,163.67	\$4,483.95	\$4,804.23	\$5,124.51	\$5,444.80	\$5,765.08	\$6,085.36
24-25	\$4,246.94	\$4,573.63	\$4,900.32	\$5,227.00	\$5,553.69	\$5,880.38	\$6,207.07
25-26	\$4,331.88	\$4,665.10	\$4,998.32	\$5,331.54	\$5,664.77	\$5,997.99	\$6,331.21

## C

Head B/G Track  
Head Girls Soccer  
Head B/G Bowling  
Head Boys Cross Country  
Head Girls Cross Country  
Head Cheerleading (Fall & Winter)  
Assistant HS Football (5)  
Assistant HS Boys Basketball (3)  
Assistant HS Girls Basketball (3)

**Coldwater Exempted Village Schools**  
**Supplemental Salary Schedule**  
**2023-2024, 2024-2025 and 2025-2026**

	8.7%	9.7%	10.7%	11.7%	12.7%	13.7%	14.7%
23-24	\$2,786.45	\$3,106.74	\$3,427.02	\$3,747.30	\$4,067.58	\$4,387.86	\$4,708.15
24-25	\$2,842.18	\$3,168.87	\$3,495.56	\$3,822.25	\$4,148.93	\$4,475.62	\$4,802.31
25-26	\$2,899.03	\$3,232.25	\$3,565.47	\$3,898.69	\$4,231.91	\$4,565.13	\$4,898.36

**D**  
 Assistant HS Baseball (3)  
 Assistant HS Softball (3)  
 Assistant HS B/G Track (3)  
 Assistant HS Wrestling (2)  
 Assistant HS Volleyball (3)  
 Assistant HS B/G Swimming  
 Assistant HS Girls Soccer (2)  
 Head Boys Golf  
 Head Girls Golf

	7.0%	8.0%	9.0%	10.0%	11.0%	12.0%	13.0%
23-24	\$2,241.97	\$2,562.26	\$2,882.54	\$3,202.82	\$3,523.10	\$3,843.39	\$4,163.67
24-25	\$2,286.81	\$2,613.50	\$2,940.19	\$3,266.88	\$3,593.56	\$3,920.25	\$4,246.94
25-26	\$2,332.55	\$2,665.77	\$2,998.99	\$3,332.22	\$3,665.44	\$3,998.66	\$4,331.88

**E**  
 Junior High Football (4)  
 Junior High Track (4)  
 Junior High Boys Basketball (2)  
 Junior High Girls Basketball (2)  
 Junior High Volleyball (2)  
 Junior High Wrestling (2)  
 Junior High Cheerleading (Fall & Win)  
 Weight Room Coordinator  
 Yearbook Advisor  
 Scholastic Bowl Advisor (One Position)

	8.0%
23-24	\$2,562.26
24-25	\$2,613.50
25-26	\$2,665.77

**F**  
 Assistant Band (2)  
 Drama Director  
 JH Drama Director  
 Head Dive (Min of 5 participants)  
 Assistant HS B/G Bowling (2)

**Coldwater Exempted Village Schools**  
**Supplemental Salary Schedule**  
**2023-2024, 2024-2025 and 2025-2026**

**G**  
**DC Trip Coordinator**

	5.5%	(No Experience Credit)
23-24	\$1,761.55	
24-25	\$1,796.78	
25-26	\$1,832.72	

**H**  
**Newspaper Advisor**  
**Assistant Drama**  
**JH Drama Director (2)**  
**Junior Class Advisor (2)**  
**Scholastic Bowl Advisor (if 2 positions)**  
**Elementary Drama Director**

	4.0%	(No Experience Credit)
23-24	\$1,281.13	
24-25	\$1,306.75	
25-26	\$1,332.89	

**I**  
**Senior Class Advisor (2)**

	3.0%	(No Experience Credit)
23-24	\$960.85	
24-25	\$980.06	
25-26	\$999.66	

**J**  
**Freshman Class Advisor (2)**  
**Sophomore Class Advisor (2)**  
**JH Student Council**  
**SAE Advisor (2)**  
**Intramurals**  
**Science Fair Director**  
**JH Scholastic Bowl**  
**Power of the Pen**  
**Mathcounts**  
**HS Student Council**  
**Elementary Student Council**  
**National Honor Society**  
**Spanish Club Advisor**  
**German Club Advisor**

	2.0%	(No Experience Credit)
23-24	\$640.56	
24-25	\$653.38	
25-26	\$666.44	

1. RECOGNIZED EXPERIENCE FROM OTHER SYSTEMS SHALL NOT EXCEED ACTUAL EXPERIENCE IN THAT POSITION  
 FOR FOOTBALL - BASKETBALL - TRACK, JR. HIGH COACHES ARE NOT EXPECTED TO BE INVOLVED IN PRE-SEASON PRACTICE FOR HIGH SCHOOL PLAYERS.
2. WHERE SALARY IS LOWER ON THIS SCHEDULE THAN PREVIOUS SCHEDULES, HIGHER SALARY WILL BE FROZEN UNTIL POSITION SALARY ON SALARY SCHEDULE BECOMES HIGHER. THIS APPLIES ONLY TO THOSE CURRENTLY HOLDING CONTRACTS. IF CONTINUOUS SERVICE IS BROKEN, SALARY SCHEDULE WILL APPLY.
3. GRADE LEVEL AND DEPARTMENT COORDINATORS: SUPPLEMENTAL CONTRACT \$130.00 PER ASSIGNED TEACHER
4. LPDC - \$600.00

# **Extended Season Pay Schedule for Supplementals (based off of the supplemental salary schedule)**

<b>Level A Coaches</b>	<b>1st Week</b>	<b>2nd Week</b>	<b>3rd Week</b>	<b>4th Week</b>	<b>5th Week</b>	<b>6th Week</b>
Football	\$150 - Regionals	\$150 - Regionals	\$150 - Regionals	\$150 - Regionals	\$150 - State	\$150 - State
Basketball	\$0 - Sectionals	\$150 - Districts	\$150 - Regionals	\$150 - State		
<b>Level B/C Coaches</b>						
Volleyball	\$0 - Sectionals	\$100 - Districts	\$100 - Regionals	\$100 - State		
Baseball	\$0 - Sectionals	\$100 - Districts	\$100 - Regionals	\$100 - State		
Softball	\$0 - Sectionals	\$100 - Districts	\$100 - Regionals	\$100 - State		
Cross Country	\$0 - Districts	\$100 - Regionals	\$100 - State			
Wrestling	\$0 - Sectionals	\$100 - Districts	\$100 - State			
Swimming	\$0 - Sectionals	\$100 - Districts	\$100 - State			
Track	\$0 - Districts	\$100 - Regionals	\$100 - State			
Girls Soccer	\$0 - Sectionals	\$100 - Districts	\$100 - Regionals	\$100 - State		
Asst Football	\$100 - Regionals	\$100 - Regionals	\$100 - Regionals	\$100 - Regionals	\$100 - State	\$100 - State
Asst Basketball	\$0 - Sectionals	\$100 - Districts	\$100 - Regionals	\$100 - State		
B/G Bowling	\$0 - Sectionals	\$100 - Districts	\$100 - State			
Fall Cheerleading	\$100 - Regionals	\$100 - Regionals	\$100 - Regionals	\$100 - Regionals	\$100 - State	\$100 - State
Winter Cheerleading	\$0 - Sectionals	\$100 - Districts	\$100 - Regionals	\$100 - State		

<b>Level D-F Coaches</b>	<b>1st Week</b>	<b>2nd Week</b>	<b>3rd Week</b>	<b>4th Week</b>	<b>5th Week</b>	<b>6th Week</b>
Golf	\$0 - Sectionals	\$50 - Districts	\$50 - State			
Asst Soccer	\$0 - Sectionals	\$50 - Districts	\$50 - Regionals	\$50 - State		
Asst Volleyball	\$0 - Sectionals	\$50 - Districts	\$50 - Regionals	\$50 - State		
Asst Baseball	\$0 - Sectionals	\$50 - Districts	\$50 - Regionals	\$50 - State		
Asst Softball	\$0 - Sectionals	\$50 - Districts	\$50 - Regionals	\$50 - State		
Asst Cross Country	\$0 - Districts	\$50 - Regionals	\$50 - State			
Asst Track	\$0 - Districts	\$50 - Regionals	\$50 - State			
Asst Wrestling	\$0 - Sectionals	\$50 - Districts	\$50 - State			
Asst Swimming	\$0 - Sectionals	\$50 - Districts	\$50 - State			
Head Dive	\$0 - Sectionals	\$50 - Districts	\$50 - State			
Asst Bowling	\$0 - Sectionals	\$50 - Districts	\$50 - State			
Asst Band	\$50 - Regionals	\$50 - Regionals	\$50 - Regionals	\$50 - Regionals	\$50 - State	\$50 - State

In sports such as cross country, golf, track, wrestling, and swimming, that may have participation at the tournament level of less than a full team (5 members or more), the amounts listed above shall be reduced to one-half.

All Asst Coaches must be in attendance at all team meetings, practices and games in order to obtain extended pay.

JH, 9th, and Volunteer Coaches are not eligible for extended pay

For a dual Co-Ed coaching position (i.e. Cross Country), only one extended pay will be received based on the highest team total

Each level is broken down based on a weekly tournament format.

## 2025-2026 Athletic Budgets

### Expenditures

<i>Account Name</i>	<i>Budget Amount</i>
Athletic Workers	\$18,000
Baseball Supplies	\$5,000
Boys Basketball Supplies	\$1,000
Clinics	\$6,000
Equipment	\$10,000
Football Supplies	\$20,000
Girls Basketball Supplies	\$1,000
Golf Supplies	\$2,000
Wrestling Supplies	\$1,000
Volleyball Supplies	\$1,500
Medical Supplies	\$4,000
Uniforms	\$12,000
Miscellaneous Supplies	\$40,000
Officials	\$50,000
Paint	\$6,000
Programs	\$3,500
Softball Supplies	\$4,000
Swimming Supplies	\$5,000
Girls Bowling	\$0
Tournament Supplies	\$15,000
Track/Cross Country Supplies	\$1,000
Transportation	\$42,000
Girls Soccer	\$1,000
<b>Subtotal</b>	<b>\$249,000</b>

#### Athletic Camp Account

Boys Basketball Camp	\$12,000
Cheerleading Camp	\$12,000
Football Camp	\$5,000
Girls Basketball Camp	\$7,000
Swimming Camp	\$5,000
Cross Country Camp	\$5,000
Track Camp	\$2,000
Volleyball Camp	\$12,000
Wrestling Camp	\$4,000
Soccer Camp	\$8,000
Softball Camp	\$2,000
Baseball Camp	\$3,000
<b>Subtotal</b>	<b>\$77,000</b>

#### Athletic Tournament Host Accounts

OHSAA Football	\$18,000
OHSAA Volleyball	\$10,000
OHSAA Boys Basketball	\$30,000
OHSAA Girls Basketball	\$20,000
OHSAA Baseball	\$10,000
OHSAA Softball	\$5,000
OHSAA Girls Soccer	\$2,000
OHSAA Wrestling	\$15,000
<b>Subtotal</b>	<b>\$110,000</b>

### Receipts

<i>Account Name</i>	<i>Budget Amount</i>
Boys Basketball	\$20,000
Football	\$35,000
Girls Basketball	\$7,000
Miscellaneous Athletics	\$41,000
Season Ticket Sales	\$45,000
Programs	\$14,000
Tournaments & Invites	\$47,500
Volleyball	\$9,000
Wrestling	\$4,000
High School Track	\$1,500
Junior High Receipts	\$19,000
Soccer	\$6,000
<b>Subtotal</b>	<b>\$249,000</b>

#### Athletic Camp Account

Boys Basketball Camp	\$12,000
Cheerleading Camp	\$12,000
Football Camp	\$5,000
Girls Basketball Camp	\$7,000
Swimming Camp	\$5,000
Cross Country Camp	\$5,000
Track Camp	\$2,000
Volleyball Camp	\$12,000
Wrestling Camp	\$4,000
Soccer Camp	\$8,000
Softball Camp	\$2,000
Baseball Camp	\$3,000
<b>Subtotal</b>	<b>\$77,000</b>

#### Athletic Tournament Host Accounts

OHSAA Football	\$18,000
OHSAA Volleyball	\$10,000
OHSAA Boys Basketball	\$30,000
OHSAA Girls Basketball	\$20,000
OHSAA Baseball	\$10,000
OHSAA Softball	\$5,000
OHSAA Girls Soccer	\$2,000
OHSAA Wrestling	\$15,000
<b>Subtotal</b>	<b>\$110,000</b>

Athletic Ticket Information  
*Subject to change based on MAC Scales*

Individual Game Sales:

High School Football, Boys Basketball, Girls Basketball, Volleyball, Soccer, Track, Wrestling		
\$7	Students	
\$8	Adults	
Junior High Football, Basketball, Volleyball, Track, Wrestling (Invites will be higher priced)		
\$4	Students	
\$5	Adults	

Season Ticket Sales:

Fall	\$35	Football Reserved
	\$35	Football General Admission
	\$84	Volleyball General Admission
	\$63	Soccer General Admission
	\$15	Pass for Fall JH Events
Winter	\$77	Boys Basketball General Admission
	\$77	Girls Basketball General Admission
	\$30	Pass for Winter JH Events

Yearly (Admission to approximately 90 home events per year that admission is charged)

\$130	Adult Yearly Pass
\$95	Adult Yearly Pass without Varsity Football
\$40	Student Yearly Pass
\$40	Senior Citizen Yearly Pass (Must be at least 65)

- \*11 home girls Basketball games
- \*11 home boys Basketball games
- \*12 home Volleyball matches (Including Invitational)
- \*9 home Girls Soccer matches

\***Adult Yearly Pass** is good for nearly all Coldwater athletic events that we host for High School and Junior High. This pass will cover nearly all for the entire year. If you want an Adult Yearly Pass and also want a Reserved Season Football Ticket, you would want to purchase the “Adult Yearly Pass without Varsity Football” and then purchase a “Reserved Football Pass” separately.

\***Adult Yearly Pass without Varsity Football**. This is for people wanting to buy a yearly adult pass and also a Reserved Football ticket. You would purchase this Adult yearly pass without football and then purchase a separate Reserved Football pass.

\*\***Student Yearly Pass** is good for nearly all Coldwater athletic events that we host for High School and Junior High. This pass will cover it all for the entire year. This is good for over 80 events per year that admission is charged.

\*\*\***Senior Citizen Yearly Pass** is good for nearly all Coldwater athletic events that we host for High School and Junior High. This pass will cover it all for the entire year. Must be at least 65 years old. If abused, pass will be revoked with no refund. Reserved seats are NOT included with this purchase.

***ALL Season passes will be sold online this year through Hometown Ticketing. Some fees will applied. If you want a hard copy of any pass at no additional cost, contact the High School Office.***



## **Service Rendered Pass List**

### **Fall**

- 5 – Spouse of Chain Gang (They do not receive pay)
- 6 – Spouse of HS Football Coaches (Reserved Seats Only)
- 2 – Athletic Booster President

### **Winter**

- 2 – Athletic Booster President

**2025-26**

# Athletic Workers and Officials Pay Scale (Any MAC League change will override this scale)

## Football

HS Ticket Sellers (Game)	\$35
Announcer	\$40
Spotter	\$20
Varsity Scoreboard	\$40
Video Board	\$40
Pass Gates	\$20
Video	\$40
Varsity Timer	\$40
9 <sup>th</sup> /JV Scoreboard	\$22
9 <sup>th</sup> /JV Timer	\$22
9 <sup>th</sup> /JV Chains	\$22
JH Scoreboard	\$13 per game
JH Timer	\$13 per game
JH Chains	\$13 per game
JH Ticket Sellers (Night)	\$30
Ushers	\$20
Security	(contracted)

## Winter Sports

HS Ticket Sellers	\$35
JH Ticket Sellers	\$30
Gates	\$25
Varsity/JV Timer	\$40
9 <sup>th</sup> Timer	\$13
JH Timer	\$13 per game
Varsity/JV Scoreboard	\$40
9 <sup>th</sup> Scoreboard	\$13
JH Scoreboard	\$13 per game
Video	\$13 per game
HS ScoreBook	\$13 per game
JH ScoreBook	\$13 per game
Announcer	\$40
Computer Stats	\$13 per game

## Officials Fee (subject to league changes)

Varsity Football	\$90
JV Football	\$60
9th Football	\$60
JH Football (2 games)	\$100
Varsity/JV Volleyball	\$100
9th Volleyball	\$40
JH Volleyball	\$80
Cross Country	\$100
Varsity Basketball	\$90
JV Basketball	\$60
9th Basketball	\$60
JH Basketball	\$80
Wrestling - According to District Payscale	
Swimming Regular Meet	\$100
Swimming Invite	\$150
Varsity Baseball/Softball	\$80
JV Baseball/Softball	\$80
9th Baseball/Softball	\$80
HS Track	\$90
JH Track	\$90

## Volleyball

9 <sup>th</sup> Scoreboard	\$13
9 <sup>th</sup> Lines	\$20
JH Scoreboard	\$13 per game
JH Lines	\$18 per game
JH Ticket Seller	\$30
Varsity/JV Scoreboard	\$40
Varsity/JV Lines	\$60
Varsity/JV Ticket Seller	\$35
Gates	\$20
HS Scorekeeper	\$15 per match
JH Scorekeeper	\$13 per match

## Cross Country

Meet Manager	
-Lions	\$250
-MAC	\$250
-Regular Season	\$100
Baumspage	Contracted
Pressbox Computer(s)	\$40

## All Sports

Site Manager Level I	\$25
Site Manager Level II	\$75
Miscellaneous Athletic Worker	\$13.00 per hour
Camp Supervisor – Head Coach	\$60 per day (up to this maximum)
Camp Supervisor – Asst Coach	\$50 per day (up to this maximum)
Computer Stats	\$13 per game/match/etc.
Other Scoreboard	Match up with comparable scoreboard operator for other seasons
County/League/Tournament	As assigned by county/league/district/state

## Track

High School/Invite Ticket Seller	\$35
Junior High Ticket Seller	\$30
Meet Manager	\$200 per night (unless contracted)
Gate	\$20
Pressbox	\$50
Baumspage	Contracted

## Soccer

Varsity Scoreboard/Timer	\$25
JV Scoreboard/Timer	\$20
Ticket Seller (per night)	\$35

## Soccer Officials

Varsity	\$90 per match
JV	\$60 per match

## Wrestling

Scorebook/Stats	\$13 per point (Match Point) (up to 2 scorers per point) i.e. - Tri-Match = 1 point -2 scorers at \$12 each = \$24 total pd for tri-match
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\*Tournaments and Invitationals may be assigned differently according to the number of teams involved & format of tournament

\*Officials may be paid differently due to the number of officials that are assigned or showup

# *Prices of Ads*

1.	Standard Ad	1 ½ x 4"	\$150.00
2.	Quarter Page	4 ½ x 4"	\$200.00
3.	Half Page	4 ½ x 7 ½"	\$250.00
4.	Full Page	9 ½ x 7 ½"	\$350.00
5.	Ad-On	Palace TV's	\$125.00

Our Ad Size: \_\_\_\_\_

Our Check for \$\_\_\_\_\_ dollars is enclosed. Please include our ad in all programs for the 2025-2026 season. (**Payable to Coldwater Schools**)

Business Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please send by July 15, 2025 to:

Eric Goodwin  
Coldwater High School  
310 N. Second Street  
Coldwater, Ohio 45828

***\*Note – You cannot purchase the Ad-On unless you have signed up for an Ad in the program as well.***

***NEW*** – You can now advertise on the Coldwater Athletic Website at [www.coldwaterathletics.org](http://www.coldwaterathletics.org). We Average over 35,000 page views....per Month! This is a great way to do low cost, yearly advertising, with full color, and interactive. Let me know if you are interested. The site is also limited to just 12 sponsors. Contract me if interested in learning more.

Enc: Self-addressed envelope

Coldwater Cavalier Parents (Please Read),

Physicals are good for 13 months. For example, if you get one on May 15<sup>th</sup>, it will be good until June 15<sup>th</sup> of the following year. This will allow you to let a year expire for insurance purposes.

It is that time once again for the Student/Athletes Physical paperwork to be completed for the 2025-2026 school year. Enclosed you should find:

- 1) Athletic Physical copy
- 2) Instructions for First Time users of Final Forms Online Physical records

**IMPORTANT NOTES:**

- 1) All Physical Paperwork is due to the High School Office at least 1 day PRIOR to the first official day of practice for each sport season. Please get your information completed as soon as possible and get the information turned in immediately. Do NOT wait until the last day.
- 2) MANDATORY – OHSAA Parent/Athlete Meeting
  - a) This meeting will be online as part of the Final Forms packet. This eliminates the need for you to attend an in-person meeting. If you have any questions, be sure to contact the Athletic Department. Each sport will also have an independent pre-season parent meeting as well.
- 3) You will need to Print off a copy of your Pre-Participation form **AFTER** you fill it out online and take this form with you to your family doctor along with a copy of the blank physical.
- 4) **Be sure ALL Online forms are completed prior to attending any physical.**  
(Follow the proper instruction sheet)
- 5) ***IMPORTANT:*** Return the completed Physical Form Signed by the Doctor with Clearance to the High School Office. Please do this immediately following your physical appointment so that they do not become lost.

Go Cavs!  
Eric Goodwin  
Athletic Director  
Coldwater High School

## ***Training Rules Agreement***

**Please sign and bring this form with you when you come for our physical.**

We have read, understood and agree to follow the established Board of Education Regulations that have been enclosed, regarding the student/athlete drug/alcohol training policy.

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(Guardian Signature)

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(Date)

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(Student Signature)

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(Date)

\*This form must be on file in the athletic office before the student/athlete is permitted to participate in any organized practices or contest. It is good for all sports during the upcoming school year.

\*Each coach reserves the right to go above and beyond the minimum requirements that have been established by the Board of Education. Any drug/alcohol training rules must have signed signatures and be on file in the athletic office before the student/athlete can participate.

## Insurance/Sports Participation Form

Student Name \_\_\_\_\_

1. We consent to the participation of the above named student in the interscholastic program of his/her school including practice sessions and travel to and from athletic contest. We also agree to emergency medical treatment as deemed necessary by the physicians designated by school authorities. We have read and understand the OHSAA athletic eligibility information bulletin.
2. I assume full responsibility for ALL medical expenses incurred. This waiver is applicable for all sports offered by the Coldwater Schools and the OHSAA including Cheerleading.

\_\_\_\_\_  
(Signature of Parent/Legal Guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Date)

*"Hazing – A form of initiation that occurs when members enter certain social groups, most often characterized by degrading, humiliating, or dangerous tasks and behaviors. This includes any type of intimidation tactics. Hazing can be sorted into three different categories: subtle hazing, harassment hazing, and violent hazing or anything else deemed to be hazing by the Administration."*

Coldwater Exempted Village Schools will not condone any form of Hazing in extra-curricular (Athletic) activities. Any report of hazing should be reported to the building administration immediately and an investigation will be completed as necessary. If any athlete is involved in a hazing activity (leading, supporting, failure to attempt to stop/report, etc), it will result in a suspension from the current and/or next sport or a removal from the current and/or next sport. Administration will have full discretion in the length of the suspension and/or removal. Any hazing activity that is sexual in any nature will automatically result in the removal from the current and/or next sport season at the discretion of the administration. This is a 360 day policy which includes summer months if there is any indication that it is a team function, team related or a combination of athletic programs involved.

If there is any team related activity which involves a vast majority of the members in grades 7-8 and/or 9-12, the activity must be reported in advance to the coach(es) and a coach should be present for supervision. This is again a 360 day umbrella covering athletics regarding any type of team activity that we deem is team or sports related. Any such function taking place without prior reporting to the coach will result in suspension and/or removal from the team at the discretion of the administration.

This includes both team hazing rituals and/or individual situations of hazing. Anything that might be interpreted as involving athletics towards any group or individuals.

By signing this, you and your child agree that the athlete will not be involved in any type of hazing or intimidation at any time of the year. Failure to agree to this will result in your child not being a member of any team or program.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# COLDWATER SPORTS EMERGENCY MEDICAL AUTHORIZATION FORM

School: Coldwater Student's Name: \*

Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Purpose – To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached.

Residential Parent or Guardian

Mother's Name: \_\_\_\_\_  
First Last Daytime Phone

Father's Name: \_\_\_\_\_  
First Last Daytime Phone

Name of Relative or Child Care Provider:

Name Relationship

Address Phone

## PART I OR II MUST BE COMPLETED

### \* PART I: TO GRANT CONSENT

I hereby give consent for the following medical care providers and local hospital to be called:

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Specialist: \_\_\_\_\_ Phone: \_\_\_\_\_

Local Hospital: \_\_\_\_\_ Emergency Room Phone: \_\_\_\_\_

**FACTS CONCERNING THE CHILD'S MEDICAL HISTORY**, including allergies, medications being taken, and any physical impairment to which a physician should be alerted:

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by above named doctors, or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

Date \_\_\_\_\_ Signature of Parent/Guardian \*

### PART II: REFUSAL TO CONSENT

I do NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action:

Date: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_





# PREPARTICIPATION PHYSICAL EVALUATION | OHIO HIGH SCHOOL ATHLETIC ASSOCIATION | 2024-25

## HISTORY FORM

Note: Complete and sign this form (with your parents if younger than 18) before your appointment.

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Date of examination: \_\_\_\_\_ Sport(s): \_\_\_\_\_

Sex assigned at birth (F, M, or intersex): \_\_\_\_\_ How do you identify your gender? (F, M, non-binary, or another gender): \_\_\_\_\_

List past and current medical conditions. \_\_\_\_\_

Have you ever had surgery? If yes, list all past surgical procedures. \_\_\_\_\_

Medicines and supplements: List all current prescriptions, over-the-counter medicines, and supplements (herbal and nutritional). \_\_\_\_\_

Do you have any allergies? If yes, please list all your allergies (ie, medicines, pollens, food, stinging insects). \_\_\_\_\_

### Patient Health Questionnaire Version 4 (PHQ-4)

Over the last 2 weeks, how often have you been bothered by any of the following problems? (Circle response.)

	Not at all	Several days	Over half the days	Nearly every day
Feeling nervous, anxious, or on edge	0	1	2	3
Not being able to stop or control worrying	0	1	2	3
Little interest or pleasure in doing things	0	1	2	3
Feeling down, depressed, or hopeless	0	1	2	3

(A sum of  $\geq 3$  is considered positive on either subscale [questions 1 and 2, or questions 3 and 4] for screening purposes.)

#### GENERAL QUESTIONS

(Explain "Yes" answers at the end of this form. Circle questions if you don't know the answer.)

	Yes	No
1. Do you have any concerns that you would like to discuss with your provider?		

2. Has a provider ever denied or restricted your participation in sports for any reason?		
--	--	--

3. Do you have any ongoing medical issues or recent illness?		
--	--	--

#### HEART HEALTH QUESTIONS ABOUT YOU

	Yes	No
4. Have you ever passed out or nearly passed out during or after exercise?		

5. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?		
--	--	--

6. Does your heart ever race, flutter in your chest, or skip beats (irregular beats) during exercise?		
---	--	--

7. Has a doctor ever told you that you have any heart problems?		
---	--	--

8. Has a doctor ever requested a test for your heart? For example, electrocardiography (ECG) or echocardiography.		
---	--	--

#### HEART HEALTH QUESTIONS ABOUT YOU

(CONTINUED)

	Yes	No
9. Do you get light-headed or feel shorter of breath than your friends during exercise?		

10. Have you ever had a seizure?		
----------------------------------	--	--

#### HEART HEALTH QUESTIONS ABOUT YOUR FAMILY

	Unsure	Yes	No
11. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 35 years (including drowning or unexplained car crash)?			

12. Does anyone in your family have a genetic heart problem such as hypertrophic cardiomyopathy (HCM), Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy (ARVC), long QT syndrome (LQTS), short QT syndrome (SQTs), Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia (CPVT)?			
---	--	--	--

13. Has anyone in your family had a pacemaker or an implanted defibrillator before age 35?			
--	--	--	--





## PREPARTICIPATION PHYSICAL EVALUATION | 2024-25

### PHYSICAL EXAMINATION FORM

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade in School: \_\_\_\_\_

#### PHYSICIAN REMINDERS

- Consider additional questions on more-sensitive issues.
  - Do you feel stressed out or under a lot of pressure?
  - Do you ever feel sad, hopeless, depressed, or anxious?
  - Do you feel safe at your home or residence?
  - Have you ever tried cigarettes, e-cigarettes, chewing tobacco, snuff, or dip?
  - During the past 30 days, did you use chewing tobacco, snuff, or dip?
  - Do you drink alcohol or use any other drugs?
  - Have you ever taken anabolic steroids or used any other performance-enhancing supplement?
  - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
  - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (Q4–Q13 of History Form).

EXAMINATION		
Height: _____	Weight: _____	
BP: _____ / _____ ( _____ / _____ )	Pulse: _____	Vision: R 20/ _____ L 20/ _____ Corrected: <input type="checkbox"/> Y <input type="checkbox"/> N
MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance <ul style="list-style-type: none"> <li>Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse [MVP], and aortic insufficiency)</li> </ul>		
Eyes, ears, nose, and throat <ul style="list-style-type: none"> <li>Pupils equal</li> <li>Hearing</li> </ul>		
Lymph nodes		
Heart <sup>a</sup> <ul style="list-style-type: none"> <li>Murmurs (auscultation standing, auscultation supine, and ± Valsalva maneuver)</li> </ul>		
Lungs		
Abdomen		
Skin <ul style="list-style-type: none"> <li>Herpes simplex virus (HSV), lesions suggestive of methicillin-resistant <i>Staphylococcus aureus</i> (MRSA), or tinea corporis</li> </ul>		
Neurological		
MUSCULOSKELETAL	NORMAL	ABNORMAL FINDINGS
Neck		
Back		
Shoulder and arm		
Elbow and forearm		
Wrist, hand, and fingers		
Hip and thigh		
Knee		
Leg and ankle		
Foot and toes		
Functional <ul style="list-style-type: none"> <li>Double-leg squat test, single-leg squat test, and box drop or step drop test</li> </ul>		

<sup>a</sup> Consider electrocardiography (ECG), echocardiography, referral to a cardiologist for abnormal cardiac history or examination findings, or a combination of those.

Name of health care professional (print or type): \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of health care professional: \_\_\_\_\_, MD, DO, DC, NP, or PA



## MEDICAL ELIGIBILITY FORM

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade in School: \_\_\_\_\_

☐ Medically eligible for all sports without restriction

☐ Medically eligible for all sports without restriction with recommendations for further evaluation or treatment of

\_\_\_\_\_  
\_\_\_\_\_

☐ Medically eligible for certain sports

\_\_\_\_\_  
\_\_\_\_\_

☐ Not medically eligible pending further evaluation

☐ Not medically eligible for any sports

Recommendations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I have examined the student named on this form and completed the preparticipation physical evaluation. The athlete does not have apparent clinical contraindications to practice and can participate in the sport(s) as outlined on this form. A copy of the physical examination findings is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the medical eligibility until the problem is resolved and the potential consequences are completely explained to the athlete (and parents or guardians).

Name of health care professional (print or type): \_\_\_\_\_ Date of Exam: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of health care professional: \_\_\_\_\_, MD, DO, DC, NP, or PA

## SHARED EMERGENCY INFORMATION

Allergies: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Medications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Emergency contacts: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## PREPARTICIPATION PHYSICAL EVALUATION | 2024 – 2025

**THE STUDENT SHALL NOT BE CLEARED TO PARTICIPATE IN INTERSCHOLASTIC ATHLETICS  
UNTIL THIS FORM HAS BEEN SIGNED AND RETURNED TO THE SCHOOL**



### OHSAA AUTHORIZATION FORM | 2024 – 2025

I hereby authorize the release and disclosure of the personal health information of \_\_\_\_\_ ("Student"), as described below, to \_\_\_\_\_ ("School").

The information described below may be released to the School principal or assistant principal, athletic director, coach, athletic trainer, physical education teacher, school nurse or other member of the School's administrative staff as necessary to evaluate the Student's eligibility to participate in school sponsored activities, including but not limited to interscholastic sports programs, physical education classes or other classroom activities.

Personal health information of the Student which may be released and disclosed includes records of physical examinations performed to determine the Student's eligibility to participate in school sponsored activities, including but not limited to the Pre-participation Evaluation form or other similar document required by the School prior to determining eligibility of the Student to participate in classroom or other School sponsored activities; records of the evaluation, diagnosis and treatment of injuries which the Student incurred while engaging in school sponsored activities, including but not limited to practice sessions, training and competition; and other records as necessary to determine the Student's physical fitness to participate in school sponsored activities.

The personal health information described above may be released or disclosed to the School by the Student's personal physician or physicians; a physician or other health care professional retained by the School to perform physical examinations to determine the Student's eligibility to participate in certain school sponsored activities or to provide treatment to students injured while participating in such activities, whether or not such physicians or other health care professionals are paid for their services or volunteer their time to the School; or any other EMT, hospital, physician or other health care professional who evaluates, diagnoses or treats an injury or other condition incurred by the student while participating in school sponsored activities.

I understand that the School has requested this authorization to release or disclose the personal health information described above to make certain decisions about the Student's health and ability to participate in certain school sponsored and classroom activities, and that the School is not a health care provider or health plan covered by federal HIPAA privacy regulations, and the information described below may be redisclosed and may not continue to be protected by the federal HIPAA privacy regulations. I also understand that the School is covered under the federal regulations that govern the privacy of educational records, and that the personal health information disclosed under this authorization may be protected by those regulations.

I also understand that health care providers and health plans may not condition the provision of treatment or payment on the signing of this authorization; however, the Student's participation in certain school sponsored activities may be conditioned on the signing of this authorization.

I understand that I may revoke this authorization in writing at any time, except to the extent that action has been taken by a health care provider in reliance on this authorization, by sending a written revocation to the school principal (or designee) whose name and address appears below.

Name of Principal: \_\_\_\_\_

School Address: \_\_\_\_\_

This authorization will expire when the student is no longer enrolled as a student at the school.

**NOTE: IF THE STUDENT IS UNDER 18 YEARS OF AGE, THIS AUTHORIZATION MUST BE SIGNED BY A PARENT OR LEGAL GUARDIAN TO BE VALID. IF THE STUDENT IS 18 YEARS OF AGE OR OVER, THE STUDENT MUST SIGN THIS AUTHORIZATION PERSONALLY.**

Student's Signature \_\_\_\_\_

Birth date of Student, including year \_\_\_\_\_

Name of Student's personal representative, if applicable \_\_\_\_\_

I am the Student's (check one): \_\_\_\_\_ Parent \_\_\_\_\_ Legal Guardian (documentation must be provided)

Signature of Student's personal representative, if applicable \_\_\_\_\_

Date \_\_\_\_\_

A copy of this signed form has been provided to the student or his/her personal representative

## PREPARTICIPATION PHYSICAL EVALUATION | 2024 – 2025

### 2024-2025 Ohio High School Athletic Association Eligibility and Authorization Statement

*This document is to be signed by the participant from an OHSAA member school and by the participant's guardian*

I have read, understand and acknowledge receipt of the **OHSAA Student Eligibility Guide and Checklist**

(<https://ohsaaweb.blob.core.windows.net/files/Eligibility/OtherEligibilityDocs/EligibilityGuideHS.pdf>) which contains a summary of the eligibility rules of the Ohio High School Athletic Association. I understand that a copy of the *OHSAA Handbook* is on file with the principal and athletic administrator and that I may review it, in its entirety, if I so choose. All OHSAA bylaws and regulations from the *Handbook* are also posted on the OHSAA website at [ohsaa.org](https://ohsaa.org).

I understand that an OHSAA member school must **adhere to all rules and regulations** that pertain to the interscholastic athletics programs that the school sponsors, but that local rules may be more stringent than OHSAA rules.

I understand that participation in interscholastic athletics is a **privilege not a right**.

#### Student Code of Responsibility

As a student athlete, I **understand and accept** the following responsibilities:

- I will **respect the rights and beliefs** of others and will treat others with courtesy and consideration.
- I will be **fully responsible** for my own actions and the consequences of my actions.
- I will **respect the property** of others.
- I will **respect and obey the rules** of my school and laws of my community, state and country.
- I will **show respect to those who are responsible for enforcing the rules** of my school and the laws of my community, state and country.
- I **understand that a student whose character or conduct violates** the school's Athletic Code or School Code of Responsibility is not in good standing and is ineligible for a period as determined by the principal.

**Informed Consent** – By its nature, participation in interscholastic athletics includes risk of injury and transmission of infectious disease such as HIV and Hepatitis B. Although serious injuries are not common and the risk of HIV transmission is almost nonexistent in supervised school athletic programs, it is impossible to eliminate all risk. Participants have a responsibility to help reduce that risk. Participants must obey all safety rules, report all physical and hygiene problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily. **PARENTS, GUARDIANS OR STUDENTS WHO MAY NOT WISH TO ACCEPT RISK DESCRIBED IN THIS WARNING SHOULD NOT SIGN THIS FORM. STUDENTS MAY NOT PARTICIPATE IN AN OHSAA-SPONSORED SPORT WITHOUT THE STUDENT'S AND PARENT'S/GUARDIAN'S SIGNATURE.**

- I understand that in the case of **injury or illness requiring treatment by medical personnel and transportation to a health care facility**, that a reasonable attempt will be made to contact the parent or guardian in the case of the student-athlete being a minor, but that, if necessary, the student-athlete will be treated and transported via ambulance to the nearest hospital.
- I **consent to medical treatment** for the student following an injury or illness suffered during practice and/or a contest.
- To enable the OHSAA to determine whether the herein named student is eligible to participate in interscholastic athletics in an OHSAA member school, I **consent to the release to the OHSAA any and all portions of school record files**, beginning with seventh grade, of the herein named student, specifically including, without limiting the generality of the foregoing, birth and age records, name and residence address of parent(s) or guardian(s), enrollment documents, financial and scholarship records, residence address of the student, academic work completed, grades received and attendance data.
- I **consent to the OHSAA's use of the herein named student's name**, likeness, and athletic-related information in reports of contests, promotional literature of the Association and other materials and releases related to interscholastic athletics.
- I **understand that if I drop a class**, take course work through College Credit Plus, Credit Flexibility or other educational options, this action could affect compliance with OHSAA academic standards and my eligibility. I **accept full responsibility** for compliance with Bylaw 4-4, Scholarship, and the passing five credit standard expressed therein.
- I **understand all concussions are potentially serious** and may result in complications including prolonged brain damage and death if not recognized and managed properly. Further I understand that if my student is removed from a practice or competition due to a suspected concussion, he or she will be unable to return to participation that day. After that day written authorization from a physician (M.D. or D.O.) or another health care provider working under the supervision of a physician will be required in order for the student to return to participation.
- I **have read and signed** the Ohio Department of Health's **Concussion Information Sheet** and have retained a copy for myself.
- I **have read and signed** the Ohio Department of Health's **Sudden Cardiac Arrest Information Sheet** and have retained a copy for myself.

**By signing this we acknowledge that we have read the above information and that we consent to the herein named student's participation.**

**\*Must Be Signed Before Physical Examination**

Student's Signature

Birth Date

Grade in School

Date

Parent's or Guardian's Signature

85

Date



# OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

Doug Ute, Executive Director

## Student Eligibility Guide for Interscholastic Athletic Participation in High School

### Overview

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

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

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

The bylaws and regulations, including the eligibility standards, of the OHSAA are annually adopted by each member school as a required condition of membership within the Association. You are urged, as a student-athlete, to review these standards since you are equally responsible for compliance with these standards. Best wishes as you learn the valuable lessons that come with your participation in interscholastic athletics!

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

### OHSAA Eligibility – Falsified Information (Bylaw 4-1)

If you compete under a name other than your own or provide false information in an attempt to establish athletic eligibility you will be subject to a period of ineligibility.

### OHSAA Eligibility – Age (Bylaw 4-2)

When a high school student (grades 9-12) turns 20 years of age, he/she becomes ineligible for interscholastic athletics. There is an exception to this bylaw, so please arrange a meeting with your principal or athletic administrator to review this exception within Bylaw 4-2-1.

### OHSAA Eligibility – Enrollment & Attendance (Bylaw 4-3)

After establishing ninth-grade eligibility, you are permitted only eight (8) semesters of athletic eligibility. The semesters are taken in order of attendance once ninth-grade eligibility has been established. Semesters are counted toward eligibility whether you participate in interscholastic athletics or not. There are exceptions to this regulation, so please arrange a meeting with your principal or athletic administrator to review these exceptions.

Furthermore, students are only permitted to participate in sports at the school where they are enrolled and attending fulltime (Bylaw 4-3-1). State law permits certain classifications of non-enrolled students (home educated, non-public, community school, STEM students) to have participation opportunities at the public high school that the student would be entitled to attend under the tuition statute, (i.e., the school located in the parents' residential district or attendance zone for multiple high school districts). There is an additional option for home-educated and non-public school students. If you are participating via this legislation, note that the language says you shall be given the "same opportunities" to participate – not greater opportunities — and that you must meet the same eligibility requirements as other students. For more information on participation opportunities for non-enrolled students, go to the Eligibility section of the OHSAA website (<https://www.ohsaa.org/Eligibility/Enrollment>).



## OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

Doug Ute, Executive Director

### OHSAA Eligibility – Scholarship (Bylaw 4-4)

In order to be eligible for the first grading period upon entrance into grade 9, you must have received passing grades in a minimum of four (4) classes in the immediately preceding grading period. In order to maintain eligibility for grades 9-12, you must have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period. In addition:

- Summer school, College Credit Plus taken in the summer and other educational options (e.g. work permitted after the conclusion of the grading period) may not be used to bring a student into compliance with scholarship bylaws, nor can they be used to compensate for lack of courses taken in the preceding grading period.
- Your semester or yearly grades have no effect on OHSAA eligibility (although they could, depending upon your school's official grading periods). OHSAA eligibility is dependent upon grades received in the immediately preceding grading period.
- Those taking postsecondary school courses, including College Credit Plus, must comply with OHSAA scholarship regulations.
- The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. **Note:** Check with your principal or athletic administrator for the exact date that eligibility will be determined.

### OHSAA Eligibility – Conduct, Character & Discipline (Bylaw 4-5)

In matters pertaining to personal conduct in which athletic contests and their related activities are not involved, the school itself is to be the sole judge as to whether the student may participate in athletics. In matters pertaining to personal conduct in which athletic contests and their related activities are involved, the principal and game officials shall file a report and the OHSAA office shall have jurisdiction to determine additional penalties including whether or not the student may participate in athletics. Further, any student who is subject to a penalty or consequences for violations of a school's Board adopted Code of Conduct (Student, Athletic) shall be declared ineligible in the event the student transfers to another school before the penalty or consequence has been fully served.

### OHSAA Eligibility – Residency (Bylaw 4-6)

If your parent(s) or legal guardian live outside of Ohio, you are ineligible unless one of the exceptions to the residency bylaw is met. The exceptions for out-of-state residency are found within Bylaw 4-6.

### OHSAA Eligibility – Transfers (Bylaw 4-7)

Once your eligibility is established at a high school, a transfer to a different high school may mean you will lose eligibility for interscholastic athletics for a period of time at your new school. For the specifics on the period of ineligibility, visit <https://www.ohsaa.org/Eligibility/Transfer>.

- If you are new to this school as a transfer student, all required paperwork must be submitted to the OHSAA by your school administrator, if applicable, and, depending on your situation, the state office may have to grant approval for eligibility. Full eligibility, insofar as transfer is concerned, may be granted only if one of the exceptions to the OHSAA transfer bylaw has been met or if you have not participated in the sport at any high school in the 12 months immediately preceding your transfer.
- To determine if you qualify for an exception or you have other questions on these regulations, arrange a meeting with your principal or athletic administrator. If questions remain, ask them to contact the OHSAA.

### OHSAA Eligibility – International & Exchange Students (Bylaw 4-8)

If you are an International Student, you are ineligible unless you live in Ohio with your parent(s) or unless you meet one of the exceptions to the International & Exchange student bylaw (Bylaw 4-8). Please schedule a meeting with your school administrator to discuss the different exceptions.





## OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

Doug Ute, Executive Director

### OHSAA Eligibility – Recruiting (Bylaw 4-9)

You may be declared ineligible if you are recruited by a person or group of persons to transfer to or enroll in a high school for athletic purposes. This may include your transferring to a school at which one of your former school coaches has been hired. In addition, any attempt by you to recruit a prospective student-athlete for athletic purposes is also prohibited. A violation may also affect the eligibility of the school team.

### OHSAA Eligibility – Amateurism/Awards (Bylaw 4-10/Bylaw 5)

You may receive awards valued at \$500 or less from any source as a result from participation in any sport in which you are an interscholastic athlete, per event, as long as the award is not money/cash. Additionally, you will lose your amateur status in a sport and forfeit your eligibility if you:

- Compete for money or other compensation.
- Promote products on a social media account using the notoriety you receive from being an athlete in exchange for money, merchandise or services of value. (i.e. NO NIL DEALS)
- Receive money, merchandise or services of value based in whole, or in part, on the notoriety you receive from being an athlete.
- Sign a contract or make a commitment to play professional athletics.
- Receive services, merchandise or any form of financial assistance from a professional sports organization.
- Compete with a professional athletics team even if no pay is received.

Expenses for travel, meals and lodging may be accepted provided they are available to all participants and they are not contingent upon your team's and/or your finish. A form is available at [www.ohsaa.org](http://www.ohsaa.org) to maintain amateur status and must be submitted to the OHSAA.

### OHSAA Sport Regulation – Open Gyms/Facilities

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

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

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

### OHSAA Sport Regulation – Individual Instruction

There are restrictions on the instruction a student-athlete can receive from school coaches outside of the season. Some of these regulations are also different for team sports vs. individual sports. Before receiving instruction outside the season from school coaches, visit <https://ohsaaweb.blob.core.windows.net/files/SchoolResources/Handbook.pdf> and review General Sports Regulation 7 to ensure all regulations are being followed. Some other key notes on these regulations:

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



## OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

Doug Ute, Executive Director

### OHSAA Sport Regulation – Non-School Teams

If you compete on a non-school team or in non-school competition as an individual in the same sport during your school team's season (example: non-school soccer during the school's soccer season), you may lose eligibility. There are also certain restrictions regarding tryouts, practices and competitions with non-school teams before, during and after your school season. Before participating with a non-school team, visit <https://ohsaaweb.blob.core.windows.net/files/SchoolResources/Handbook.pdf> and review General Sports Regulation 7 to ensure all regulations are being followed. Some other key notes on these regulations:

- A member of an interscholastic squad in a team sport (baseball, basketball, field hockey, football, ice hockey, lacrosse, soccer, softball and volleyball) may not participate in an athletic contest, tryouts or any type of team or group training or practices on or with a non-school squad in the same sport during the school's interscholastic season once you become a member of the school team. **This would include college teams and/or college tryouts.**
- In the individual sports of bowling, cross country, golf, gymnastics, swimming and diving, tennis, track and field and wrestling, however, you may practice and try out for a non-school team but **may not compete in a contest during your school season.**
- A member of an interscholastic squad in a team sport (baseball, basketball, field hockey, ice hockey, lacrosse, soccer, softball and volleyball) may try out, practice and compete on non-school teams before and after the school season from August 1 to May 31 (there are exceptions for baseball and softball) provided:

The OHSAA's non-interscholastic team limitation is maintained, meaning the number of students from the same school team on the roster of the non-school team is limited to six (6) students in the sports of baseball, field hockey, girls lacrosse, soccer, and softball; five (5) students in the sports of boys lacrosse and ice hockey; and three (3) students in the sports of basketball and volleyball. **School football team members are prohibited from competing on non-school teams except from June 1 to July 31. All football activities during the June 1 to July 31 period must be non-contact and the only football equipment permitted are helmets and cleats.** Note: Seniors are exempt from these limitations after the conclusion of their sport season.

- There is no limit on the number of students from the same school team that may participate on the same non-interscholastic team from June 1 to July 31 provided that non-interscholastic team is being coached by a non-school coach.

Check the OHSAA Sport-by-Sport Regulations (available at [www.ohsaa.org](http://www.ohsaa.org)) for the date you must cease participation on non-school teams in order to be eligible for OHSAA tournament competition, along with penalties for non-compliance with this date.

### OHSAA Sport Regulation – Preparticipation Evaluation & Consent Forms

Before the student's first practice (or prior to the student's first participation should he/she join the team after the season has started), each student must have had a physical examination within the past year and an examination form signed by a medical examiner must be on file at your school. Physical examinations are valid for participation for 13 months from the date of the exam except for those that take place from May 1-June 1. Those exams are valid for one year plus through the end of the next school year's spring sports season.

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

### OHSAA Sport Regulation – Alcohol, Tobacco, Drugs & Steroids

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

Another prominent issue is the use of supplements. The increased availability of these items allows student-athletes access to a wide variety of products aggressively marketed in fitness and strength training magazines and websites. Often their marketing campaigns include promises, endorsed by faulty research claims, of extra-ordinary weight loss, explosive power or tremendous strength gains. It is important for coaches, athletic administrators and parents to educate themselves about what substances your student-athletes may be using and about the potential risks involved with uneducated supplement use.



## OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

Doug Ute, Executive Director

### OHSAA Sport Regulation – Concussion & Sudden Cardiac Arrest Management

It is everyone's responsibility to take the necessary precautions to reduce the likelihood of brain injuries and sudden cardiac arrest.

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

Sudden Cardiac Arrest (SCA) is the most common cause of death among student-athletes, and dizziness, loss of breath and a racing heart are often symptoms that are overlooked. In many cases, recognizing the signs of cardiac trouble means student-athletes can continue their athletic participation.

Each school is required to review both its concussion and sudden cardiac arrest management protocols with students and their parents; each student and his or her parents must review and sign both the Ohio Department of Health's "Concussion Information Sheet" and a "Sudden Cardiac Arrest Information Sheet" prior to participation, and parents and students are highly encouraged to review short video presentations on both concussions and sudden cardiac arrest. Check with your school administrators on where to find these videos.

### OHSAA Sport Regulation – Sporting Behavior

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

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

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

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

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

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

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

***See Eligibility Checklist on Page 6...***



# OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

Doug Ute, Executive Director

## OHSAA Eligibility Checklist

For High School Students Enrolled and/or Participating at an OHSAA Member School

Before you play, you must be eligible. Please review the following checklist with your parents. Unchecked boxes may mean you are **NOT** eligible. For questions, see your principal or athletic administrator.

☐ I am officially enrolled in an OHSAA member high school or participating in accordance with state law.

☐ I am enrolled in at least five one credit courses or the equivalent, each of which counts toward graduation.

☐ I received passing grades in at least five one credit courses or the equivalent, each of which count toward graduation, during the immediately preceding grading period, or as an incoming 9<sup>th</sup> grader, I have passed four classes.

☐ I have a biological and/or adoptive parent who lives in Ohio.

☐ I have not changed schools without a corresponding move by my parents or legal guardian or by qualifying for one of the exceptions to the OHSAA transfer regulation.

☐ If I have changed schools (transferred), I have followed up with my new school to ensure that all proper forms (if applicable) have been submitted to the OHSAA Office.

☐ I understand I am permitted only eight semesters of eligibility taken in order of attendance, whether I play or not, once I have become eligible for athletics at grade 9.

☐ I understand I will become ineligible once I turn 20 years old.

☐ I have not received an award, equipment or prize in a sport in which I compete interscholastically valued at greater than \$500/item/source.

☐ I was either 1) born in the United States, 2) born outside the United States but am living here with a parent, or 3) have been approved for eligibility under Bylaw 4-8, International Students.

☐ I am competing under my true name and have provided my school with my correct home address.

☐ I have not competed in a mandatory open gym/facility, conditioning or instructional program outside the school season.

☐ I have not been coached or provided instruction by a school coach in a team sport in which I participate other than during my sport season, during an instructional period approved by the OHSAA outside the season observing the 50% roster limitation.

☐ I am not competing on a non-school team or in non-school competition as an individual during my school team's season in the same sport.

☐ I have not been recruited for athletic purposes to attend this school.

☐ I am not using anabolic steroids or other performance-enhancing drugs.

☐ I have had a physical examination within the past year and it is on file at my school.

☐ My parents and I attended a preseason meeting at my school which the OHSAA requires to be held no later than two weeks after the beginning of each sports season. We viewed a presentation prepared by the OHSAA to review key eligibility issues, healthy lifestyles and sporting behavior.

☐ My school also reviewed with my parents and me its concussion management protocol, we reviewed and signed the Ohio Department of Health's "Concussion Information Sheet" prior to participation and we reviewed a short presentation on concussions available at no cost at [www.nfhslearn.com](http://www.nfhslearn.com).

☐ My school also reviewed with my parents and me the Sudden Cardiac Arrest video, and we reviewed and have signed the Ohio Department of Health's "Sudden Cardiac Arrest Information Sheet" prior to participation and we reviewed a short presentation on Sudden Cardiac Arrest.

☐ My parents & I have signed the OHSAA Authorization Form and the OHSAA Eligibility and Authorization Statement. They are on file at my school.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**NOTE: This form has been provided as a service to the OHSAA membership for schools to utilize with student-athletes and their parents/guardians. Use of this form is at the sole discretion of each member school.**



# OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

Doug Ute, Executive Director

## Student Eligibility Guide for Interscholastic Athletic Participation in 7/8 Grade Schools

### Overview

The purpose of seventh and eighth grade education-based athletics is to provide rich and wholesome activities for as many students as possible who meet the eligibility standards that have been approved by OHSAA members schools. As a result, students will develop to the greatest degree talents and skills such as leadership, teamwork and discipline, which will enable them to become responsible citizens in our society while demonstrating good sporting conduct.

We believe in interscholastic athletics as an integral part of the total school program reflecting the needs of the school, the community and the student. We believe the potential values to the student and coaches to be very essential. Competition under prescribed regulations and policies provides adolescents with the opportunity to develop ideas and habits of health, fair play, initiative, achievement, emotional control, good sporting conduct, social adaptability and good citizenship. Athletics foster team and school spirit and a sense of community.

We believe each coach should make every effort to provide an opportunity for participation for all eligible students involved in a sport. The students shall be taught the fundamental skills necessary for further growth and improvement in their respective sports. These skills are to be taught by an educated, trained and qualified coach. We believe that high quality skill development for students at the seventh and eighth grade level is of utmost importance.

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

### OHSAA Eligibility – Falsified Information (Bylaw 4-1)

If you compete under a name other than your own or provide false information in an attempt to establish athletic eligibility you will be subject to a period of ineligibility.

### OHSAA Eligibility – Age (Bylaw 4-2)

A student who turns 15 before August 1 of the school year in which he/she desires to participate is not eligible for seventh and eighth grade athletics. There are limited exceptions to this regulation, so please arrange a meeting with your principal or athletic administrator to review these exceptions within Bylaw 4-2-2.

### OHSAA Eligibility – Enrollment & Attendance (Bylaw 4-3)

After establishing seventh-grade eligibility, you are permitted only four (4) semesters of athletic eligibility at the 7<sup>th</sup> & 8<sup>th</sup> grade level. The semesters are taken in order of attendance once seventh-grade eligibility has been established. Semesters are counted toward eligibility whether you participate in interscholastic athletics or not. There are exceptions to this regulation, so please arrange a meeting with your principal or athletic administrator to review these exceptions.

Furthermore, students are only permitted to participate in sports at the school where they are enrolled and attending fulltime (Bylaw 4-3-1). State law permits certain classifications of non-enrolled students (home educated, non-public, community school, STEM students) to have participation opportunities at the public high school that the student would be entitled to attend under the tuition statute, (i.e., the school located in the parents' residential district or attendance zone for multiple high school districts). There is an additional option for home-educated and non-public school students. If you are participating via this legislation, note that the language says you shall be given the "same opportunities" to participate – not greater opportunities — and that you must meet the same eligibility requirements as other students. For more information on participation opportunities for non-enrolled students, go to the Eligibility section of the OHSAA website (<https://www.ohsaa.org/Eligibility/Enrollment>).



# OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

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## OHSAA Eligibility – Scholarship (Bylaw 4-4)

In order to maintain eligibility for grades 7 and 8, you must be currently enrolled in a member school or be participating in accordance with state law, and you must have received passing grades in a minimum of four (4) classes in the immediately preceding grading period.

Summer school and other educational options may not be used to bring a student into compliance with scholarship bylaws, nor can they be used to compensate for lack of courses taken in the preceding grading period.

Your semester or yearly grades have no effect on OHSAA eligibility (although they could, depending upon your school's official grading periods). OHSAA eligibility is dependent upon grades received in the immediately preceding grading period.

In order to be eligible for the first grading period upon entrance into grade 9, you must have received passing grades in a minimum of four (4) classes in the immediately preceding grading period.

## OHSAA Eligibility – Conduct, Character & Discipline (Bylaw 4-5)

In matters pertaining to personal conduct in which athletic contests and their related activities are not involved, the school itself is to be the sole judge as to whether the student may participate in athletics. In matters pertaining to personal conduct in which athletic contests and their related activities are involved, the principal and game officials shall file a report and the OHSAA office shall have jurisdiction to determine additional penalties including whether or not the student may participate in athletics. Further, any student who is subject to a penalty or consequences for violations of a school's Board adopted Code of Conduct (Student, Athletic) shall be declared ineligible in the event the student transfers to another school before the penalty or consequence has been fully served.

## OHSAA Eligibility – Residency (Bylaw 4-6)

If your parent(s) or legal guardian live outside of Ohio, you will be ineligible unless one of the exceptions to the residency bylaw is met. The exceptions for out-of-state residency are found within Bylaw 4-6.

## OHSAA Eligibility – Transfers (Bylaw 4-7)

The transfer bylaw is not applicable for seventh and eighth grade students. However, after completing eighth grade and/or establishing ninth-grade eligibility, a transfer to a different high school will mean you may lose eligibility for interscholastic athletics at your new school for a period of time. For the specifics on the period of ineligibility, visit [www.ohsaa.org](http://www.ohsaa.org).

## OHSAA Eligibility – International & Exchange Students (Bylaw 4-8)

If you are an International Student, you are ineligible unless you live in Ohio with your parent(s) or unless you meet one of the exceptions to the International & Exchange student bylaw (Bylaw 4-8). Please schedule a meeting with your school administrator to discuss the different exceptions.

## OHSAA Eligibility – Recruiting (Bylaw 4-9)

You may be declared ineligible if you are recruited by a person or group of persons to transfer to or enroll in a high school for athletic purposes. This may include your transferring to a school at which one of your former school coaches has been hired. In addition, any attempt by you to recruit a prospective student-athlete for athletic purposes is also prohibited. A violation may also affect the eligibility of the school team.





# OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

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## OHSAA Eligibility – Amateurism/Awards (Bylaw 4-10/Bylaw 5)

You may receive awards valued at \$500 or less from any source as a result from participation in any sport in which you are an interscholastic athlete, per event, as long as the award is not money/cash. Additionally, you will lose your amateur status in a sport and forfeit your eligibility if you:

- Compete for money or other compensation.
- Promote products on a social media account using the notoriety you receive from being an athlete in exchange for money, merchandise or services of value. (i.e. NO NIL DEALS)
- Receive money, merchandise or services of value based in whole, or in part, on the notoriety you receive from being an athlete.
- Sign a contract or make a commitment to play professional athletics.
- Receive services, merchandise or any form of financial assistance from a professional sports organization.
- Compete with a professional athletics team even if no pay is received.

Expenses for travel, meals and lodging may be accepted provided they are available to all participants and they are not contingent upon your team's and/or your finish. A form is available at [www.ohsaa.org](http://www.ohsaa.org) to maintain amateur status and must be submitted to the OHSAA.

## OHSAA Sport Regulation – Open Gyms/Facilities

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

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

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

## OHSAA Sport Regulation – Instruction

There are restrictions on the instruction a student-athlete can receive from school coaches outside of the season. Some of these regulations are also different for team sports vs. individual sports. Before receiving instruction outside the season from school coaches, visit <https://ohsaaweb.blob.core.windows.net/files/SchoolResources/Handbook.pdf> and review General Sports Regulation 7 to ensure all regulations are being followed. Some other key notes on these regulations:

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



# OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

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## OHSAA Sport Regulation – Non-School Teams

If you compete on a non-school team or in non-school competition as an individual in the same sport during your school team's season (example: non-school soccer during the school's soccer season), you may lose eligibility. There are also certain restrictions regarding tryouts, practices and competitions with non-school teams before, during and after your school season. Before participating with a non-school team, visit <https://ohsaaweb.blob.core.windows.net/files/SchoolResources/Handbook.pdf> and review General Sports Regulation 7 to ensure all regulations are being followed. Some other key notes on these regulations:

- A member of an interscholastic squad in a team sport (baseball, basketball, field hockey, football, ice hockey, lacrosse, soccer, softball and volleyball) may not participate in an athletic contest, tryouts or any type of team or group training or practices on or with a non-school squad in the same sport during the school's interscholastic season once you become a member of the school team. **This would include college teams and/or college tryouts.**
- In the individual sports of bowling, cross country, golf, gymnastics, swimming and diving, tennis, track and field and wrestling, however, you may practice and try out for a non-school team but **may not compete in a contest during your school season.**
- A member of an interscholastic squad in a team sport (baseball, basketball, field hockey, ice hockey, lacrosse, soccer, softball and volleyball) may try out, practice and compete on non-school teams before and after the school season from August 1 to May 31 (there are exceptions for baseball and softball) provided:

The OHSAA's non-interscholastic team limitation is maintained, meaning the number of students from the same school team on the roster of the non-school team is limited to six (6) students in the sports of baseball, field hockey, girls lacrosse, soccer, and softball; five (5) students in the sports of boys lacrosse and ice hockey; and three (3) students in the sports of basketball and volleyball. **School football team members are prohibited from competing on non-school teams except from June 1 to July 31. All football activities during the June 1 to July 31 period must be non-contact and the only football equipment permitted are helmets and cleats.** Note: Seniors are exempt from these limitations after the conclusion of their sport season.

- There is no limit on the number of students from the same school team that may participate on the same non-interscholastic team from June 1 to July 31 provided that non-interscholastic team is being coached by a non-school coach.

Check the OHSAA Sport-by-Sport Regulations (available at [www.ohsaa.org](http://www.ohsaa.org)) for the date you must cease participation on non-school teams in order to be eligible for OHSAA tournament competition, along with penalties for non-compliance with this date.

## OHSAA Sport Regulation – Preparticipation Evaluation & Consent Forms

Before the student's first practice (or prior to the student's first participation should he/she join the team after the season has started), each student must have had a physical examination within the past year and an examination form signed by a medical examiner must be on file at your school. Physical examinations are valid for participation for 13 months from the date of the exam except for those that take place from May 1-June 1. Those exams are valid for one year plus through the end of the next school year's spring sports season.

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

## OHSAA Sport Regulation – Alcohol, Tobacco, Drugs & Steroids

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

Another prominent issue is the use of supplements. The increased availability of these items allows student-athletes access to a wide variety of products aggressively marketed in fitness and strength training magazines and websites. Often their marketing campaigns include promises, endorsed by faulty research claims, of extra-ordinary weight loss, explosive power or tremendous strength gains. It is important for coaches, athletic administrators and parents to educate themselves about what substances your student-athletes may be using and about the potential risks involved with uneducated supplement use.





## OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

Doug Ute, Executive Director

### OHSAA Sport Regulation – Concussion & Sudden Cardiac Arrest Management

It is everyone's responsibility to take the necessary pre-cautions to reduce the likelihood of brain injuries and sudden cardiac arrest.

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

Sudden Cardiac Arrest (SCA) is the most common cause of death among student-athletes, and dizziness, loss of breath and a racing heart are often symptoms that are overlooked. In many cases, recognizing the signs of cardiac trouble means student-athletes can continue their athletic participation.

Each school is required to review both its concussion and sudden cardiac arrest management protocols with students and their parents; each student and his or her parents must review and sign both the Ohio Department of Health's "Concussion Information Sheet" and a "Sudden Cardiac Arrest Information Sheet" prior to participation, and parents and students are highly encouraged to review short video presentations on both concussions and sudden cardiac arrest. Check with your school administrators on where to find these videos.

### OHSAA Sport Regulation – Sporting Behavior

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

As a student-athlete, you are expected to accept the responsibility and privilege of representing your school and community while participating in school sports. You are expected to treat opponents, coaches and officials with respect, and ensure your actions do not incite fans or other participants or attempt to embarrass, ridicule or demean others.

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

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

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

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

***See Eligibility Checklist on Page 6...***



**OHIO HIGH SCHOOL ATHLETIC ASSOCIATION**  
**Doug Ute, Executive Director**

## **OHSAA Eligibility Checklist**

For 7/8 Grade Students Enrolled and/or Participating at an OHSAA Member School

**Before you play, you must be eligible. Please review the following checklist with your parents. Unchecked boxes may mean you are NOT eligible. For questions, see your principal or athletic administrator.**

- ☐ I am officially enrolled in an OHSAA member high school or participating in accordance with state law.
- ☐ I received passing grades in at least four subjects during the immediately preceding grading period.
- ☐ I have a biological and/or adoptive parent who lives in Ohio.
- ☐ I did not turn 15 before August 1 of the school year in which I desire to participate.
- ☐ I understand I am permitted only four semesters of eligibility taken in order of attendance, whether I play or not, once I have enrolled in grade seven and before entering grade 9.
- ☐ I have not received an award, equipment or prize in a sport in which I compete interscholastically valued at greater than \$500/item/source.
- ☐ I was either 1) born in the United States, 2) born outside the United States but am living here with a parent, or 3) have been approved for eligibility under Bylaw 4-8, International Students.
- ☐ I am competing under my true name and have provided my school with my correct home address.
- ☐ I have not competed in a mandatory open gym/facility, conditioning or instructional program outside the school season.
- ☐ I have not been coached or provided instruction by a school coach in a team sport in which I participate other than during my sport season, during an instructional period approved by the OHSAA outside the season observing the 50% roster limitation.
- ☐ I am not competing on a non-school team or in non-school competition as an individual during my school team's season in the same sport.
- ☐ I have not been recruited for athletic purposes to attend this school.
- ☐ I am not using anabolic steroids or other performance-enhancing drugs.
- ☐ I have had a physical examination within the past year and it is on file at my school.
- ☐ My parents and I attended a preseason meeting at my school which the OHSAA requires to be held no later than two weeks after the beginning of each sports season. We viewed a presentation to review key eligibility issues, healthy lifestyles and sporting behavior.
- ☐ My school also reviewed with my parents and me its concussion management protocol, we reviewed and signed the Ohio Department of Health's "Concussion Information Sheet" prior to participation and we reviewed a short presentation on concussions available at no cost at [www.nfhslearn.com](http://www.nfhslearn.com).
- ☐ My school also reviewed with my parents and me the Sudden Cardiac Arrest video, and we reviewed and have signed the Ohio Department of Health's "Sudden Cardiac Arrest Information Sheet" prior to participation and we reviewed a short presentation on Sudden Cardiac Arrest.
- ☐ My parents and I have signed the OHSAA Authorization Form and the OHSAA Eligibility and Authorization Statement, and they are on file at my school.

\_\_\_\_\_  
**Student Printed Name**

\_\_\_\_\_  
**Parent/Guardian Printed Name**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**NOTE: This form has been provided as a service to the OHSAA membership for schools to utilize with student-athletes and their parents/guardians. Use of this form is at the sole discretion of each member school.**

# Ohio Department of Health Concussion Information Sheet

## *For Interscholastic Athletics*

Dear Parent/Guardian and Athletes,

This information sheet is provided to assist you and your child in recognizing the signs and symptoms of a concussion. Every athlete is different and responds to a brain injury differently, so seek medical attention if you suspect your child has a concussion. Once a concussion occurs, it is very important your athlete return to normal activities slowly, so he/she does not do more damage to his/her brain.

### What is a Concussion?

A concussion is an injury to the brain that may be caused by a blow, bump, or jolt to the head. Concussions may also happen after a fall or hit that jars the brain. A blow elsewhere on the body can cause a concussion even if an athlete does not hit his/her head directly. Concussions can range from mild to severe, and athletes can get a concussion even if they are wearing a helmet.

### Signs and Symptoms of a Concussion

Athletes do not have to be "knocked out" to have a concussion. In fact, less than 1 out of 10 concussions result in loss of consciousness. Concussion symptoms can develop right away or up to 48 hours after the injury. Ignoring any signs or symptoms of a concussion puts your child's health at risk!

#### Signs Observed by Parents of Guardians

- ◆ *Appears dazed or stunned.*
- ◆ *Is confused about assignment or position.*
- ◆ *Forgets plays.*
- ◆ *Is unsure of game, score or opponent.*
- ◆ *Moves clumsily.*
- ◆ *Answers questions slowly.*
- ◆ *Loses consciousness (even briefly).*
- ◆ *Shows behavior or personality changes (irritability, sadness, nervousness, feeling more emotional).*
- ◆ *Can't recall events before or after hit or fall.*

#### Symptoms Reported by Athlete

- ◆ *Any headache or "pressure" in head. (How badly it hurts does not matter.)*
- ◆ *Nausea or vomiting.*
- ◆ *Balance problems or dizziness.*
- ◆ *Double or blurry vision.*
- ◆ *Sensitivity to light and/or noise*
- ◆ *Feeling sluggish, hazy, foggy or groggy.*
- ◆ *Concentration or memory problems.*
- ◆ *Confusion.*
- ◆ *Does not "feel right."*
- ◆ *Trouble falling asleep.*
- ◆ *Sleeping more or less than usual.*

### Be Honest

Encourage your athlete to be honest with you, his/her coach and your health care provider about his/her symptoms. Many young athletes get caught up in the moment and/or feel pressured to return to sports before they are ready. It is better to miss one game than the entire season... or risk permanent damage!

### Seek Medical Attention Right Away

Seeking medical attention is an important first step if you suspect or are told your child has a concussion. A qualified health care professional will be able to determine how serious the concussion is and when it is safe for your child to return to sports and other daily activities.

- ◆ *No athlete should return to activity on the same day he/she gets a concussion.*
- ◆ *Athletes should NEVER return to practices/games if they still have ANY symptoms.*
- ◆ *Parents and coaches should never pressure any athlete to return to play.*

### The Dangers of Returning Too Soon

Returning to play too early may cause Second Impact Syndrome (SIS) or Post-Concussion Syndrome (PCS). SIS occurs when a second blow to the head happens before an athlete has completely recovered from a concussion. This second impact causes the brain to swell, possibly resulting in brain damage, paralysis, and even death. PCS can occur after a second impact. PCS can result in permanent, long-term concussion symptoms. The risk of SIS and PCS is the reason why no athlete should be allowed to participate in any physical activity before they are cleared by a qualified healthcare professional.

### Recovery

A concussion can affect school, work, and sports. Along with coaches and teachers, the school nurse, athletic trainer, employer, and other school administrators should be aware of the athlete's injury and their roles in helping the child recover.

During the recovery time after a concussion, physical and mental rest are required. A concussion upsets the way the brain normally works and causes it to work longer and harder to complete even simple tasks. Activities that require concentration and focus may make symptoms worse and cause the brain to heal slower. Studies show that children's brains take several weeks to heal following a concussion.



## Returning to Daily Activities

1. Be sure your child gets plenty of rest and enough sleep at night – no late nights. Keep the same bedtime weekdays and weekends.
2. Encourage daytime naps or rest breaks when your child feels tired or worn-out.
3. Limit your child's activities that require a lot of thinking or concentration (including social activities, homework, video games, texting, computer, driving, job-related activities, movies, parties). These activities can slow the brain's recovery.
4. Limit your child's physical activity, especially those activities where another injury or blow to the head may occur.
5. Have your qualified health care professional check your child's symptoms at different times to help guide recovery.

## Returning to Learn (School)

1. Your athlete may need to initially return to school on a limited basis, for example for only half-days, at first. This should be done under the supervision of a qualified health care professional.
2. Inform teacher(s), school counselor or administrator(s) about the injury and symptoms. School personnel should be instructed to watch for:
  - a. Increased problems paying attention.
  - b. Increased problems remembering or learning new information.
  - c. Longer time needed to complete tasks or assignments.
  - d. Greater irritability and decreased ability to cope with stress.
  - e. Symptoms worsen (headache, tiredness) when doing schoolwork.
3. Be sure your child takes multiple breaks during study time and watch for worsening of symptoms.
4. If your child is still having concussion symptoms, he/she may need extra help with school-related activities. As the symptoms decrease during recovery, the extra help or supports can be removed gradually.
5. For more information, please refer to Return to Learn on the ODH website.

### Resources

ODH Violence and Injury Prevention Program  
<http://www.healthy.ohio.gov/vipp/child/returntoplay/>

Centers for Disease Control and Prevention  
<http://www.cdc.gov/headsup/basics/index.html>

National Federation of State High School Associations  
[www.nfhs.org](http://www.nfhs.org)

Brain Injury Association of America  
[www.biausa.org/](http://www.biausa.org/)

## Returning to Play

1. Returning to play is specific for each person, depending on the sport. Starting 4/26/13, Ohio law requires written permission from a health care provider before an athlete can return to play. Follow instructions and guidance provided by a health care professional. It is important that you, your child and your child's coach follow these instructions carefully.
2. Your child should NEVER return to play if he/she still has ANY symptoms. (Be sure that your child does not have any symptoms at rest and while doing any physical activity and/or activities that require a lot of thinking or concentration).
3. Ohio law prohibits your child from returning to a game or practice on the same day he/she was removed.
4. Be sure that the athletic trainer, coach and physical education teacher are aware of your child's injury and symptoms.
5. Your athlete should complete a step-by-step exercise-based progression, under the direction of a qualified healthcare professional.
6. A sample activity progression is listed below. Generally, each step should take no less than 24 hours so that your child's full recovery would take about one week once they have no symptoms at rest and with moderate exercise.\*

### Sample Activity Progression\*

**Step 1:** Low levels of non-contact physical activity, provided **NO SYMPTOMS** return during or after activity. (Examples: walking, light jogging, and easy stationary biking for 20-30 minutes).

**Step 2:** Moderate, non-contact physical activity, provided **NO SYMPTOMS** return during or after activity. (Examples: moderate jogging, brief sprint running, moderate stationary biking, light calisthenics, and sport-specific drills without contact or collisions for 30-45 minutes).

**Step 3:** Heavy, non-contact physical activity, provided **NO SYMPTOMS** return during or after activity. (Examples: extensive sprint running, high intensity stationary biking, resistance exercise with machines and free weights, more intense non-contact sports specific drills, agility training and jumping drills for 45-60 minutes).

**Step 4:** Full contact in controlled practice or scrimmage.

**Step 5:** Full contact in game play.

\*If any symptoms occur, the athlete should drop back to the previous step and try to progress again after a 24 hour rest period.

# Ohio Department of Health Concussion Information Sheet

## *For Interscholastic Athletics*

I have read the Ohio Department of Health's Concussion Information Sheet and understand that I have a responsibility to report my/my child's symptoms to coaches, administrators and healthcare provider.

I also understand that I/my child must have no symptoms before return to play can occur.

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Athlete

---

Date

---

Athlete *Please Print Name*

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Parent/Guardian

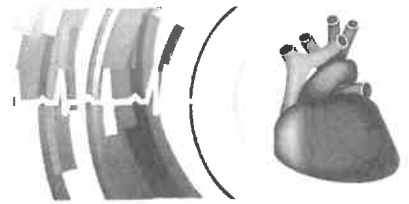
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Date



# Sudden Cardiac Arrest and Lindsay's Law

## Parent/Athlete Signature Form



What is Lindsay's Law? Lindsay's Law is about Sudden Cardiac Arrest (SCA) in youth athletes. It covers all athletes 19 years or younger who practice for or compete in athletic activities. Activities may be organized by a school or youth sports organization.

Which youth athletic activities are included in Lindsay's law?

- Athletics at all schools in Ohio (public and non-public)
- Any athletic contest or competition sponsored by or associated with a school
- All interscholastic athletics, including all practices, interschool practices and scrimmages
- All youth sports organizations
- All cheerleading and club sports, including noncompetitive cheerleading

What is SCA? SCA is when the heart stops beating suddenly and unexpectedly. This cuts off blood flow to the brain and other vital organs. People with SCA will die if not treated immediately. SCA can be caused by 1) a structural issue with the heart, OR 2) an heart electrical problem which controls the heartbeat, OR 3) a situation such as a person who is hit in the chest or a gets a heart infection.

What is a warning sign for SCA? If a family member died suddenly before age 50, or a family member has cardiomyopathy, long QT syndrome, Marfan syndrome or other rhythm problems of the heart.

What symptoms are a warning sign of SCA? A young athlete may have these things with exercise:

- Chest pain/discomfort
- Unexplained fainting/near fainting or dizziness
- Unexplained tiredness, shortness of breath or difficulty breathing
- Unusually fast or racing heart beats

What happens if an athlete experiences syncope or fainting before, during or after a practice, scrimmage, or competitive play? The coach **MUST** remove the youth athlete from activity immediately. The youth athlete **MUST** be seen and cleared by a health care provider before returning to activity. This written clearance must be shared with a school or sports official.

What happens if an athlete experiences any other warning signs of SCA? The youth athlete should be seen by a health care professional.

Who can evaluate and clear youth athletes? A physician (MD or DO), a certified nurse practitioner, a clinical nurse specialist, certified nurse midwife. For school athletes, a physician's assistant or licensed athletic trainer may also clear a student. That person may refer the youth to another health care provider for further evaluation.

What is needed for the youth athlete to return to the activity? There must be clearance from the health care provider in writing. This must be given to the coach and school or sports official before return to activity.

All youth athletes and their parents/guardians must review information about Sudden Cardiac Arrest, then sign and return this form.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# *Coldwater Exempted Village Schools*

## *Athletic Emergency Action Plan*

The Coldwater Athletic Department has a written emergency plan that should be followed in the event of a medical emergency. All coaches should be familiar with this document and their role and responsibility in an emergency. Any questions should be directed to the head athletic trainer (or school administrator, in the absence of a licensed athletic trainer).

An emergency is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic trainer, coaches, administrators and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur. Situations when 911 should be called are:

- An athlete is not breathing
- An athlete has lost consciousness
- It is suspected that an athlete may have a neck or back injury
- An athlete has an open fracture (bone has punctured through the skin)
- Severe heat exhaustion or suspected heat stroke
- Severe bleeding that cannot be stopped

### Chain of Command

Team Physician  
Certified Athletic Trainer  
Athletic Director  
Administrator  
Head Coach  
Assistant Coach  
Sports Medicine Student Trainers  
Other Athletes

The highest person in the chain of command who is present at a scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the athlete until EMS arrives.

Once it is decided that EMS should be called, the following protocol should be followed:

1. The highest person on the chain of command will be deemed the leader, and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The front office or an administrator should be notified that there is an emergency situation on campus.
2. The highest person on the chain of command will make the call to EMS or will designate another person to make the call. EMS should be told what the emergency is, the condition of the athlete and how to get to where the athlete is. Also, tell EMS that someone will meet them at the closest intersection to aid in directing the ambulance. DO NOT HANG UP UNTIL EMS HANGS UP FIRST.
3. Phones at Coldwater Schools are located in the main offices, classrooms, and coaches offices. Cell phones are also a preferred choice of communication to contact 911.

4. The leader will send runners to all intersections between where the athlete is located and the Coldwater Schools location of the injured athlete to direct the ambulance to the athlete. The runners should stay in their positions and wave the ambulance through the proper turns to get to the athlete.
5. The leader will designate another person to attempt contact with the athlete's parents. Emergency contact information can be found on the athletes emergency medical form which coaches, athletic trainers, and/or designated individuals should have with them at all times. If a parent is not present, the form should accompany the athlete to the hospital.
6. If transport is deemed necessary by EMS, the athlete will be taken to the nearest medical center, unless the parent requests otherwise.

Coldwater Exempted Village Schools is located at:

310 North Second Street  
Coldwater, Ohio 45828

Coldwater Stadium is located at:

215 West Butler Street  
Coldwater, Ohio 45828

Coldwater Memorial Park is located at:

598 West Vine Street  
Coldwater, Ohio 45828

Mercer County Elks is located at:

3242 US-127  
Celina, Ohio 45822

Mercer YMCA is located at:

7590 State Route 703  
Celina, Ohio 45822

Jay County High School is located at:

2072 West State Road 67  
Portland, Indiana 47371

Plamor Lanes is located at:

225 Hardin Street  
Coldwater, Ohio 45828

Village Hall Field is located at:

610 West Sycamore Street  
Coldwater, Ohio 45828

Diamond 2/Football Practice Field is located at:

310 West Vine Street  
Coldwater, Ohio 45828



## Location of AED's

1. Pit (Junior High Gym in the elementary building)
2. High School Commons
3. Outside of Middle School Office
4. Central Office
5. Athletic Trainer or CPAC Trainers Office
6. Concession Stand at the Park (Diamond 3 & 4)
7. CPAC Building at Stadium (outside wall)
8. Northwest corner of elementary building near playground (Diamond 2 and practice fields)

*\*Coaches should take note of the closest AED to their practice and game locations*

## Important Phone Numbers:

Athletic Trainer:	419-305-6174 (Tiffany Rutschilling)
EMS:	911
Main Office:	419-678-2611 (Central)
High School Office:	419-678-4821
Athletic Director:	419-678-4822 (Office) (Eric Goodwin) 419-733-2117 (Cell)
Principal:	419-852-9891 (Jason Hemmelgarn)
Superintendent:	513-678-5087 (Doug Mader)