

**New Richmond High School  
Athletic Department**

**COACHES ATHLETIC HANDBOOK**



**New Richmond Exempted Village School District Mission Statement:**

The New Richmond Schools, in partnership with parents and community, provides all students with a comprehensive educational experience in a safe and nurturing environment, preparing them for the highest levels of personal achievement with the ability to demonstrate confidence, leadership and responsibility

***MANAGEMENT AND CONTROL OF ATHLETIC PROGRAMS FOR THE  
NEW RICHMOND EXEMPTED VILLAGE SCHOOL DISTRICT***

**ORGANIZATION:**

Board of School Directors  
Superintendent  
Assistant Superintendent  
Business Manager  
District Maintenance Supervisor  
High School Principal  
Athletic Director  
High School Assistant Principals  
Middle School Principal  
Middle School Assistant Principal  
Assistant Athletic Director  
Athletic Trainers  
Game Managers

**DISCRIMINATION POLICY**

The New Richmond Exempted Village District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, handicap, age, or religion in its activities, programs or employment practices as required by Title VI, Title IX.

New Richmond Athletics Website: <https://www.nrlions.com>

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*"It's not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly; who errs, who comes short again and again, because there is no effort without error and shortcoming; but who does actually strive to do the deeds; who knows great enthusiasms, the great devotions; who spends himself in a worthy cause; who at the best knows in the end the triumph of high achievement, and who at worst, if he fails, at least fails while daring greatly, so that his place shall never be with those cold and timid souls who neither know victory nor defeat."*

*–Theodore Roosevelt*

**ACCOUNTABILITY FOR MATERIAL CONTAINED WITHIN THE HANDBOOK**

All coaches are accountable for all material contained within this handbook. Coaches will be required to sign for receipt of their handbook and sign for acknowledgement of accountability.

# **ATHLETIC DEPARTMENT COACHES' HANDBOOK**

## **INTRODUCTION**

This Handbook was developed to assist our coaching staff at New Richmond High School in serving students who elect to participate in the interscholastic athletic program. The Handbook contains athletic department procedures, regulations, and other information that will be helpful to coaches in administering, maintaining, and supervising the athletic program.

In addition to the materials presented in this Handbook, all coaching staff members must familiarize themselves with the rules of the sports they coach, as well as the rules and regulations outlined in the Ohio High School Athletic Association's constitution and bylaws.

***"Our academic standard will always supersede our athletic standard"***

## **PHILOSOPHY**

### **INTERSCHOLASTIC ATHLETICS**

The Board of School Directors believes that the purpose of an interscholastic athletic program is to provide learning experiences that contribute to the personal, physical, and psychological development of each student-athlete. These learning experiences will align with the educational goals of the New Richmond Exempted Village School District, as outlined in its Statement of Organizational Purpose. They will complement the District's academic program. Hence, participation in interscholastic athletics can play a crucial role in meeting the needs of secondary-level students within the overall educational process. Our interscholastic athletic program is both voluntary and competitive, designed to meet the needs of our student-athletes. To participate, student-athletes must be physically healthy, academically qualified, and willing to make a significant personal commitment to maximize the development of their knowledge, skills, and attitudes related to the particular sport.

All athletic teams will operate under the leadership supervision of an effective coaching staff committed to accomplishing the educational goals of the school system. Members of the coaching staff will employ safe and educationally sound techniques designed to actively promote the development of the student athlete as a whole person. Also, coaches will be expected to continually improve their coaching techniques through participation in appropriate professional development programs and clinics.

The school administration, particularly the athletic director and secondary principals, will provide a supportive environment for coaches and student-athletes at all levels. Administrators will be committed to the philosophy stated herein.

Our interscholastic athletic program will become increasingly competitive as students progress from junior high/middle school through freshman, junior varsity, and ultimately to the varsity levels. The earlier levels will serve as developmental programs for the more advanced levels. Team goals will reflect these goals. Varsity coaches will work with athletes from the freshman, junior varsity, and varsity teams. Junior high/middle school coaches to coordinate the developmental aspects of the program in each particular sport.

At the New Richmond middle school level of interscholastic competition, coaches will place a strong emphasis on instruction and maintaining sufficient levels of participation in that sport to allow individual student-athletes to develop their athletic potential. Participation and development of skills in a sport will be valued above the winning of contests. The needs of the team should be balanced with the developmental needs of the individual team members. The number of participants accepted for membership on a team, however, must support this commitment to high levels of instruction and participation.

At the freshman/junior varsity level, instruction and the development of individual skills for all student-athletes will continue to be emphasized. However, team success in interschool competition will also be valued. Student-athletes will become increasingly aware of the importance of teamwork and a positive attitude toward team success. The number of student-athletes selected for the team will enable the coaches not only to instruct and assist the participants in their individual development but also to teach teamwork as a crucial factor in interscholastic competition.

At the varsity level of interscholastic competition, coaches will have the dual responsibility of fostering individual skill development and achieving team success. To achieve this goal, the most effective student-athletes, as determined by the coaching staff, regardless of grade level, will be permitted to develop their athletic abilities further and participate at the highest levels of interscholastic athletic competition. Coaching emphasis will be placed on helping team members work together and create a strong desire to achieve the highest possible levels of team success.

The Board of School Directors directs the Superintendent to develop, disseminate, maintain, and periodically revise the administrative procedures. The intent of this policy, as well as an annual evaluation process for coaches, is to create the most athletically enriching experience. Appropriate professional development programs for coaches relative to this policy and the above procedures will also be provided.

## **WHY DO YOU COACH?**

Although a coach has their specific reasons for coaching, the main reason should be to take a group of young people and develop their individual and collective skills to their god given potential. In addition, athletics, as an extension of the classroom, provides a venue to educate students socially, emotionally, and mentally through physical activity. Student-athletes who are better players and better persons after their seasons or at the end of their careers than they were at the start have played for a successful coach, regardless of wins or losses.

## **WHAT THE SCHOOL DISTRICT SHOULD EXPECT FROM YOU**

1. To serve as a role model for your student-athletes. Never underestimate the influence you have on the young people in your charge.
2. To give an honest effort. To strive to do your best as you expect your student-athletes to do their best.
3. To remember that how you treat and develop your student-athletes is more important than how many games you win.
4. Although participation in numerous school activities is encouraged for all students, it is understood that once a student-athlete commits to you the coach, and his/her teammates in that season of their participation as a member of the team, consequences for failure to abide by team rules may be implemented by the head coach. All rules and consequences shall be pre-approved by the Athletic Director and should be included in your handbook/rules packet distributed prior to the season.
5. To be **supportive of the entire athletic program.** Your student-athletes appreciate it when you watch them compete in a sport other than yours.
6. To conduct your program in a moral and ethical manner.
7. To keep athletics in perspective. To remember that although athletics is important, it is but a fraction of a student's total education.
8. To have fun. It is indeed possible to work hard, be intense, and still enjoy every minute of it.
9. To be open-minded and receptive to recommendations, constructive criticism, and critique meant to uplift, which you may receive from the your Athletic Director.

## **WHAT YOU SHOULD EXPECT FROM THE ATHLETIC DIRECTOR**

1. To provide you with the encouragement, support, and resources necessary to develop the program.
2. To remember that how you treat and develop your student-athletes is more important than how many games you win.
3. To conduct the overall sport program in an ethical manner.
4. To be open-minded and receptive to recommendations and constructive criticism you may receive.
5. To keep athletics in perspective. To remember that although athletics is important, it is but a fraction of a student's total education.
6. To provide you with opportunities and recommendations to help you grow as a coach. To offer critique in a private setting and/or in a manner that allows all to maintain your dignity.
7. To support you against unfair and unfounded criticism and attacks.

## **ATHLETIC OBJECTIVES**

The athletic program is an integral part of the educational process of New Richmond High School. It promotes inspiration in our students and community to participate in sports, either as an athlete or a spectator.

We aim to develop competitive student-athletes while never losing sight of the educational values, including sportsmanship, citizenship, health, character education, and scholastic attainment. The athletic programs should also promote school morale and provide an additional source of self-esteem for our students.

## **PROGRAM OBJECTIVES**

1. To complement the primary function of the school, which is instruction.
2. To represent New Richmond High School and its interscholastic athletic program in a positive and constructive manner.
3. To prepare your program for excellence which will produce successful teams within the construct of sportsmanship, fair play, and safeguarding the mental health of the student-athlete.
4. To provide opportunities for the individual's:

- Physical, mental and emotional growth and development.
- Acquisition and development of special skills in activities of each student's choice.
- Development of desirable social traits such as hard work, loyalty, teamwork, and sportsmanship.
- Development of leadership skills.
- Achievement of goals.
- Practice of self-discipline, self-motivation, and fair play.
- Commitment to team goals over individual effort and recognition.

### **SPECIFIC OBJECTIVES**

1. To provide opportunities to learn games and improve playing skills to the best of their abilities.
2. To enhance physical fitness, reach desirable health goals, establish good hygiene, and safety habits.
3. To provide opportunities to make lasting and meaningful relationships with team members and widen circles of friends by meeting student-athletes from opposing teams.
4. To provide opportunities to observe and practice good sportsmanship.
5. To realize that athletic competition is a privilege that carries definitive responsibilities with it.
6. To reap the benefits of the special type of discipline that comes from participation and competition.
7. To understand the concept of teamwork and the individual's role and responsibility as a team member.

### **COMMUNITY OBJECTIVES**

1. The community should realize that control of and responsibility for school athletics rests entirely with the school authorities.
2. School athletics should furnish a recreational opportunity for the general public as long as a community is willing to see that the program is conducted solely for the benefit of student competition and student spectators.
3. The community should judge the success of the season on the number of participants, the number of spectators, new skills acquired, good citizenship, and good sportsmanship taught, rather than on the number of games won or lost.

4. The community should constantly keep in mind that an athletic contest is part of the school program and therefore is governed by the same philosophy.

### **SCHOOL AND STUDENT-BODY OBJECTIVES**

1. Athletics should be educational.
2. Athletics should promote pride in one's school and community.
3. Proper student interest should be promoted.
4. All visiting schools should be treated cordially and be the recipients of hospitality as our guests.
5. School policy should be consistently applied so as not to provide student-athletes with special privileges.
6. Sportsmanship, fair play and good school citizenship should be the goals of all student-athletes.
7. Every effort should be made to provide the best coaching, facilities and equipment possible within the economic constraints of the school district's budget.

### **COACHES CODE OF ETHICS**

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. The student-athlete's welfare should be treated with the utmost priority at all times. Accordingly, the following guidelines for coaches have been adopted by the National Federation of State High School Association (NFHS):

1. **The coach** shall be aware that he/she has a tremendous influence, for either good or bad, on the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
2. **The coach** shall uphold the honor and integrity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. **The coach** shall take an active role in the prevention of drug, alcohol and tobacco use.
4. **The coach** shall avoid the use of alcohol and tobacco products when in contact with student-athletes and/or in performance of their job.

5. **The coach** shall promote the entire interscholastic program of the school and direct his/her program in harmony with the total school program.
6. **The coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
7. **The coach** shall exert his/her influence to enhance sportsmanship by spectators, both directly and by working closely with students, community, booster clubs, and administrators.
8. **The coach** shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Incendiary and/or public criticism of officials or players is unethical.
9. **Before and after contests**, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.
10. **The coach** shall not exert pressure on faculty members to give student-athletes special consideration.
11. **The coach** shall not scout opponents by any means other than those adopted by the conference and/or state high school athletic association.

## **DUTIES AND RESPONSIBILITIES**

### **RESPONSIBILITIES OF STUDENTS**

Student's habits and reactions as spectators determine the quality of sportsmanship, which reflects upon the reputation of their school. Therefore, it is recommended that they:

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate, and respond enthusiastically to cheerleaders.
3. Help to control the unruly behavior of fellow students.
4. Respect the property of the school and the authority of school officials.
5. Show respect for an injured player when they are removed from the contest.
6. Never criticize coaches or players for the loss of a game.
7. Respect the judgment of game officials or referees.

8. Refrain from using obscene or vulgar language.
9. Respect the efforts of all participants (home or visitor).
10. Conduct yourself with proper respect during the complete duration of their practices and athletic events.
11. The school district has the right to restrict students from attending or participating in any athletic activities.

### **SCHOOL BOARD OF DIRECTORS**

The School Board of Directors shall set policy with regard to the facilitation of the athletic programs within the New Richmond Exempted Village School District and shall make all decisions as are required by law.

### **THE PRINCIPAL**

The Principal has the autonomy to weigh in on all matters pertaining to the interscholastic athletic programs of the school, is beholden to the OHSAA policies and bylaws. He/she may delegate some of these powers to a designee, but such delegation shall not relieve him/her of responsibility for any infraction by his/her school, of the Constitution and By-Laws of the OHSAA.

#### *Duties and Responsibilities:*

1. To have control over all athletic relations in which the school participates. This applies to interscholastic sports for both boys and girls.
2. To sanction all contests in which the school participates and to notify the Executive Director of the OHSAA within ten days if the school has entered a contest which has not been sanctioned.
3. To exclude any contestant who, because of bad habits, or improper conduct, would not represent the school in a becoming manner and, to exclude any contestant who has suffered illness or injury until that contestant is pronounced physically fit by the school physician or, if none employed, by another licensed physician.
4. To be responsible for the treatment of all visitors and officials attending contests conducted by the school. The principal shall provide reasonable protections for officials and visitors at home games. If a game is played at a neutral place, the Principals of the participating schools shall be held jointly responsible for this protection.

5. To see that all contracts for interscholastic athletic contests in which his/her school participates are in writing and bear his/her signature or designee's signature.
6. All written contracts with officials shall be signed by the principal, or designee.
7. To be responsible for certifying in writing the eligibility of all contestants in accordance with the By-Laws of the OHSAA
8. The Principal shall have such other powers concerning interscholastic athletics within the school as are in keeping with the growth and needs of the school and which are consistent with the provisions of the Constitution and By-Laws of the OHSAA.

### **COACHES AND ATHLETICS PERSONNEL DUTIES (LEGAL)**

Coaches have both a moral and legal obligation to protect the student-athletes in their charge. While moral commitments are significant, legal ones are equally important when determining liability in a legal case against a coach. There are duties that coaches need to address if they are to protect their student-athletes, thereby protecting themselves and the school district. Coaches today not only must know their routine duties related to their job, but also must understand their legal responsibilities.

Legal duties are defined as the responsibility of a coach to take reasonable care of their student-athletes. A coach must provide the safest environment possible in their specific situation.

To have a successful lawsuit against a coach or school district, the plaintiff must prove that all four elements of a tort are met. The four elements are 1) that a duty exists, 2) there has been a breach of that duty, 3) the breach of duty was the direct cause of the injury, and 4) there was in fact injury or damage. Without the identification of the duty, the first element is meaningless; the other three are also useless.

Several obligations or duties have been identified as absolute requirements for coaches and athletics personnel. These standards have evolved in response to various case law proceedings and legal judgments against individuals and school districts.

1. **Duty to Plan** – This is a comprehensive requirement that transcends all other duties. Inherent in this duty is the need to continually conduct focused analyses and to develop responsive strategies that prevent or reduce injury and loss in the following areas: coaching competence; medical screening; appropriate activities that consider age, maturity and environmental conditions; facility and equipment evaluation and improvement; injury response; warnings to student-athletes and their families; insurance of student-athletes; child advocacy in cases of alcohol and

other drug abuse (AODA) or family neglect or abuse. Plans and policies should be committed to paper and should be rigorously implemented unless dangerous conditions prevent implementation. Plans and policies should be retained in safe storage. Negligence can be alleged when an injury loss results from no planning, inadequate planning or when plans are developed but ignored.

2. **Duty to Instruct Properly** – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill and capability. Instruction must move from simple to complex and unknown to known. Coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Instruction must demonstrate appropriate and safe technique and must include warnings about unsafe techniques and prohibited practices.
  - 2a. **Duty to Condition Properly** – Practices must account for a progression of cardiovascular and musculoskeletal conditioning, regimens that prepare student-athletes sequentially for more challenging practices and competitive activities. Consideration must be given to weather, maturational and readiness factors.
3. **Duty to Maintain Safe Playing Conditions** – Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective equipment or hazardous environments. Courts have held athletic supervisors responsible to improve unsafe environments repair or remove defective equipment or disallow student-athlete's access. In addition, weather conditions must be considered. Student-athletes should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity or when frostbite may be a factor. In addition, a plan for monitoring and responding to dangerous weather conditions is necessary. Building codes and laws must be observed and implemented with respect to capacity, ventilation, air filtration and lighting.
  - 3a. **Duty to Select, Train and Supervise Coaches** – Athletic administrators will be expected to ensure coaches are capable of providing safe conditions and activities.
4. **Duty To Provide Proper Equipment** – Coaches and athletic administrators must ensure student-athletes are properly equipped with clean, durable and safe equipment. This is especially important for protective equipment, which must carry a *National Operating Commission on Safety in Athletic Equipment* (NOCSAE) certification and must be checked for proper fit and wearing. Student-athletes must wear protective equipment any time they are exposed to the full rigors of contact in

practice or competition. Selection of equipment must also consider the age and maturity of the athletes.

- 4a. Duty to Provide Proper Transportation – In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowable if parents have adequate insurance coverage for team members other than their family members. The age and maturity of student-athletes should always be considered when allowing student-athletes to use public/self-transportation to travel to a local contest.
5. **Duty to Match Athletes** – Student-athletes should be matched with consideration for maturity, skill, age, size and speed. Mismatches should be avoided in all categories.
6. **Duty to Assess Athletes Readiness For Practice and Competition** – Athletic administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of student-athletes. Student-athletes must be medically screened in accordance with state association regulations before participating in practice or competition. Moreover, some children may require specialized medical assessment to ascertain the existence of congenital disorders or the existence of a physical condition that predisposes the student-athlete to injury. In addition, injured student-athletes who require the services of a physician may not return to practice or competition without written permission of the physician. Plans should become policy documents and updated regularly by administrators, coaches and experts in specific areas (e.g.; equipment, emergency response etc.) A new area of concern that may grow from this duty is the difficulty of assessing the readiness of handicapped children who are referred for practice or competition under the *Americans with Disabilities Act or the Education of All Handicapped Children Act of 1975*. In these cases, it is imperative that medical and multi-disciplinary team approval and recommendation be obtained before a handicapped student becomes a candidate for practice and competition.
  - 6a. Duty to Ensure Athletes are covered by Injury Insurance – Athletic administrators and coaches must screen student-athletes to ensure that family and /or school insurance provides a basic level of medical coverage. Student-athletes should not be allowed to participate without injury insurance.
7. **Duty to Supervise** – A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. Supervision pertains to both primary and secondary areas. This duty requires supervisors (coaches) to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to

supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibilities also pertain to athletic administrators who are expected to be able to supervise coaching staff members competently. In addition, school administrators or game managers are expected to supervise contests to ensure that spectators do not create an unsafe or disruptive environment. A further extension of this duty is the need to supervise the condition, safe usage, maintenance and upkeep of equipment and facilities.

8. **Duty to Warn** – Coaches are required to warn parents and student-athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both student-athletes and parents should be required to provide written certification of their comprehension. Multi-media sources of warnings to players and parents are recommended.
9. **Duty to Provide Emergency Care** – Coaches are expected to be able to administer approved, prioritized, standard first aid procedures in response to a range of traumatic injuries within their knowledge base.
  - 9a. **Duty To Develop An Emergency Response Plan** – Athletic administrators and coaches must develop site-specific plans for managing uninjured team members while emergency care is being administered to an injured student-athlete. In addition, plans must be in place to: ensure access to a stocked first aid kit, spine board and other emergency response equipment; access to a telephone; ensure a timely call to EMS; to expedite rapid access by EMS to the injured athlete by stationing coaches or team members at driveways, parking lots, entry doors and remote hallways.

**Foreseeability** is a common term found in litigation related to sport today. A prudent coach should be able to foresee the potential danger that may occur if activity is continued in that facility, or with that equipment, or in that situation, and should take action to prevent the activity from continuing without correcting the problem.

Sources: National Federation of High Schools (NFHS)

## **RISK-MANAGEMENT**

It is the responsibility of the coaching staff to assist in offering a program that is in the best interest of the athletes in terms of their personal health and safety. A sound program in risk-management specific to the sport being coached must be developed.

## **NEW RICHMOND SPORTS FOUNDATION**

The New Richmond Exempted Village School District recognizes and approves the creation of NRSF. This organization offers a positive opportunity for parents to be involved with the athletic program. The NRSF works in conjunction with and supports the coaching staff and the student-athletes. They have no authority or institutional control over any aspect of the athletic program.

Items in which NRSF can support include end-of-season banquets, sporting goods for team operations, in-season meals, team supplies, and unusual expenses.

Items in which the school will provide support include: team uniforms, equipment/supplies, transportation, contest officials, coaches' salaries, and dues and fees.

Athletic programs may seek financial assistance from NRSF with various items. The athletic program is a school district program and, therefore, is guided and directed by all laws, rules, guidelines, and policies that all programs in the school district must follow. The NRSF or any "outside" resource coming 'into' the school district athletic program must be carefully guided to abide by the laws, rules, guidelines, and policies governing public school systems.

The coaching staff must be familiar with the district policy regarding Gifts to the District to assist the NRSF in making decisions regarding the use of funds generated by fundraising projects. Fundraising efforts conducted by The NRSF or coaches must be pre-approved by the athletic director. Coaches are encouraged to work collaboratively with the NRSF. A copy of "Guidelines for New Richmond Sports Foundation" will be available in the Athletic Office.

## **BUDGET RESPONSIBILITIES**

The New Richmond Exempted Village School District recognizes and approves the creation of NRSF. This organization offers a positive opportunity for parents to be involved with the athletic program. The head coach of each sport is responsible for presenting an accurate and timely budget for their sport. The New Richmond Athletic Department requires coaches to submit their budgets for the next school year by the end of December of the current school year. Coaches will be asked to calculate and estimate their equipment and supply needs by the end of their current season for the following school year. This process is based on a zero-based budgeting format. A procedures memo and Budget Worksheet will be sent to each head coach in the summer of the current school year. Coaches will need to submit their estimated equipment needs by the end of the current season for the following school year, so the athletic administration can process and develop the athletic budget for the upcoming year.

In addition, not all requisitioned equipment may be purchased. Several factors dictate the ability to buy all requisitioned items. Coaches should submit all anticipated needs but may be asked to prioritize if necessary.

Management of the budget is the joint responsibility of the coach and the athletic director. Coaches' inventory and record-keeping must be accurate. All equipment and supply orders must go through the athletic director and the Purchase Order process. Coaches should refrain from making personal purchases. Any equipment purchased by the coach for use in their program becomes property of the New Richmond Athletic Dept..

In addition, no staff member will be reimbursed for expenditures spent out of pocket. You may not use a personal credit card or your cash and expect reimbursement from the school district.

## **CAMPS/CLINICS**

It is essential in budget preparation to be accurate in every detail to ensure that the equipment requested is the equipment received, including more information regarding the manufacturer, model number, quantity, sizes, and numbering. Coaches may serve as directors or staff members for camps and clinics attended by their student-athletes or potential student-athletes for which fees are charged and for which the coaches receive remuneration for their efforts. However, coaches are responsible for making clear public communication to student-athletes and their parents stating that attendance in any such camp or clinic will not guarantee a student-athlete any privilege regarding their relationship with the coach's NRHS sports team.

## **SBAAC CONFERENCE**

New Richmond High School is a member of the Southern Buckeye Academic & Athletic Conference. The SBAAC Conference is structured in two divisions (American & National).

### **American Division:**

Batavia Bulldogs  
Clinton-Massie Falcons  
Goshen Warriors  
New Richmond Lions  
Western Brown Broncos  
Wilmington Hurricanes

**National Division:**

Bethel-Tate Tigers  
Blanchester Wildcats  
Clermont Northeastern Rockets  
East Clinton Astros  
Felicity-Franklin Cardinals  
Georgetown G-Men  
Williamsburg Wildcats

Some sports use a division format schedule, and others use a conference format schedule, depending on the number of schools that sponsor that particular sport. Division Champions or Conference Champions will be awarded in each sport. A body of Principals and Athletic Directors governs the SBAAC Conference.

Coaches must obtain a copy of their sport's conference by-laws and be responsible for all contained within those by-laws.

## **COLLEGE RECRUITING**

Coaches are to assist student-athletes in their sport who have indicated a desire to participate in athletics at a post-secondary institution. All students deserve the best guidance possible in making college and/or career plans. The student-athlete belongs to a special population because the assistance they need must be provided by coaches, counselors, prospective college coaches, and parents. To assist student-athletes and their parents, the New Richmond Athletic Department and the New Richmond Guidance Office have posted guidelines on their websites for the recruiting process.

In addition, Honest Game, Inc. has developed "honestgame.com," an innovative website for coaches' professional development (including recruiting information).

Coaches should be aware that collegiate recruiting personnel may contact them and the Athletic Office to seek information about student-athletes. In compliance with FERPA (Federal Educational Rights and Privacy Act), directory information about a student (name, address, phone number, honors and awards, etc.) may be disclosed to college recruiters as requested. However, if a student-athlete or their parents wish not to have this information given out, they may request this in writing to the New Richmond Athletic Office before the first day of official practice for their sport.

## **CUSTODIANS AND MAINTENANCE PERSONNEL**

Custodians and maintenance personnel perform a vital service to athletics. Well-maintained playing and practice facilities do not happen by accident. These people deserve our gratitude and respect. Try to accommodate their needs as much as possible, maintain your spaces, use garbage cans, and have your team pick up after themselves.

## **DISCIPLINE PROCEDURES**

### **SUSPENSION FROM A TEAM**

Suspensions from a team may be imposed by the Coach of the sport, the athletic director, or the Building Administrator. The Coach, athletic director, and/or the Administrator will confer with each other before taking action. Causes for suspension include violations of team, department, school, or District rules and policies.

If a student-athlete is under investigation for potential dismissal from a team, the Coach, athletic director, or Administrator may invoke a suspension until the investigation is complete. (If a student-athlete is under consideration for suspension from a team, they have the right to due process as explained in this document.)

### **DISMISSAL FROM A TEAM**

Removal of a student-athlete from a team may be made by the Coach of the sport, Athletic Director, or Building Administrator for severe or repeated violations of team, department, school, or District rules and policies. The Coach, athletic director, and/or the Administrator will confer with each other before taking action.

If a student-athlete is under consideration for dismissal from a team, they have the right to due process as explained in this document.

Any student-athlete dismissed from a team will not be permitted to participate on another team during that sport's season. School board policy may further restrict a student's participation during that school year.

### **DUE PROCESS**

The following procedure has been developed by the Athletic Department to provide due process in the event a student is (under consideration) to be suspended or dismissed from a team:

- The Coach, Athletic Director or Principal will notify the student-athlete and the student-athlete's parent/guardian of the possibility of a suspension/dismissal, its proposed date/time of effect, and the infraction detected that prompts the

considered consequence. This notification may take place in person or by phone call. The student-athlete and his/her parent/guardian will be then be afforded the opportunity to reply to the charge and present evidence. If requested, such conference will be held immediately or as soon as possible to be mutually agreed upon by the school district official and the student-athlete and his/her parent/guardian.

Nothing contained in this section denies a student or parent/guardian of his/her right to then appeal to the New Richmond superintendent, school board, or the courts or to be represented by counsel at any stage of the process.

## **DUAL RELATIONSHIP**

A coach may be asked to provide private instruction to an athlete either on a voluntary or compensatory basis. If a coach enters into such a relationship while also being in a position, or potentially being in a position, to make decisions regarding that athlete's selection to our interscholastic athletic team or that athlete's assignment of playing time on that team, a "dual relationship" would exist. It should be apparent that such a relationship is ripe with potential dangers for any coach. Indeed, at the very least, having such an arrangement with an athlete on a private basis would leave the coach open to charges of favoritism regarding the treatment received by the athlete while a member of our team. **Therefore, such private coaching relationships - either voluntary or compensatory - is strictly prohibited.**

## **ELIGIBILITY TO PARTICIPATE IN INTERSCHOLASTIC ATHLETICS**

### **OHSAA ELIGIBILITY FOR INTERSCHOLASTIC SPORTS**

High school interscholastic sports programs in Ohio are governed by the Ohio High School Athletic Association (OHSAA). As a member school, we must follow the policies and regulations formulated by the association. Regulations include:

1. **AGE:** Once a student attains the age of 20, the student will no longer be eligible for interscholastic athletic competition notwithstanding where that 20th birthday falls in relation to the sport season.

2. **AMATEUR STATUS AND AWARDS:** A pupil must be an amateur to be eligible to participate in a OHSAA sponsored interscholastic athletic contest. You will lose your amateur status in a sport for at least a year if:
  - A. You or your school, or an organization which you represent, or your parent or guardian, receives money or property for or related to your athletic ability, performance, participation or services.
  - B. You accept compensation for teaching, training or coaching in a sport. You may receive normal and customary compensation for acting as an instructor in or officiating recreational activities, or for serving as a lifeguard at swimming areas.
3. **PARTICIPATION AND GRADE REPITION:** You will lose your eligibility when you have been in attendance more than eight semesters beyond the eighth grade. If you repeat a grade after eight, you will be ineligible as a senior. You may participate only one season in each sport during each school year.
4. **OUTSIDE PARTICIPATION:** You will lose your eligibility in a sport for the remainder of the season if, while a member of your high school team, you participate in an athletic contest as an individual or a member of another team in the same sport during the same season.
5. **OUT-OF-SEASON PARTICIPATION:** Almost all OHSAA sports have a defined season. If your team conducts and/or plays a contest after the concluding date for the OHSAA season in a sport, you will lose your eligibility for one year in that sport.
6. **CONSENT OF PARENT OR GUARDIAN:** A pupil shall be eligible for participation in each sport only when there is on file with the principal a certificate of consent signed by a parent or guardian.

9. **HEALTH:** No pupil shall be eligible to represent the school in any interscholastic contest unless he/she has been examined by a licensed physician of medicine or osteopathy or by a certified nurse practitioner or a physician's assistant before you begin to practice for your first sports season. The Athletic Department will keep this physical on file for 1 calendar year. Our Team Physician, or school trainer reserves the right to withhold eligibility due to a transient health condition which would deem it unsafe for the participant to participate in athletics.

Wrestlers must also obtain from the physician or certified school nurse practitioner, prior to the beginning of practice, a certification of the minimum weight class at which they may wrestle for the entire season.

10. **CURRICULUM:** A pupil must pursue a curriculum defined and approved by the principal as a full-time curriculum. This curriculum must be approved and conform to the regulations of the State Board of Education, the OHSAA, and any places established by the local school board. An acceptable grade must be maintained and eligibility shall be cumulative from the beginning of a grading period and reported on a weekly basis. A pupil must have passed at least five full-credit subjects, or the equivalent, during the previous grading period.

A student declared ineligible due to grades in a preceding grading period shall be ineligible to participate for current grading period. Eligibility for the first grading period is based on your final grades for the preceding school year. In case of incompletes, the eligibility period will begin when grades are finalized. At the end of the school year, students' final grades for the year shall be used to determine their eligibility for the next grading period.

### **NEW RICHMOND ELIGIBILITY FOR INTERSCHOLASTIC SPORTS**

1. **Attendance:** Our school rules regarding academic progress, attendance, and behavior influence a student's day-to-day eligibility. A student must be in attendance during the school day *immediately prior* to dismissal to be eligible to participate in an interscholastic event or practice that day. Any student with an unexcused tardy from the lunch bell or thereafter will not be permitted to participate that day in athletic events. Friday attendance will affect eligibility for Saturday activities. Exceptions for absence for educational and religious and medical reasons can be made where *prior approval* has been granted.
2. **Suspension:** When a student has been suspended out-of-school, the student may not visit any school campus during the duration of the suspension, nor may the student participate in any extracurricular activities, including athletic practices or competitions. Students may resume participation in extracurricular activities on the day they resume school.

3. **In-school Suspension:** When a student is suspended in-school, participation in extracurricular activities will be restricted. Students may resume participation in extracurricular activities on the day following the completion of the suspension. A coach or sponsor may set a more restrictive rule if missing practice has influenced preparation for participation.

## **INELIGIBILITY**

When declared ineligible from competition because of the inability to meet OHSAA academic or attendance standards, a student-athlete may, with the approval of the head coach, attend and participate in practice/meetings or may accompany the team to competition (not in uniform). When declared ineligible for practice, meetings, or competition because of inability to meet the New Richmond daily attendance requirement of behavior code(s), a student-athlete may not participate in practice, meetings, or competition for that day, nor accompany the team to any activity.

## **HOME-SCHOOLED STUDENTS PARTICIPATION IN INTERSCHOLASTIC ATHLETICS**

Home-schooled secondary students residing within the New Richmond High School Attendance Zone shall be eligible to participate in interscholastic athletics at the age-group school within their regular attendance area. Each student shall be required to follow the rules of the team and school, the policies of the New Richmond Exempted Village School District and the rules and regulations of the OHSAA.

Transportation to and from scheduled practices and events is the responsibility of the parents of the home-schooled students except bus transportation to and from away events.

### **Procedures**

Parents of home-schooled students who wish to have their children participate in interscholastic athletics have the following responsibilities:

1. Register their children with the district office prior to the season.
2. Submit completed OHSAA physical forms, complete FinalForms, and other related forms before participation in tryouts, practices or competitions.
3. Prior to participation, verify with the superintendent's office the following conditions:
  - a. That their student was enrolled in and passed a minimum of five (5) full-year subjects during the last school year. This is the equivalent to five (1) credit courses.

- b. That their student is enrolled in a minimum of five (5) courses a quarter/semester.
4. After participation has begun, notify weekly or daily as directed the athletic director if the student does not meet New Richmond Exempted Village School District and OHSAA eligibility requirements for academic or attendance reasons.
5. The New Richmond Athletic Department will perform the following responsibilities:
  - a. Announce and supervise the registration process.
  - b. Announce physical exam information through the website.(Athletic Trainer)
  - c. Contact parents of home-schooled students with information regarding New Richmond and OHSAA academic and attendance requirements for interscholastic eligibility. (Athletic Director)
  - d. Furnish the name(s) and related information of any home-schooled students wishing to participate in interscholastic athletics for the school year to the appropriate coach (es). (Athletic Director)
  - e. Contact registered parent(s)/student(s) with information about orientation meetings, schedules, tryouts, practices, etc. for the upcoming season. (Athletic Director & Coaches)

## **FACILITY MANAGEMENT**

Before the start of the season and each day thereafter, inspect the facilities that will be used by your team. Note any conditions in need of repair and report them to the athletic dept. Requests for routine preparations for facilities specific to your sport are to be made to the Plant Operator and the Athletic Director. During the season, periodic inspections of facilities are to be made and any problems reported immediately. Maintenance requests must be submitted in writing. Coaches are responsible for assisting the custodial staff in maintaining building security. Doors are to be checked and locked, and lights should be turned off if you are the last person in the building. Student-athletes must be instructed to carry all books and clothing to the locker rooms after school, so return trips to the academic wing are not necessary following practice. Team members are never to wear cleated shoes in the school building. Team locker rooms are to be used if provided.

- **Weight Room** Strength training has become an integral part of athletics. In addition to enhancing performance, it provides additional protection to athletes against injury. Studies have shown that stronger athletes tend to have fewer injuries, and those who are injured may experience less severe consequences. The weight room is available for use by New Richmond athletes/athletics teams both during their sports season and in their off-season. Students and teams are expected to follow publicized guidelines posted in the weight room. Coaches should schedule team times through the Athletic Director to utilize the facility (FMX). Priority will be given to in-season teams wishing to use the weight room. Coaches are encouraged to request set times/dates for weight room use by their teams. Athletes are to be supervised at all times in the weight room. The doors should never be unlocked without staff present. You must provide a weight lifting program to the Athletic Director. The weight room should be left clean and tidy. No food is allowed in the weight room. Due to liability issues, only current students or staff are permitted to use the weight room facility.

## **FOREIGN EXCHANGE STUDENTS**

Foreign Exchange students may be eligible to participate in interscholastic athletics. A foreign exchange or international student becomes eligible for a period of one year at the school which the student attends upon the determination of the district that (1) the student is a foreign exchange or international student as defined in the OHSAA By-Laws; and (2) the student and the host parents, on behalf of the student, have executed and submitted to the district. The official OHSAA "Foreign Exchange/International Student Eligibility Agreement", and required accompanying documents (applicable visa and either OHSAA Medical Examiner's Certificate and Sports Pre-participation Sports Physical Evaluation form, by which the student and the host parents, on behalf of the student, each agrees that the student's eligibility to participate in interscholastic athletics at a OHSAA member school shall end at the conclusion of the student's one year of eligibility.

## **HAZING**

**Hazing is not an accepted practice by the New Richmond Exempted Village School District and won't be tolerated or condoned in the athletic program.**

## **Definitions**

The following words and phrases, when used in this definition, shall have the meanings given to them in this section unless the context indicates otherwise:

“HAZING.” Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. Hazing is strictly prohibited.

## **DEFINITION AND PERSPECTIVE**

Hazing in high school sports programs is variously defined as a rite of passage, initiation, or test of resilience that serves to authorize, permit, or validate membership or status in athletics or activities. Other definitions contained in various state law prohibitions include: Recklessly or intentionally endangering the health or safety of a student, or inflicting bodily injury on a student in connection with or as a condition of membership in a club, organization, association, fraternity, sorority or student body, regardless of whether the student so endangered or injured participated voluntarily in the activity.

### **Examples include (but not limited to):**

- Requiring candidates to steal, vandalize or commit law violations;
- Shaving, cutting hair or marking the body of candidates;
- Requiring public behaviors that provoke ridicule or sanctions by law enforcement and school authorities;
- Requiring candidates to dress or appear in a manner that proves public ridicule;
- Requiring consumption of noxious food substances, drugs or alcohol;
- Physical punishments or extended exercises;
- Requiring candidates to endure extreme temperature environments;
- Requiring candidates to assume a painful position for an extended period;
- Sexual activity or simulated sexual activity;
- Deprivation of sleep;
- Racial, religious, cultural, and/or sexual epithets
- Simulations of dangerous acts that cause fear or mental anxiety, regardless of the intention or the actual danger inherent;
- Creating any safety risk for a candidate including involuntary restraint;
- Mandated servitude; and
- Demeaning or profane references to the candidate.

## **CULTURAL NORM**

Older members of athletics teams typically conduct hazing activities and initiations. Often, these players achieved an accepted peer or team status by enduring similar treatment at an earlier time. In addition, adult community residents frequently report a history of older relatives and acquaintances enduring similar mistreatment over several years or even decades. Because these events occur without challenge over time, they are often deeply embedded within the culture of a school, community, or team. As a result, these practices have been accepted as “normal” or “usual” until recent years.

More recently, courts and legislative enactments have rejected the usual justifications for hazing, such as “bonding, proving one’s courage or valor to a team, suppression of ego, consent, and no-harm initiations.” At both the collegiate and high school levels, serious injuries, deaths, and a worsening pattern of degrading treatment have caused these justifications to lose all credibility as defenses. Moreover, these justifications lose validity in light of contemporary legislation and court findings.

## **INJURIES AND DEATH**

Regrettably, injuries and death have resulted from these practices. As a result, these tragedies have led to public protests, expressions of outrage, and litigation. Among the more proactive efforts has been the development of websites that are available to any person who desires to learn more about current trends in legislation, litigation, and public responses.

The Web sites are: [stophazing.org](http://stophazing.org) and [hazingpreventionnetwork.org](http://hazingpreventionnetwork.org).

## **LEGISLATIVE TRENDS**

Forty-two states have enacted legislation that prohibits hazing and institutes a range of penalties and sanctions for hazing violations. These include:

- 1) Definitions of hazing and planning that contribute to hazing as a serious misdemeanor or felony, depending on the severity of the incident and injury or loss suffered by the victim(s).
- 2) Mandatory fines of various levels related to the severity of the violation and court judgments.
- 3) Mandates to school districts to develop local policies designed to prevent or intervene hazing activities.
- 4) Mandatory fines for schools that fail to develop hazing prevention policies.

## **LITIGATION**

The legislative enactments cited above, coupled with the rapid increase in litigation and legal judgments, strongly indicate that hazing is no longer an accepted practice in high school sports programs.

Federal courts have defined the mission of schools as:

- To educate all students, with the emphasis on all;
- To provide a safe and orderly environment for students to learn in, and
- To protect the health, safety and welfare of all students.

School Districts are held to a higher standard when it comes to the protection and safety of students. Coaches must discuss and have an anti-hazing policy within their team rules and regulations. It is incumbent upon all teachers, coaches, administrators and parents to educate all children on the dangers and inappropriateness of hazing in any form.

## **IMPLICATIONS FOR HIGH SCHOOL ATHLETIC PERSONNEL**

The athletic personnel have the responsibility to research and understand the anti-hazing laws enacted by their state and to determine whether the Board of Education and the state association have adopted any policies on hazing or sexual harassment. Coaches' handbooks, student and athletic handbooks, and codes of conduct for student-athletes should reflect these policies and implement strict prohibitions and consequences for participating in any hazing activities. Furthermore, the issue of hazing should be addressed in parent meetings and included in warning and prohibition statements that parents and student-athletes sign to ensure understanding.

## **SUMMARY**

Hazing has long been tolerated as a "necessary evil" and a community norm among high school athletics teams. As a result of recent serious injuries and deaths, this form of demeaning and dangerous abuse of power has been largely rejected as incompatible with human rights and educationally sound practices.

Moreover, traditional justifications and defenses are no longer valid in light of contemporary legislation and litigation. In this regard, a majority of state legislatures have enacted prohibitions against these practices, and litigation has been successfully initiated in civil, state, and federal courts. **Simply stated, hazing cannot and will not be tolerated in the New Richmond High School Athletic Department.**

## **Web sites:**

1. [www.hazing.hanknuwer.com](http://www.hazing.hanknuwer.com)
2. [www.stophazing.org](http://www.stophazing.org)
3. [www.hazingstudy.org](http://www.hazingstudy.org)
4. [www.hazing.fsu.edu](http://www.hazing.fsu.edu)
5. [www.hazingprevention.org](http://www.hazingprevention.org)
6. [www.ncaa.org](http://www.ncaa.org)
7. [www.nfhs.org](http://www.nfhs.org)
8. [www.niaaa.org](http://www.niaaa.org)
9. [www.hazing.cornell.edu/issues/resources.html](http://www.hazing.cornell.edu/issues/resources.html)

## **HOLIDAY AND SUNDAY PRACTICES**

Practice and athletic contests during scheduled school closings, such as non-religious holidays or winter/spring break, are permitted with approval by the athletic administration before the practice or competition. Practices on Sundays are allowed only with approval from the Principal or Athletic Director and should only be requested in unusual circumstances.

## **INFLUENCING BEHAVIOR**

Among the fundamental skills of coaching is influencing a student-athlete's behavior. While this is a complex process, it is generally agreed that reward, extinction (ignoring the behavior), or 'punishment' are techniques that a coach may use to influence a student-athlete's behavior. Depending upon the circumstance, all may be practical tools for the coach to employ.

However, the practice of a coach assigning physical activity (such as running laps or doing push-ups) as 'punishment' or a consequence for misbehavior or poor performance is not supported by our department. While such a strategy may still be employed in some areas of athletics, it appears counterproductive to the objectives of a well-designed interscholastic athletic program. Assigning such activity as a consequence may cause student-athletes to resent physical activity, something we want them to learn to enjoy throughout their lives. Instead of assigning physical activity as a consequence, it is recommended that other techniques be utilized to influence a student-athlete's behavior. Private conversations with the coaching staff, suspensions, and calls to parents or guardians are recommended strategies.

## **IN-SEASON TEAM MANAGEMENT**

### **GENERAL SUPERVISION OF THE STUDENT-ATHLETES**

Concern regarding the liability of school districts and those persons hired by school districts to coach and supervise students in extra-curricular activities has increased the accountability of supervision.

Coaches must be aware of their student-athletes' whereabouts and activities at all times. Rules of behavior are to be developed and presented to the student-athletes so there is no question of the coaches' expectations. These rules are to include, but not be limited to, pre- and post-practice activities, locker room and showers behavior, proper etiquette while traveling to and from activities, off-campus training routines, and appropriate behavior during competition.

Coaches must not isolate themselves from their teams before or after practice and game situations. Coaches are to remain with their student-athletes in the building or at the pickup/drop-off point until all have left the premises.

**Coaches are not to give their keys to student-athletes at any time.**

Student managers may use coaches' keys during practice sessions; however, managers are not permitted to have their keys. Lost keys must be reported to the athletic office immediately.

Specific rules for locker room behavior must be developed by the coach and distributed to team members, and should include a prohibition on roughhousing, throwing objects, and hazing, bullying, or harassing other players. In addition, student-athletes are to be reminded that spikes and cleats are not to be worn anywhere in our school building. Student-athletes must be reminded of their responsibility to turn off showers when finished and to respect the facility in general. The coach will be the last person to leave after practice and/or the game.

School district policies regarding tobacco, drugs, and alcohol apply equally to coaches and student-athletes at all district-sponsored activities. **Coaches are not to use tobacco products or to consume alcohol while supervising students.**

**SQUAD LIMITS AND SQUAD SELECTION**

Several sports teams have no squad limits; therefore, all students who try out become part of the team, within reason, given uniform availability. However, the nature of particular sports limits the number of team members who can be effectively and efficiently managed by the coaching staff and/or facilities. Coaches, as the designated professionals in charge of these sports, will inform student-athletes of the selection criteria, maintain records of tryout evaluations, and provide sufficient opportunities to evaluate and rank student-athletes fairly. Coaches of these sports will:

1. Provide written copy of the selection process including criteria for selection to each candidate.
2. Maintain accurate records of observation and evaluation during each practice session.
3. Provide sufficient evaluation opportunities for each athlete over the duration of the tryout session to fairly evaluate candidates.
4. Immediately after posting the results of try-outs, give a copy of the written documents regarding the selection process and final evaluations of all prospects to the Athletic Office for file.

It is essential that students be given the opportunity to discuss with the coaching staff reasons why they have not been selected for the team. Coaches **will not post a list**

**of names of students who have not made the squad.** If a list of students who have made the team is posted, it is to include a note encouraging those who have not made the team to discuss the reasons with the coach. Underclass students not selected for the team should be encouraged to try out for the team the following season.

Students not selected for a squad may be permitted to try out for another sport during that season, provided the selection process for that team has not been completed and the head coach is agreeable to the tryout. Students not selected for a squad may join another sports team that has no sports limits, no later than two days after being notified of their non-selection for the first squad.

When traveling to District, Regional, and State tournaments, OHSAA regulations regarding the maximum number of squad members to be admitted to a tournament site must be followed. Additionally, student-athletes who are not in their team uniform or are not eligible to participate in play should not be included in the team travel party. No JV or non-tournament team student-athletes may be transported or put under the supervision of the coaching staff for the duration of the tournament.

## **TEAM ROSTER**

Immediately following the selection of the team and the issuing of equipment, each head coach will prepare a roster and submit it to the athletic department. The roster should include essential information for identifying each student-athlete, such as uniform number, position/event, class in school, height, weight, and other details specific to your sport. The roster is to include team captains (if assigned), managers, and assistant coaches. These rosters will be distributed to the media and opposing schools to assist them in covering and reporting on our athletic teams. No equipment or uniforms shall be issued to any student with an existing obligation.

## **PRACTICE SESSIONS**

Practice sessions must be conducted much the same way as teaching a class – the athletic venue serves as the coaches' classroom. Attendance is to be taken every day of practice (as per duty to supervise). Records must be kept accurately in terms of date and time. The "lesson plan" (duty to plan) must contain as much detail as necessary to explain the day's activities adequately. Care is to be taken to outline warm-up activities, instruction periods, drill sessions, scrimmage times, water breaks, rest periods, and warm-down activities. Coaches are to avoid the use of terminology such as "suicides, back-breaker, etc", that may become a problem in the event of an injury or accident. In addition, the term "punishment" should never be used to reflect a consequence toward a student-athlete or as motivation. Except on occasion, practice time is to be limited to two hours, excluding time required for dressing and showering. Student-athletes should never practice alone. *A coaching staff member must be the first to arrive and the last to leave.*

Records must be maintained throughout the season. Such records include: attendance, practice times, and evaluation forms.

Coaches are to develop and distribute a tentative practice schedule. The schedule is to be distributed to the student-athletes at the preseason meeting or the first practice session. Coaches must inform student-athletes that the schedule is subject to change due to unforeseen circumstances. Saturday and holiday practices are to be limited to allow student-athletes time for family activities. Such practices should not exceed 3 hours. Parents and athletes should be made aware (during preseason meetings) that practices and games will be held during holiday breaks, and athletes are required to attend. Coaches should refrain from practices (or contests) being scheduled for more than a total of six days in any calendar week. Sunday practices/contests are only allowed under unusual circumstances, and with the Superintendent's permission, keeping in line with the 6 per calendar week regulation. Bad weather on Saturday is not considered an extraordinary circumstance.

In the event of a severe weather alert or severe weather conditions during practice, coaches will be advised by the athletic director, athletic trainer, or charged to make a decision themselves about whether to continue practice and the safety procedures to be followed. When severe weather alerts or conditions affect a contest situation, the district, game site manager, athletic trainer, and/or OHSAA or officials will make the decision as to whether or not to continue.

Coaches of fall sports need to be aware of temperature and humidity conditions during preseason practice times, which may be hazardous to student-athletes engaged in strenuous activity. Under such conditions, special precautions must be observed. If not carefully watched, the student-athlete may be susceptible to heat fatigue, heat exhaustion, or heat stroke. It is advisable to alternate periods of exercise with periods of rest during hot weather. It is essential to replenish the water the body loses through perspiration with regular and frequent water breaks. The coaches need to observe their student-athletes for signs of lethargy, inattention, awkwardness, or unusual fatigue. Symptoms of salt and water depletion may include sluggishness. If any of these symptoms are observed, the activity should be stopped. These symptoms are most likely to occur when the temperature is above 80 degrees and the humidity is 70% or higher. Coaches concerned about weather conditions should consult the certified athletic trainer. Coaches of winter sports should be aware of weather conditions before sending student-athletes outside.

## **Practice Session Risk Management**

The designated team physician and/or athletic training staff have a primary responsibility in managing the risks associated with athletic activity. They are authorized to alter or stop any practice situation that they deem unsafe.

## **ALUMNI PRACTICING WITH CURRENT DISTRICT STUDENT-ATHLETES**

Alumni and withdrawn from high school students are **NOT** permitted to participate in practices, inter-school practices, scrimmages, and/or contests. However, in sports other than wrestling and football, alumni are permitted to compete against a high school team in a clearly defined alumni contest, but this will count towards the team's maximum number of competitions. If former students wish to work with the high school team in the capacity of coach, then the procedures for volunteer coaches will apply.

REFER to OHSAA guidance at: **[www.ohsaa.org](http://www.ohsaa.org)**

## **CODES OF CONDUCT**

A team coach should establish and publish, with the approval and consent of the Principal and/or Athletic Director, reasonable rules that complement those instituted by the OHSAA, the District, and the New Richmond Athletic Department. This should be presented to athletes and parents before the start of the season. Some suggested code of conduct points:

- **School Behavior and Citizenship:**  
Student-athletes are expected to conform to the general code of behavior for New Richmond High School. Violations of that code that result in in-school or out-of-school suspensions will affect a student-athlete's participation. When a student is suspended from school, they are not permitted to visit any District campus during the duration of the suspension, nor may they participate in any extracurricular activities, including athletic practices or competitions. Students may resume participation in extracurricular activities on the day they resume school. When a student is suspended in school, involvement in extracurricular activities will also be restricted. Students may resume participation on the day following the completion of the in-school suspension. A coach may set a more restrictive rule if missing practice negatively impacts preparation for competition participation.
  
- **Sportsmanship:**  
As an OHSAA member school, we are committed to the goal of recognizing sportsmanship as an integral part of interscholastic athletics. Sportsmanship is generally defined as the overt display of respect for the rules of the sport as well

as for all players, coaches, officials, and spectators in attendance. New Richmond Exempted Village School District student-athletes, when part of any team activity, are expected to behave in a way demonstrating fair play, ethics, and integrity. Any actions or comments that are intended to taunt, bait, anger, embarrass, ridicule, or demean others in the athletic arena are not acceptable. The coach will address student-athletes exhibiting such behavior and may impose consequences, including a reduction in participation, suspension, or dismissal from the team.

➤ Hazing:

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for initiation or membership in or affiliation with any sports team recognized by the Board of School Directors. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. The New Richmond School District does not condone any form of initiation, commonly referred to as hazing, as part of any school-sponsored interscholastic sports team activity. The district has adopted a policy prohibiting the involvement of students, volunteers, and employees in hazing activities. No student-athlete, coach, volunteer, or district employee shall plan, encourage, assist, or engage in any hazing activity.

## **EQUIPMENT AND SUPPLIES**

All equipment and supplies purchased by New Richmond High School are the property of the district, and coaches are responsible for the equipment used in their respective sports. (Any equipment purchased by New Richmond Sports Foundation/Booster Clubs becomes property of the school district .) Players are to be instructed in the proper care and maintenance of their equipment at the time of issue. The head coaches and their assistant(s) must know the correct fitting equipment. Periodic inspections should be made of equipment to identify unsafe items, those that are worn out, or those that are defective. Equipment identified as hazardous or faulty should be deactivated immediately.

Athletic department-issued equipment is to be used only for practice or contests that are part of the regularly scheduled season activities. The only exception would be for the wearing of game jerseys on a game day, during a spirit day, or at a pep assembly.

**NO PART OF A UNIFORM IS TO BE WORN DURING PARTICIPATION IN A PHYSICAL EDUCATION CLASS or WORN BY FAMILY OR FRIENDS AT EVENTS.**

Accurate inventories must be maintained, along with records indicating to whom the equipment has been issued. Athletes are responsible for the equipment issued to them. No student is permitted to take part in another sport's season until all equipment obligations have been fulfilled.

For liability reasons, athletic department equipment will not be loaned to outside groups or organizations.

## **PROCEDURES FOR EXCUSE FROM CLASS AND SCHOOL**

Coaches will be responsible for informing the Athletic Director of early dismissal times for game days. Times should be communicated the day before the contest. They also need to note any changes to their original roster for dismissal to that particular event. Dismissal times for athletic events should be established to keep student-athletes in class as long as possible, yet allow for safe travel to and adequate time for preparation at the event site. Look for natural breaks in school day periods for dismissals. Students should contact their teachers in advance of their absences to obtain assignments for the class periods they will miss.

## **TRANSPORTATION RESPONSIBILITIES**

Requests for transportation are to be submitted to the athletic office. The athletic office will authorize and send the necessary forms to be processed by the transportation department.

Coaches are responsible for the accountability of all persons traveling with the team. Travel rosters are to be prepared and attendance taken before departure to and from the scheduled destination. Attendance must be retaken if the trip is interrupted for rest stops, lunch, or dinner breaks.

Before any bus leaves on an interscholastic athletic trip, the coach must have an exact list of the names of all students and coaches from the sports team who are traveling in the group for that trip. At least one contracted coach **MUST** ride the bus.

Respect for vehicles and equipment is expected at all times. Sports equipment and travel gear must be loaded so that the cars are not damaged in any way. Student-athletes are to be seated appropriately at all times and must not in any way distract the driver. All team members are to be instructed not to wear spikes or cleats on the bus. Food and drink on the bus must be handled so that there are no spills or debris remaining when the trip concludes. Plastic garbage bags are to be taken on all trips, and the bus is to be inspected upon return home to ensure cleanliness and that no items are left behind.

Athletic sites within the New Richmond Exempted Village School District that are deemed "HOME" competition/practice venues will be viewed as such for purposes of transportation. The following protocols will be in effect:

- When an event is scheduled during or immediately after school hours, coaches should supervise travel to the event using the district's scheduled transportation. Only in exceptional circumstances, if the event is expected to occur at a time separated

from typical school hours, student-athletes may be asked to provide their own transportation to the site without the supervision of the coaching staff.

- Travel to away events will be at the discretion of the head coach. Student-athletes are mandated to travel back to the school campus via school-provided means. Exceptions can be made with the completion of an event transportation form by the student's parent /guardian. **Coaches are not permitted to leave any student-athlete in their care at an away venue unattended for any reason.** Coaches are obligated to relinquish student-athlete supervision only to that student's parent/guardian, and we will not prolong our stay to wait for a student-athlete's ride at an away venue.
- All student-athletes must travel to and from away competitions via the transportation provided by the School District. No student-athlete may drive, or travel with another person, to or from an away athletic event. Exceptions to this procedure would be extended to a student-athlete when circumstances warrant, provided advance notice, and transportation would be provided by the parent or guardian only. Student-athletes who miss the bus and arrive late to a contest are not permitted to participate unless they have received prior approval from the coach and athletic director.

Coaches are cautioned that transporting student-athletes in any vehicle (personal or another's, except one provided by the district during an official team activity) is prohibited, except in the event of an emergency.

### **VAN DRIVER PROCEDURES**

Coaches using district vans are responsible for scheduling the pick-up and return of the van. You should schedule through the athletic director. Certified and vetted school district employees are the only persons authorized to drive the van.

### **ASSIGNMENT OF VEHICLES TO INTERSCHOLASTIC ATHLETIC EVENTS**

The objective of the New Richmond Transportation Department is to provide safe, secure, and reliable modes of transportation for all interscholastic athletics teams in a fiscally responsible manner.

The mode of transportation for all regular-season and postseason away contests will be assigned according to consistent standards as follows:

1. All middle school, ninth grade and junior varsity teams will travel via yellow school bus to all away contests. Exception would be when the junior varsity team travels with the varsity team, Rule #2 below would then apply.

2. Varsity teams will travel via yellow school bus except for when the trip exceeds 200 round trip miles.
3. Charter buses and rental vehicles may be used for select contests with approval from the Athletic Director and the District leadership team.

Note: Contributions from booster clubs, alumni or corporate sponsors earmarked to upgrade an assigned yellow bus to a coach bus will not be accepted so as not to create any disparity with regard to Title IX.

### **MEALS AND LODGING**

Meal expenditures are only available for post-season competition. Coaches may opt to seek support from their booster clubs relative to in-season meals or snacks. Contributions from booster clubs will not be accepted to enable in-season overnight trips. There **MAY BE** extenuating circumstances where in-season overnight trips may be extended to a team. This decision will be determined by the Superintendent, Principal and the Athletic Director.

### **POST-SEASON TOURNAMENT EXPENSES AND TRAVEL**

OHSAA Regional and State playoff expenses for meals and lodging (if necessary) will be budgeted by the Athletic Director. Up to three regularly scheduled meals per day will be provided by the school district during post season competition. Coaches should be mindful of reasonable per diem (\$7.00 breakfast/\$10.00 lunch/\$15.00 Dinner. Any snacks or drinks for team members other than at these times are the responsibility of the team members or the booster club. Coaches must follow Athletic Dept. business protocol in filling out the correct meals form for reimbursement. Arrangements for lodging and transportation will also be made by the coach through the athletic office.

The REQUEST FOR PAYMENT FORM (available in the athletic office and on-line) must be completed and submitted to the athletic director within one week after the trip's conclusion. The athletic director may use his/her purchasing card provided that authorization procedures have been completed and budget allows. It is the responsibility of the coach & athletic director to determine how student-athletes are to be fed. Advance arrangements at a specific restaurant can be made through the athletic office. Itemized receipts are required for all district money used by the coaching staff for meals.

### **OVERNIGHT TRIPS (Limited to Post-Season)**

In some circumstances (State championship competition), overnight travel to sporting events may be warranted. In that case, all school district/athletics department/team policies, procedures, rules and regulations are in effect. In addition, each student-

athlete has the responsibility for making the trip a positive and enjoyable experience for all. Violations of these standards will result in disciplinary action according to the appropriate Student Handbook and Team Rules and Regulations.

Instances of rule infractions or other problems that occur during a trip must be reported to the Athletic Director, Principal, Assistant Superintendent, or Superintendent immediately. Begin with the Athletic Director and if needed, work up the chain of command until you make direct contact; a message left on an answering machine or voicemail does not constitute direct contact.

Motel/hotel stays are to be pre-arranged so that families will know the location in case of an emergency or if they wish to stay at the same facility. Arrangements will be made through the athletic office, and a voucher and payment request form will be prepared to facilitate a check draw for payment upon check-out.

When checking in, please introduce yourself to the management and ask them to report any problems that occur with the student-athletes to the coaching staff. Ensure that all individuals in the group understand what's expected of them and that they abide by these rules. Check all rooms before occupancy for damage, and just before check-out to ensure rooms are left in an acceptable condition. Make one final check with management to see if there were any problems with your student-athletes. Express your appreciation to the management for their cooperation and support.

Direct supervision is essential when students are on overnight activities. **Coaches must be visible and accessible to the student-athletes at all times.** Careful screening of roommates should be completed before the trip. Information--including the address and phone contact-- must be shared with parents/guardians before the start of the trip. Curfew is required.

### **ATTENDANCE REQUIREMENTS FOR PRACTICE AND COMPETITION**

The OHSAA requires that school-age students enrolled in district schools attend school regularly. The educational program offered by the district is contingent upon the student's presence. It requires continuity of instruction and classroom participation to enable students to achieve academic standards and make consistent educational progress.

### **STUDENT PROCEDURES WHEN ABSENT**

- Parents are to call the school at 513-553-2616 between 7:15 and 9:00 am to report their child's absence. This phone call will serve as official notice of the child's absence.

- If no telephone call is made an explanatory note from the parent/guardian or physician must accompany the student on his/her return to school, and be given to the attendance officer within three (3) days for any absence to be excused.
- A student legitimately absent for five or more consecutive days because of illness may be required to present a note from a physician stating the cause. Regardless of the length of absence, a student returning to school following recovery from a communicable illness must present a physician's note certifying that they are no longer contagious.
- Make-Up Work – Excused Absences and Excused Lateness: Assignments are due on the day a student returns to class. Tests must be made up within two days for every day absent. (Maximum extension – 5 days). Tests missed will be made up immediately. Exceptions to the rule may be granted for extended illness or family emergencies. During extended periods of sickness or absence, the student/parent should request that the counselor arrange for assignments to be forwarded to the homework drawer in the main office.
- Make Up Work – Unlawful, Unexcused Absences, Unexcused Lateness: Credit may not be given for class work, tests, and assignments due on the day of the occurrence. It is at the discretion of the academic team to accept assignments for unexcused absences.
- Early Dismissal: To provide continuity in the student's education, parents are encouraged to schedule all appointments for after-school hours. If a student needs to be excused during the day, they must bring a written request from their parents to the office before classes begin in the morning. If the early dismissal is for an appointment with a family physician or dentist, the physician's or dentist's name and phone number are to be included. The student will receive a pass.
- Lateness to School: If a student is late, they should report immediately to the attendance office to sign in. Failure to do so will result in disciplinary action.
  - a. Excused Lateness: Lateness is the absence of a pupil from class at the start of the school day. A phone call or satisfactory note from the parent, guardian, or physician must be presented to the office within three days for a lateness to be excused. Illness and verified medical appointments, accompanied by a note or phone call from the parent, will be considered excused. A student who arrives late after 11:30 am will be regarded as ½ day absent. A social worker may be contacted when lateness is extreme.
  - b. Unexcused Lateness: Unexcused lateness is the lateness of a pupil without an explanatory note that satisfies the criteria for excused lateness. Lateness resulting from oversleeping, missing the bus, or transportation problems caused by using a private vehicle will be considered unexcused.
  - c. Consequences for Lateness: See Discipline consequences.

- All coaches are expected to administer their team according to the following general department guidelines while also establishing sport specific rules & regulations regarding attendance. Any sport team-specific attendance rules should complement but not conflict with or undermine those general department ones listed.
- A New Richmond student-athlete must regard his/her attendance at all practices and competitions as a very high priority. Two important reasons support this expectation: First, given that competition is extremely keen among students to be selected for a roster slot or to achieve a starting role on one of our school districts' sports teams, it is expected that students who are successful in gaining these opportunities utilize their participation to its fullest capacity. Missing practice or competition may hinder a student-athlete's individual skill, attitude and knowledge development; weaken his or her role with the team; and affect the team's performance and chances for success. Secondly, the New Richmond Athletic Dept. bases a student-athlete's eligibility for contests upon attendance at his or her school's practices and competitions:
- A student-athlete's absence from a practice or competition, therefore, will be excused only for the following three reasons:
  1. Circumstances generally approved by the New Richmond Exempted Village School District for absence from school (illness/injury, religious observance, educational trip, co-curricular field trip, special academic pursuit, family commitment, or doctor's appointment).

### Athletic Considerations

Student-athletes should notify the head coach of any upcoming absence as soon as possible. Due to the dedication and commitment required to excel in activities, the New Richmond Athletic Department does not permit student-athletes to compete for two different athletic teams simultaneously. This will inevitably lead to conflict between a comprehensive practice schedule and an event schedule. The student-athlete's role on the team is vital, and being a committed teammate is a fundamental principle for each of our programs. If the student-athlete quits their athletic program after the tryout period, they will not be eligible to join another program that season.

2. Missing any beginning-of-the-season try-out or practice sessions because of family vacation when the athlete provides written notice of his/her plans to the head coach at least one week prior to the first day of official practice/try-out. In addition, the athlete must be in attendance for his/her try-out session(s) for teams that make cuts before the final squad selection has been made.
3. If a student-athlete is concluding his/her previous seasonal sport after the conclusion of team workouts of the next seasonal sport, we encourage the student-athlete to take 2 weeks to relax and recalibrate before participation in the next season. The head coach of the following season will not punish the student-athlete for finishing up their duties to close out the previous season.

Failure to follow these rules, or any additional team-specific rules publicized by the coach, will result in consequences being charged to the student-athlete. Action may include, but is not limited to, suspension from team activities or dismissal from the squad.

It is intended that compliance with these commitment requirements will help each student-athlete to develop his/her own talents and will contribute to the development of a strong interscholastic athletics program and culture.

To clarify the New Richmond Athletic attendance policy regarding a student-athlete's eligibility for practice and competition when he/she is absent from school, the following specific situations are offered:

1. *If a student-athlete goes on a school-sponsored field trip, will they still be eligible for athletic activity that day? YES*
2. *If a student-athlete needs to leave school for a funeral or a doctor's appointment, will they be eligible for athletic activity on that day? Yes, provided that they follow the proper procedure for signing out of school before leaving.*
3. *If a student-athlete's name appears on the attendance list as being "unexcused" for a class period within the school day before being dismissed for the day, will they be eligible for athletic activity that day? NO*
4. *Using the scenario in Number 3, if it is the last day of school for the week, will they be eligible for the activity the next day or on the weekend if the absence occurs on Friday? NO*
5. *If a student follows procedure and signs out of school as being "ill" on the last day of school of a week and misses any or all of the day before dismissal, will they be eligible for athletic activity on the next day or weekend if the absence occurs on a Friday? YES*
6. *If a student is assigned an in-school suspension (ISS) or is suspended out of school, will they be eligible for athletic activity on the day of suspension? NO*
7. *Using the scenario in Number 6, if it is the last day of school for the week, will they be eligible for athletic activity the next day or on the weekend if the absence occurs on a Friday? YES, provided the in-school or out-of-school suspension period does not carry through the day of the athletic activity.*

## **COACHES RESPONSIBILITY (In Determining Daily Attendance Eligibility)**

The New Richmond Athletic Department attendance rule is a deeply-rooted part of the student-athlete's life as well as a responsibility of the teaching, administrative and coaching staffs.

- Student-athletes must be made aware of the rules. Coaches need to reinforce by communicating the rules periodically.
- Coaches with access to the District's attendance program should check their sport teams' daily attendance listing. The Athletic Department can print a list for coaches if they do not have access, or can instruct you on how to print the report.
- Coaches should contact each student-athlete listed on the attendance list AS SOON AS POSSIBLE to examine the reason for their being listed. Do not wait until the afterschool buses are loading or near 3:30 PM; those are often hectic times in the school and supporting information from staff is difficult or impossible to gather.
- If the coach resolves a discrepancy to his/her satisfaction, the student-athlete participates. If the coach is unsure of the validity of either the listing or the student's excuse, he/she should contact the Athletic Office for assistance. Err in the favor of the student. Bus departures and 3:00 pm are also hectic times in the athletic office – do not wait to deal with the matter at that time. The athletic department is responsible for making decisions about a student's eligibility they can provide information only to help a coach make the decision.
- If an error is committed by a coach or the athletic director in allowing participation, the student will be consequence for that attendance irregularity for the next similar event (practice or competition).
- The effective operation of this system is predicated on having accurate information from teachers available through technology that performs consistently. Sometimes those goals are not achieved. Coaches should be prepared to use common sense and patience when enforcing the rule.

## **LIGHTNING AND INCLEMENT WEATHER**

Lightning is the most consistent and significant weather hazard that may affect interscholastic athletics. All necessary precautions should be taken in the event of severe weather conditions. Consult with the on-duty athletic trainer if any questions arise, as they will have access to lightning detection devices. **ALWAYS ERR ON THE SIDE OF CAUTION** when dealing with lightning.

## **LOCKER ROOM SUPERVISION**

Student-athletes **MUST** be supervised at all times. This includes locker room facilities and lobby areas where student-athletes wait for transportation as well as practice and competition areas.

All coaches are responsible for supervision. Coaches should make themselves visible in all areas as much as possible. Coaches should be the first to arrive and the last to leave the facility before or after a practice or competition.

## **MANDATED REPORTING**

As employees of the school district, coaches are considered mandated reporters relative to child abuse. A report must be made when there is reasonable cause to suspect child abuse; the reporter doesn't need to know for sure that a child was abused. The mandated reporter is protected from civil and criminal liability when they make a report in good faith. It is up to Child Protective Services to investigate and determine whether the child was abused, and the law requires that the name of a mandated reporter be kept confidential. Child Protective Services takes that requirement very seriously. Please get in touch with the athletic director and/or another school administrator.

Regarding the community, it is essential that they know that any person can make a report of child abuse. A voluntary reporter is also known as a permissive reporter. All they need is a reasonable cause to suspect child abuse. Child Line 1-800-932-0313

## **MEDIA RESPONSIBILITIES**

The local media receives copies of all athletic schedules. It is the responsibility of the coach or their designee to ensure all scores are reported to the various media sources following the activity. A list of media and their numbers will be distributed prior to the start of the season. Coaches are encouraged to do everything within reason to communicate with the press. Remember, they are helping us to promote our programs and our student-athletes. Information given to the news media should be reported in a fair, but positive manner. Report any conflicts with the media to the athletic office.

When traveling a considerable distance the home team may not report the score to our local newspapers. Please update SID Tools (SBAAC Athletics Page) when returning from lengthy road games.

## **MEETINGS-LEAGUE AND RULES INTERPRETATION** **(OHSAA)**

The head coach of each member's senior high school coaching staff must attend the OHSAA mandatory rules interpretation meeting each year for their sport. The Athletic Director may appoint a representative of the coaching staff to attend the mandatory rules interpretation meeting if the school district has not designated the head coach of the coaching staff in the sport, and, therefore, the head coach of the coaching staff is not able to attend the annual mandatory rules interpretation meeting.

A member school that fails to have the head coach of its coaching staff, or an appointed representative of the head coach of the coaching staff, attend a minimum of one OHSAA mandatory rules interpretation meeting each year for each boys' sport and for each girls' sport offered by the school, and in which a OHSAA mandatory rules interpretation meeting is provided, shall pay a fine of \$50.00 for non-attendance. Payment of the said fine shall be made to OHSAA within 30 days of notification from our state body that the head coach or a representative of the head coach from the coaching staff failed to attend the annual mandatory rules interpretation meeting. If the fine is not paid within 30 days of notification, the member school may be ineligible for postseason play.

It is recommended that the head coach of each junior high/middle school's coaching staff attend our preseason coaches meeting for each boy's sport and each girl's sport coached by that staff each year. When the head coach of the coaching staff for a particular sport does not attend the annual mandatory rules interpretation meeting, it is required that the head coach in that sport meet with the respective senior high school head coach or appointed representative in that sport to obtain all of the information that was presented at the annual mandatory rules interpretation meeting.

**Attendance at an annual mandatory rules interpretation meeting is by OHSAA-member school not by school district. Contact information for specific meetings is available on the OHSAA website: [www.myohsaa.org](http://www.myohsaa.org) or FinalForms.**

Head Coaches are also responsible to attend mandatory pre and post season league meetings. These meetings may be scheduled by the Southern Buckeye Athletic & Academic Conference.

## **MULTIPLE SPORT PARTICIPATION vs. Sport Specialization**

The New Richmond Athletic Dept is committed to the development of well-rounded individuals, both mentally and physically. Students at New Richmond are encouraged to broaden their athletic & academic avenues by participating in a variety of sports, clubs, and activities. Students are encouraged to join as many different sports teams as they can during their careers. Specializing in one sport (sport specialization) is not a supported philosophy by the athletic administration or the school district. It is the prerogative of each student and their respective family to participate in the school-sponsored activities that they desire. **No coach should ever pressure or influence a student-athlete to participate in only one sport against their will.**

Additionally, for a student to participate on more than one team per season is extraordinarily difficult and, most often, not in the best interest of the student or the teams. Exceptions require the approval of the Athletic Director.

## **MUSIC TAPES/CD's FOR PRE-GAME WARM-UPS**

If a team wishes to play "warm-up" music in the venue during their pre-game routine, they must obtain authorization from the Athletic Director before the event. Student-athletes from a team (or the team's booster club) may be asked to present for review a legible, printed copy of each song's lyrics along with a copy of the playlist at least one week before the date of intended use. Lyrics that contain sexually suggestive messages, references to drugs and alcohol, or profanity will not be authorized.

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## **NCAA & NAIA ELIGIBILITY CENTERS**

The National Collegiate Athletic Association (NCAA), an organization founded in 1906, regulates college sports by establishing rules on eligibility, recruiting, and financial aid. The NCAA has three membership divisions: Division I, II, and III. Institutions are classified into one of several divisions based on the size and scope of their athletic programs and whether they offer athletic scholarships.

Suppose a high school student-athlete plans to enroll in college as a first-year student upon graduating from high school and wishes to participate in Division I or Division II sports. In that case, the NCAA Initial-Eligibility Center must certify them.

The National Association of Intercollegiate Athletics (NAIA), founded in 1937, provides both men's and women's teams the opportunity to compete at the highest level. Both the Eligibility Centers for NCAA and NAIA will analyze the student-athlete's academic information and determine if they meet the initial eligibility requirements.

The certification process for student-athletes planning to enroll as college freshmen begin August 1<sup>st</sup> of the academic high school year. Eligibility Center forms are available in the high school guidance office. More information may be found at [www.ncaa.org](http://www.ncaa.org) and [www.naia.org](http://www.naia.org) as well as the school district website.

## **OFF-CAMPUS TRAINING**

There may be some time when a coach desires an athletic team to train off campus. Such training must be limited to avoid imposing the district's athletic program on others. The most common type of off-campus training would involve running for purposes of warm-up or conditioning. These sessions **are to be closely supervised**, and the coach must be aware of the location of the student-athletes at all times.

## **OFF SEASON OPEN GYM/FIELD/COURT/TRACK WORK-OUTS**

Coaches may work with New Richmond-enrolled student-athletes in open, off-season, non-mandatory workouts. Participation in these workouts is open to all and must always be made available to all potential student-athletes through communications directed to the general student body. Either a poster/sign or an announcement (with dates, times, and locations) is required.

When open practices are scheduled for early morning or pre-school hours, coaches should have a plan in place to communicate with student-athletes when the open practice is cancelled due to a school closure or delayed start. General announcements, either the night before or before the scheduled practice time, are preferred via public announcement (school public address system, radio, etc.) or on a website, to reach all potential student-athletes.

## **PEP RALLIES**

Pep Rallies are coordinated through the Principal's designee in conjunction with the Athletic Department. The purpose of Pep Rallies is to enable the school's student body to participate in and observe actions that support all school activities, and to foster pride in the school. It is during this time that the real spirit and pride of the school are shown. It is expected that students behave maturely and appropriately. When Pep Rallies are held during the school day, students are expected to enter the gymnasium or stadium quickly and quietly as directed. Students will be assigned specific areas for all Pep Rallies. If Pep Rallies are held during the evening, student-athletes and coaches are required to attend.

All coaches are encouraged to attend and participate in all Pep Rallies that are held during the school day.

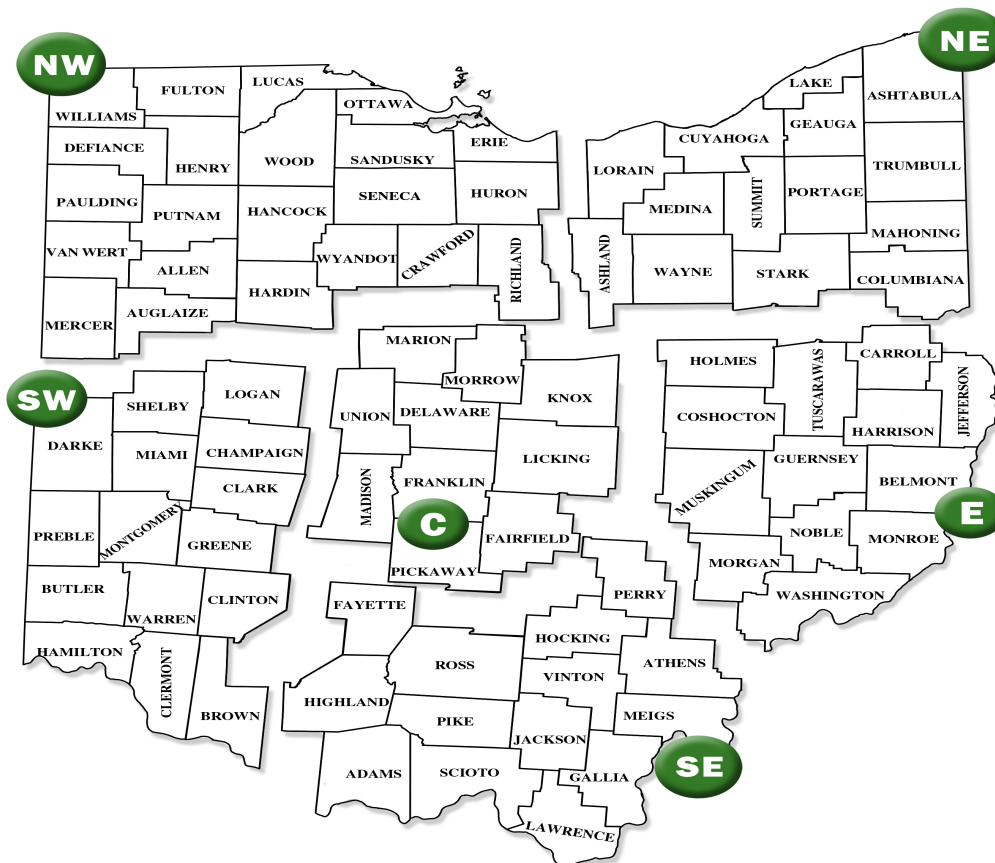
## PERSONAL PROPERTY (SECURITY OF)

While New Richmond High School is not responsible for the loss of personal property of students, the best defense against theft is educating your student-athletes about the possibility and offering suggestions for properly securing their personal possessions.

1. Encourage student-athletes **not** to carry large sums of money or wear expensive jewelry to practice or contests.
2. Encourage student-athletes to lock their possessions in approved lockers at all times.

In conjunction with the philosophy of "safe schools", it is important that outside doors remain closed and secure at all times. Please aid in this effort to keep our schools safe.

**IMPORTANT:** Coaches should not give building keys to student-athletes to use for any reason.



[www.ohsaa.org](http://www.ohsaa.org)

## **PLAYING TIME PHILOSOPHY**

It shall be a goal at the varsity level to field the most competitive team possible, to win each contest, and to provide for long-term development of players. It shall also be a goal of the coach to maximize the playing time of each player (who is eligible to compete) in each contest. If these two goals come into conflict, it will be the coach's discretion which goal to pursue. At the sub-varsity level, playing time should be focused on skill and player development.

For our athletics department, the goal is to encourage students to participate in and try new sports and school activities. As such, the middle school has a two-pronged need for athletics: to get students involved and to prepare them for high school athletics. Therefore, the "A" or top teams may mean that not everyone plays equally. However, the coaches of the "B" or lower-level teams should strive for equal playing time.

## **TEAM ASSIGNMENT PHILOSOPHY**

When maximizing participation, we also recognize the need for coaches to maintain a reasonable level of autonomy in determining squad size, team membership, and individual program philosophy regarding playing time and team assignments.

The following overview is a generalized view of how teams are constructed in various programs (it should also be understood that not all programs will field three teams due to a lack of participation or logistical complications).

**Freshman Squad** – composed exclusively of freshmen who may not have the necessary skills to move up to the JV or varsity level currently.

**Froshmore Squad** - composed mainly of freshmen who may not have the necessary skills to Currently, move up to the JV level.

**JV Squad** – composed primarily of juniors, sophomores, and freshmen.

Players on this team are considered the best available to fill varsity positions in the coming year, or those who have been affected by injury or illness.

**Varsity** – At the varsity level, coaches have the dual responsibility of fostering individual skill development and achieving team success. To achieve his end, the most effective student-athletes, regardless of grade level, will be allowed to develop their athletic abilities further and work together to cultivate a strong desire to attain the highest possible levels of team success.

It is the responsibility of each sports team's coaches to make determinations regarding playing time based on their observations and evaluations of athletes during tryouts, practices, and competitions, in line with New Richmond's philosophy of interscholastic athletics.

### **POSTPONING EVENTS**

Suppose the playing of a home event is in question due to weather conditions or any other factor that is not conducive to safe and fair conditions. In that case, the Athletic Director will, when possible, confer with the Head Coach to decide on whether to postpone the e

## **“PLAYING UP”**

There may be circumstances in which the skill level of a student enrolled in a particular grade level of a sport and the nature of the team/sport/competition warrant the student participating on a team offered for students of a higher grade. When an initiative to do so is made, OHSAA bylaws must be followed, and coaches, parents, the student, and administrators must agree that this move is in the best interest of the student.

## **POST SEASON DUTIES**

### **SEASON SUMMARY**

The Season Summary form is available in the athletic office and is to be completed by the head coach within fifteen school days of the final contest of the season. It is to be returned to the athletic office and will be included as part of the sport file for that year or may be given to the athletic director during the coaches' end-of-season meeting.

### **STUDENT-ATHLETE AND PARENT FEEDBACK SURVEY**

In addition to the summary, the results of the Student-Athlete & Parent Feedback Survey, if executed in the season, will be discussed. This survey consists of opportunities for stakeholders and team members to comment on topics such as the practice structure, type and amount of feedback received from coaches, amount of team effort and improvement, coach expectations, coach communication style, and coach behaviors. This survey is not meant to be critical of coaches; rather, the purpose is to make coaches aware of behaviors their stakeholders find helpful and those that may hinder the success of the team. The reason for obtaining feedback is so that coaches can be more effective at their jobs. As individuals teaching young people how to be successful, coaches should recognize that the desire to improve is a key aspect of success. If coaches receive negative feedback, data can be analyzed by demographic information (e.g., playing time) to determine if negative responses primarily came from student-athletes with common characteristics, and those results can be noted. In doing so, the identities of the responders will remain anonymous.

### **EQUIPMENT CARE AND INVENTORY**

Equipment purchased with school district funds is the property of the school district, and coaches are expected to assume the responsibility for the management of that equipment. Accurate records must be maintained for equipment on hand, equipment issued, and equipment that has not been returned.

Student-athletes must be informed at the pre-season meeting that equipment issued to them is their responsibility and they will be held accountable for its safe return. Every effort must be made to have all equipment returned at the end of the season. It is the responsibility of the student-athlete to reimburse the athletic department for any equipment lost or stolen during the season. Coaches are to notify the student-athlete and then the parent that the equipment is still outstanding. If equipment has not been

returned within one week following the notices, an obligation will be created for the outstanding amount owed to the athletic department.

No student will be issued new equipment in another season and may not be permitted to take part in another sports season until all equipment obligations have been fulfilled.

## **AWARDS AND AWARDS BANQUETS**

There are several categories of awards with which the coach is to be familiar. Letter award criteria are determined by the coaching staff of the individual sport. These criteria may include, but are not limited to, playing time, points scored, dedication, cooperation, loyalty, leadership, a sense of fair play, and years of service. Coaches are to inform their student-athletes, before the start of the season, of the criteria so that there will be no misunderstanding of what is necessary to earn a letter. Students dismissed from the team for disciplinary reasons or who elect to leave the squad on their own before the completion of the season forfeit their eligibility for awards.

The athletic office will prepare the letters and certificates for presentation, based on the list provided by the coach. This list must be submitted to the athletic office at least one week before the date they are needed.

## **AWARDS - LETTERS**

At the close of each sports season, the coach will submit to the Athletic Office the list of players to receive awards for approval.

The Junior Varsity awardees will receive a certificate.

The Varsity awardees will initially receive a parchment certificate and an 8" chenille "NR" with the particular gold sport emblem attached. Each subsequent Varsity award will be accompanied by a parchment certificate and the specific gold sport emblem attached to the initial chenille "NR". To earn a letter, a player must have actively participated in or dressed in all practices and contests. Attendance at practices and contests is a necessity.

Suppose an athlete is disciplined for a conduct, tobacco, or substance abuse violation. In that case, they are not eligible for an athletic award in that sport or any other athletic awards in the school year in which the incident occurred.

## **AWARDS - SERVICE**

Service Awards may be awarded to seniors in any sport, for sincerity and loyalty, for three years' service if complete varsity letter requirements have not been fulfilled. Such awards shall be recommended by the coach and approved by the Principal and the Athletic Director.

A manager may be awarded a varsity letter for service of at least one full sport season upon recommendation of the coach of that particular sport. A sophomore, junior, or senior student trainer may be awarded a varsity letter for service as a trainer if they have accumulated at least 250 hours of trainer work during the school year. If the minimum 250 hours is not met, half of the hours may be carried over into the next year of service. This varsity letter may be counted toward the "special" award. Varsity awards may also be given under exceptional circumstances.

Coaches making a presentation at banquets given by the athletic department are to keep several items in perspective.

1. When preparing comments, caution should be taken to not forget anyone. Be mindful to the contribution each student-athlete has contributed to the team.
2. Keep comments about the season brief and positive.
3. Make sure every player is introduced by name. Comments about individuals should be brief and positive.
4. Keep most comments for seniors.
5. Avoid predictions about next year's team.
6. Do not talk about previous teams.
7. Do not use anecdotes that are not appropriate for a formal awards banquet.
8. Do not make negative comments about other schools.

Coaches are not to use school district funds to purchase end-of-season recognition awards.

# **PRE-SEASON PREPARATION**

## **ORGANIZATIONAL MEETING**

Each head coach will conduct a pre-season organizational meeting. The best time for this meeting is to take place within the two weeks before the first practice date for winter and spring sports. Coaches of fall sports are advised to conduct their meetings during the last two weeks of May in the prior school year. The meeting serves as an opportunity to inform student-athletes of the school's athletic philosophy, athletic department procedures, and individual coaching rules that will govern them throughout the season. Additionally, coaches should schedule a meeting with parents before the season begins to discuss with them the same items covered with the students (both students and parents may attend). Coaches must discuss their criteria, objective and subjectives, used to select the team. The overall procedures for team selection are to be addressed at this time. Handouts will be prepared to inform students and parents of the season's expectations, rules against hazing, proper use of social media, practice schedules, training rules, school texting/email policy, award criteria, and other general information. Communications with student-athletes and parents are critical. As a supplement, we ask coaches to consider the following:

In addition to holding meetings, have information available on the team website (linked to the school district webpage, which covers these points in a clear and concise manner). Positive outcomes of this information would be:

1. Written confirmation of what is covered verbally in your orientation to candidates.
2. A source of information for candidates who may miss the meeting because they don't get information through announcements or have a conflict with the meeting time.
3. A reference for the Athletic Department staff to provide information to new or just questioning students and parents in order to direct them to a clear and definitive base of information.

Suggested information to be included:

- Your sport team
- Identification of and introduction to the coaching staff, as well as coaches' contact information
- Philosophy of the program
- Pre-season conditioning/preparation opportunities available to students

- Details about official practice (times/locations)
- A list of the criteria to be used in any selection process that will be employed

*Coaches may use the standard procedure to have your information posted on the website.*

## **DOCUMENT APPROVALS**

Any documents distributed to parents or student-athletes regarding participation information, team rules, season preparation, or other school team information must be submitted to the athletic director for approval before distribution. If coaches distribute non-approved documents and are questioned by parents, the athletic administration will not be able to support the distribution. Please submit documents promptly for approval before they are distributed.

## **PRE-PARTICIPATION FORMS**

1. Students wishing to join an interscholastic athletics sport team for the first time in a school year must submit all required forms prior to tryouts (no exceptions) . In addition, parent and student FinalForms and the completion of a Pre-Participation Physical Exam. Finally, the printed signed PPE must be submitted to the Athletic Department Office.
2. Any student who fulfills the requirements to participate in a OHSAA interscholastic sport during a school year and seeks to participate in subsequent sport(s) in the same school year, will have the necessary pre-requisites needed to compete in interscholastic activities for the rest of the school year, pending academic eligibility and a current PPE.
3. Finally, if the student-athlete is participating in wrestling, he/she must have established a minimum wrestling weight class utilizing the National Wrestling Coaches' Association (NWCA) Optimal Performance Calculator as the mechanism to calculate the minimum wrestling weight. The OHSAA certified assessor will perform all required testing.

## **TIME-LINE FOR SUBMITTING PRE-PARTICIPATION PHYSICAL EXAMINATION FORMS**

Students who successfully participate in a physical examination performed by a private physician and who have resided in the New Richmond School District during the previous semester must submit a completed packet to the Athletic Trainer. This must be done by 4:00 pm on the Monday one week before the first official tryout/practice date to ensure the athlete is eligible to begin tryouts/practice on that first official date.

At no time will they be allowed to participate in any physical activity, drills, etc., until cleared by the trainer.

A student new to the New Richmond School District during the semester may submit a completed packet to the Athletic Director upon arrival in the District. It may be accepted after consultation with the coach of the desired sport. Considerations include the student-athlete's reasonable safety, the opportunity to challenge for a position, and the impact on athletes already selected to the squad.

## **PROFESSIONAL DEVELOPMENT/PROFESSIONAL GROWTH**

Coaching is often regarded as both an art and a science. The idea that two coaches with totally different personalities and approaches to the game can both be successful suggests that coaching is an art form. Furthermore, the idea that trial and error is a commonly used form of teaching could demonstrate that coaching is a science.

Above all, coaching is a skill that can be cultivated and developed over time. Coaches can build their coaching skills in various ways. The easiest way is to talk with, listen to, and observe other successful coaches. To be a successful teacher of the sport, you must also be a successful student of the sport. The Athletic Director will assign a coaching mentor to all new head coaches. Mentors will operate on a volunteer basis.

The New Richmond Athletic Department encourages coaches to enhance their professional skills by attending coaching clinics. Limited reimbursement for coaches to attend clinics and conferences may be budgeted each year. The amount usually does not cover all the expenses incurred at a clinic or conference. The remainder of the cost is the coach's responsibility.

As coordinator of the program grades 7 through 12, the Head Varsity Coach should share information obtained from clinics and discussions with other members of the coaching staff. Because the coordinator supervises the other coaches in the program, the coordinator has the obligation to help those coaches to grow and develop their skills.

Coaches are encouraged to join professional coaching organizations such as the National Federation Interscholastic Coaches Association (NFICA) and the

South West Ohio Coaches Association (SWOCA). Application forms are available on-line. In addition, coaching education courses are available through the American Sport Education Program (ASEP).

### **Attendance at Clinics and Conferences Procedure**

Coaches who desire to attend clinics or conferences and request school district payment for any part of the expenses **must be pre-approved by the athletic director.** Requests for permission to attend clinics must be submitted to the athletic office by the last Friday of the month preceding the month in which the clinic is scheduled to be held. This will allow time for presentation to the school board.

If the coach is a district teacher, it is necessary to be absent from school to attend the clinic. The requesting coach(s) must also secure approval from school administration, as well as a substitute, through the standard procedure.

### **RELATIONSHIPS (COACH/STUDENT-ATHLETE/PARENT)**

An effective working relationship among the "athletic triangle" of coach, student-athlete, and parent benefits the quality of each experience with the athletic endeavor. It significantly contributes to the team's overall success. Establishing this relationship requires that each of the three parties understands their role in the process and communicates openly and honestly with the other parties.

To open the communication channels, the coaching staff is responsible for conducting a pre-season orientation meeting at which time they will cover topics such as the following:

- Introductions and related background experiences of the coaching staff and program support staff.
- General plans/goals for the upcoming season.
- OHSAA, district, school, department and team philosophies, procedures, rules and expectations as covered in the Athlete's Student Handbook and team handouts.
- Locations and times of practices and competitions.
- Helpful tips on how parents can best support their child during the season.
- How to best reach the coach by phone or email and a confirmation of how to best reach each parent.

Student-athletes and their parents are responsible for asking questions to clarify their understanding of the topics discussed at the meeting or introduced in any other printed material, such as the Student Handbook; confirming their address, phone, and email information; and informing the coaches of any expected conflicts in their schedule.

With this foundation in place, it is anticipated that two-way or three-way communication between any of the parties can be conducted easily and respectfully throughout the season on a variety of topics. However, the most critical time for the working relationship to be employed is when a concern or conflict arises about an expectation or a previous understanding. Topics accepted as appropriate for discussion are the following:

- The student-athlete's academic performance.
- The student-athlete's behavior in school, with the team or in the general public as it pertains to the team's reputation.
- The student-athlete's role on the team.
- The application of OHSAA, district, department and team philosophies, procedures, rules and expectations to a student-athlete.
- Suggestions to improve a student-athlete's acquiring of skills, knowledge and attitudes relevant to the sport.
- Information about recruiting and recommendations about a student-athlete's suitability for play at different collegiate levels.
- Management of injuries incurred by the student-athlete.

Some topics may NOT be appropriate for discussion. These include certain prerogatives for which the coach alone has jurisdiction within the bounds of school district philosophies, regulations and policies:

- Other players' roles on the team
- Selection, placement and determination of playing time of personnel.
- Establishment and enforcement for all guidelines and training rules related to the activity.
- Appointment of practice times, dates and procedures.
- Preparation and execution of all travel arrangements for the team.
- Creation and enactment of competition strategies.

- Management of all awards.

In a time of question or conflict concerning an appropriate topic, the following procedures are to be followed in attempting to reach a resolution to the problem:

- Avoid telephone and e-mail discussions if possible. Speak face-to-face with the other individual(s) so that the most complete communication takes place.
- The first level of contact should always be between the student-athlete and coach at a time other than during an actual practice or competition. Speaking privately in the coach's office or a place away from other team members is preferred.
- If the problem is not resolved at this primary level meeting, a conference among the coach, the student-athlete, and the parent is in order. However, never attempt to confront a person immediately before or after a practice or contest to discuss the matter; always call or e-mail to set up an appointment. If a coach cannot be reached in this manner, contact the athletic office for assistance in achieving them.

If a resolution still is not gained after this conference, contact the athletic director for his/her input as to how to proceed. He/she will give due process and consideration to all of the involved parties while attempting to bring the matter to a reasonable conclusion.

### **FORMAL COMPLAINTS AND PROCEDURE**

Objective: Understanding that the school district's intention is to create sports and activities programs that enhance the participants. This process is designed to establish a consistent approach for addressing formal complaints against a coach or director of an activity that has an unfair, negative impact or represents a blatant disregard for the mission, goals, and intentions of the programs and the New Richmond Athletic Department.

1. A complainant will be instructed, at the first point of contact, as to the terms of number 4 below.
2. Only complaints made in writing will be considered valid.
3. Anonymous complaints will not be considered to be valid.
4. Complaints are to be made in writing to the Athletic Director and building Principal with any supporting, written documentation also provided at that time.
5. Complaints concerning playing time do not qualify as a formal complaint unless the action can be substantiated as malicious against a specific participant.

6. The Athletic Director and building Principal will determine the validity of the complaint and acknowledge receipt, in writing to the complainant outlining the district procedure.
7. If a complaint as described in number 5 above cannot be substantiated by the Athletic Director and building Principal then the complainant will be encouraged to contact the coach directly for resolution.

### **DISTRICT PROCEDURE**

1. A copy of each valid complaint will be forwarded to the Athletic Director.
2. The Athletic Director will inform the appropriate party that a formal complaint has been made and that the student-athlete is to be permitted to participate in the activity, without prejudice or negative consequence, no matter what the issue, until the Athletic Director completes his full investigation and issues a determination on the validity of the claim.
3. The complainant is to be notified in writing by the Athletic Director that number 2 above has been done.
4. The Athletic Director will then interview the employee and review all supporting documentation supplied by the complainant and make a determination as to the validity of the claim.
5. The complainant will then be notified, in writing, as to the findings of the Athletic Director.
6. If a complainant disagrees with the findings of the Athletic Director, they will be asked for additional supporting documentation, which the Athletic Director will consider. In the absence of any further documentation or if, upon review, the determination made by the Athletic Director does not change, the complainant will be notified in writing that the matter is being dismissed without prejudice.
7. If a claim is determined to be valid by the Athletic Director, then disciplinary action consistent with the district policy shall be instituted by the Athletic Director. In every case except one that demands dismissal, the coach will be expected to meet with the Athletic Director and the complainant as a means of demonstrating positive communication and good faith.

8. Any coach who retaliates against any participant as a result of a disciplinary action will be immediately dismissed.

## **RESIDENCY**

All students at New Richmond High School must be residents of the State of Ohio to attend and participate in athletics. New Richmond Exempted Village School District accepts both in-district and out-of-district residents. Priority will be given to in-district residents.

## **SCA LAW**

Lindsay's Law is about Sudden Cardiac Arrest (SCA) in youth athletes. This law went into effect in 2017. SCA is the leading cause of death in student athletes 19 years of age or younger. SCA occurs when the heart suddenly and unexpectedly stops beating. This cuts off blood flow to the brain and other vital organs. SCA is fatal if not treated immediately.

### **Lindsay's Law**

Lindsay's Law applies to all public and private schools and all youth sports organizations for athletes aged 19 years or younger whether or not they pay a fee to participate or are sponsored by a business or nonprofit. This includes:

- 1) All athletic activities including interscholastic athletics, any athletic contest or competition sponsored by or associated with a school
- 2) All cheerleading, club sports and school affiliated organizations including noncompetitive cheerleading
- 3) All practices, interschool practices and scrimmages

**Requirements:** Coaches have specific responsibilities under Lindsay's Law:

- 1) Annual completion of the required SCA training course approved by the Ohio Department of Health
- 2) Preventing the following students from participating in athletic activities until the coach receives written clearance by a licensed health professional. This written clearance must be shared with any school or sports official:
  - a) A youth whose biological parent, sibling or child has previously experienced SCA
  - b) Any youth athlete that experiences syncope or fainting before, during or after a practice, scrimmage, or competitive play

## **SCHEDULES**

The Athletic Director schedules all interscholastic athletic contests in accordance with Ohio High School Athletic Association (OHSAA) rules and regulations.

As a member of the Southern Buckeye Athletic and Academic Conference, New Richmond's athletic program is obligated to schedule all conference/league teams. With authorization from the Athletic Director, coaches are permitted to make contact to schedule games and scrimmages. However, all final arrangements and contracts for these games and scrimmages are the responsibility of the **Athletic Director** and the **Assistant Athletic Director**.

## **SCHOOL CANCELLATIONS/DELAYED STARTS/EARLY DISMISSALS/LATE BUS CANCELLATIONS**

In the event school has a delayed start, is cancelled, or is dismissed early due to inclement weather, all contests, practices, and "open" activities are to be cancelled. When late buses are cancelled because of concerns about weather conditions, all practices are to be cancelled.

Because of a sometimes-rapid change in weather conditions and exceptional circumstances relating to a team, the above-stated procedure may be amended through selective administrative action.

## **SCRIMMAGES**

Coaches must go through the athletic director to schedule scrimmages during the preseason. The number of scrimmages is limited by the OHSAA and may be further restricted by the athletic department, depending on the availability of teams and the distance of trips. The OHSAA definition of a scrimmage must be strictly adhered to. These scrimmages must be finalized through the Athletic Office.

## **SCOUTING AND MEETINGS**

Scouting opponents can be important in preparing student-athletes for upcoming contests. Limited funds are available for only post-season scouting in order to defray the costs of transportation. The SBAAC Conference will provide Head Coaches with a league-wide scouting pass. This pass will only be honored at SBAAC schools. If scouting at a non-league school, the Athletic Department may arrange a pass through a departmental exchange. All sport specific scouting procedures will be outlined in the league by-laws.

## **SEASON AND OUT-OF-SEASON OHSAA RULES AND REGULATIONS - Adherence and Enforcement**

The initial responsibility for adherence to and enforcement of the OHSAA bylaws by New Richmond High School and its students and other personnel rests with the Principal of each school. However, all Athletic Department employees are bound to conduct themselves by the bylaws and earnestly advocate for them before others.

The OHSAA Handbook, including all of the by-laws, is available at [www.ohsaa.org](http://www.ohsaa.org) or in text form in the athletic office. All coaches are encouraged to become familiar with matters related to their duties.

## **OUT OF SEASON PROTOCOL**

### **No Contact Period**

- (a) The "No-Contact Period" is just that – a period of time in which school coaches are not permitted to have any basketball-related contact with players who played for their school teams the previous season. This No-Contact Period starts with the teams' last contest and continues for 28 days. Basketball has a second No-Contact period that ends with Labor Day and counts back 28 days from that date. The "August" No-Contact Period is designed to allow fall sports to 'start up' with no undue influence to not participate in a fall sport. Want more details on this No-Contact Regulation? I encourage you to read and print this: <http://www.ohsaa.org/sports/bk/ReboundersReport/BasketballNo-ContactRule.pdf>

### **The Individual Instruction Regulation (OHSAA's General Sports Regulation 8.2)**

Coaches wanted more time with players. Several "Coaches Associations" – spearheaded by the OHSBCA – have continually requested that school coaches be allowed to provide individual skill instruction to players from their teams in the off-season. Prior to this, coaches had a 'hands-off' policy, which forced players to seek help from 'outside' individuals. Many of these "outside individuals" recognized this, charged high fees, and often had far less training than the school coach. The OHSAA listened and developed a regulation giving coaches exactly what they asked for. For obvious reasons, there are restrictions in place to protect this permission, ensuring it does not deviate from its intended purpose. This was designed, as mentioned, to allow coaches to provide individual skill instruction, including shooting, dribbling, passing, screening, offensive moves, and more. It was NOT designed to increase any team practice time outside the season. This regulation permits a coach or coaches the opportunity to teach these skills:

- ANYTIME outside the season except during the No-Contact Periods including during the summer months when coaches are provided 10 days of "team time".
- With a limit of 4 individuals present in all the combined facilities at any one time. Again, refer to the PURPOSE of this regulation.
- Not during an Open Gym that is occurring simultaneously – obviously doing so would mean there would be more than "4 present in all the combined facilities" whether those in the Open Gym would be receiving instruction or not.

### **Conditioning & Weight Lifting**

Yes, there are well thought out regulations on "Conditioning and Weight Lifting" as well. Why? So no one can use these concepts as a way to instruct players and have practice outside the season of play. Want more detail on the "Conditioning and Weight Lifting" Regulations? I encourage you to read and print this:

<http://www.ohsaa.org/sports/bk/2014-15BasketballQ&A.pdf>

### **Out of Season Coaching Permissions Timeline**

**The Season:** From defined start date of practice until team's last contest

**The No-Contact Period:** From the team's last contest running continuous for 28 consecutive days

**The Individual Instruction Regulation:** Running continually from the end of the No-Contact Period at the end of a teams' season until the start of the "August" No-Contact Period. Resumed again after Labor Day and running continuous to defined start of the season.

**Open Gyms:** Running continually from the end of the No-Contact Period at the end of a teams' season until the start of the "August" No-Contact Period. Resumed again after Labor Day and running continuous to defined start of the season.

**Conditioning & Weight Training:** Running continually from the end of the No-Contact Period at the end of a teams' season until the start of the "August" No-Contact Period. Resumed again after Labor Day and running continuous to defined start of the season.

**The 10 Day Rule:** Permitted between June 1 and July 31

## **SECURITY SERVICES**

Currently, the athletic department uses the Sheriff Department for security at all high profile athletic events. Please cooperate with security personnel at all times. Any questions regarding security services may be directed to the Athletic Director.

## **SEXUAL HARASSMENT**

The New Richmond Athletic Department will not tolerate any behavior by faculty, staff or students which constitutes sexual harassment of a student or employee. In addition, it is the responsibility of all administrators and supervisory personnel, faculty, staff, and students to report any conduct that is perceived to be sexual harassment. This policy complies with the provisions of Title IX of the Civil Rights Act of 1964, which prohibits sex discrimination.

Sexual harassment lowers morale and is damaging to the work environment; it is also illegal. This policy complies with the Civil Rights Act of 1964 as amended, Equal Employment Opportunity Commission Regulations.

## **SOCIAL MEDIA**

Social media has experienced a significant surge in recent years. With the use of Facebook, Twitter (X), text messaging, etc., more and more people are using these methods for “automatic” or “instant” communication.

Students and adults have taken communication to levels that could not have been imagined over a quarter of a century ago. Letters, numbers, and symbols have acquired distinct meanings in communication. Not only are messages and photos sent instantly, but they can also express or evoke emotions – such as anger, fear, sadness, and happiness – via an array of seemingly random letters/numbers posing as words or sentences. The consequences of these messages and images can be potentially dangerous.

The perceived anonymity of posting messages and images to chat rooms, blogs or text messaging can create a false sense of security to the user, prompting a student to think “it’s no big deal”. This assumption is wrong and potentially harmful. A quick scan of the daily news reaffirms the dangers of cyber-bullying, sexual predators, and identity theft, as well as the development of inappropriate relationships between adults and minors.

In 2007, among all visitors to social networking websites in America, 40.6% were adults aged 35-54. Social networking websites are not exclusive to young people. Interscholastic coaches have a moral and legal responsibility to maintain a professional, adult-to-minor relationship with their students. Interscholastic coaches may be held liable for inappropriate activity with minors using electronic communication devices.

Coaches should limit their social media communication with student-athletes for information purposes only. Commenting on Facebook and X or texting personal or intimate information to student-athletes is both inappropriate and unnecessary. Coaches should only use social media avenues to disseminate team information that is relevant to the operation and management of the team and is appropriate.

The New Richmond Athletic Department Policy is to refrain from texting student-athletes between the hours of 8:00 pm and 8:00 am. There should be no direct messaging to any student-athlete when an option to message the entire team is available. Messages meant for a particular student-athlete should be delivered in person during an organized team activity, if possible. Utilize team messaging software when available. These policies are put in place to protect all parties. Additionally, coaches should refer to Board Policy for guidelines relative to Internet use.

## **SPECIAL EVENTS**

Throughout the season, certain non-athletic events will occur that require some thought and planning. Events such as Homecoming and Senior Recognition Nights, to name a few, add something special to the season but are generally thought of as "added attractions". For these events to be successful and enjoyable, the coach must work in conjunction with other faculty members, cheerleading advisors, parents, the New Richmond Athletic Foundation, custodians, and administration. In addition, the regular game routine may be disrupted by extending halftime, prolonging the intermission between games, or delaying the start of a game or meet. Although coaches are encouraged to be well-prepared for contests and work within an established schedule, we appreciate your flexibility and cooperation.

## **STORAGE/EQUIPMENT AREAS**

There are storage/equipment areas throughout the campus and buildings. These areas are to be used to store in-season equipment. All coaches must ensure that areas are neat, organized, and secured before leaving the facility after each day of use. Area keys may be obtained through the Athletic Office. No keys may be reproduced. Keys must be returned to the Athletic Director when a coach is no longer coaching in the district.

## **STUDENT MANAGERS**

The selection and oversight of a student manager or managers is the responsibility of the coaching staff. The individual or individuals should be good students, hard workers, responsible, and dependable. In addition to the physical requirement, managers will be expected to adhere to all of the same rules and regulations governing student-athletes. Care should be taken when selecting student managers so that they understand their role. Students who want to "hang out" with the team may become an added responsibility to the coaching staff that could detract attention from their coaching duties. Be sure to select only students who understand their role and responsibility on the team. Once the selection has been made, the names of the student managers are to be included as part of the team roster.

Typical managerial duties include keeping score, collecting balls, distributing water, logging statistics, and organizing equipment.

Student managers are in no way to participate in practice, scrimmage or game activities in any manner, which would usually describe the role of a "player."

## **TEAM WEBSITES**

Coaches are strongly encouraged to promote their teams by creating a website linked to the New Richmond Athletics website. Guidelines for creating and maintaining a site are available through the Athletic Director.

## **TITLE IX - FEMALE PARTICIPANTS**

Title IX of the Educational Amendments Act, passed in 1972, requires equity between men and women in three areas: equal opportunity to participate in sports, equal representation of men and women in the student body, equal access to activity funds, and equal access to facilities and support services.

The New Richmond Athletic Department is committed to providing equal opportunities for all individuals without regard to sex, race, creed, religion, ethnic background, or disability in its educational programs, policies, and employment practices. Inquiries should be directed to the Director of Human Resources.

Additionally, if there is participation in a sport by females, and said a male coaches sport, said coach shall be absolved of all responsibility involved in the supervision of said female athletes during such periods when it is not possible for the coach, because of his sex, to be present (i.e., the dressing/locker room before and after an athletic event, practice, etc.) In such a case, the said coach shall find a district-vetted coach of the same gender to provide supervision in the aforementioned athletic spaces.

## **TRAINING RULES**

Student-athletes perform at their best when they follow intelligent training guidelines. These rules include prohibitions on the use of drugs, alcohol, and tobacco. The New Richmond Village Exempted School District has board-approved policies regarding the use of these substances by all students on district property and at New Richmond-sponsored activities on any site to provide a drug and tobacco-free environment. Furthermore, the athletic department prohibits the use of these substances by any athlete for the duration of their team's sport season, at any time, whether on or off a school campus. Violations by District student-athletes of these policies or rules will be addressed according to the District's policy and department procedures. Policies and regulations are found in the student handbook.

## **RULES AND REGULATIONS REGARDING SUBSTANCE/TOBACCO/ ALCOHOL USE FOR ATHLETES**

Athletes are in training year-round, and proper conditioning and care of an athlete's body require much time and commitment whether in season or out. Athletes should not be involved with or consume tobacco, alcohol, or illegal chemical substances as they damage health, impair performance and lessen the athlete's contribution to the team. There is an element of risk associated with all athletic competition, and we cannot insure that participants will remain free of injury.

The following rules apply to all in-season athletes during the athletic year – which is from the first day of practice in August until the last day of school in June, unless at a school related/sponsored activity.

**Tobacco:** Refer to Student-Parent Handbook concerning Student Smoking Policy

- **First Offense:** Suspension from athletic competition for one to ten (10) school days. Athletes may participate in team practices during this time period with approval from the AD and Principal.
- **Second Offense:** Dismissal from the team.

**Substance/Alcohol Abuse (at School or at a School Event):**

Athletes who consume, possess, or constructively possess alcohol or drugs or drug paraphernalia will be disciplined as follows according to School Board Policy.

**Substance/Alcohol Abuse (at a Non-School Event):**

The following rules, regulations, and guidelines shall be used by all School District personnel when situations involve students' unlawful use, abuse, sale, distribution, and/or possession of drugs, alcohol, or any mood-altering substance or paraphernalia.

Athletes who consume, possess, or constructively possess alcohol or drugs or drug paraphernalia will be disciplined as follows:

- **First Offense:** Suspension from athletic competition & practice for up to twenty (20) school days and if warranted, participation in a confidential Drug and Alcohol Assessment.
- **Second Offense:** Athletes will be suspended from all athletic activities for the remainder of that season and the next two sports seasons.

**Drug/Mood Altering Substance or Alcohol Defined:** Alcohol, drugs, narcotics, and/or other health-endangering compounds include, but are not limited to, alcohol, alcoholic beverages, tranquilizers, amphetamines, synthetic opiates, marijuana, LSD, and other hallucinogens, glue solvent-containing substances, and "look-alike" drugs.

**Drug Paraphernalia Defined:** Means all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of this act.

Public Law 91-513 Comprehensive Drug Abuse Prevention and Control Act of 1970 (Federal Law). The Controlled Substances Drug, Device, and Cosmetic Act of April 14, 1972 (P.L. 233, No. 64) and Amendments.

This policy is violated when any pupil involved in school related athletics uses anabolic steroids, except for valid medical purposes.

Offenses are cumulative. For example, a student can commit a first offense in 9th grade and a second offense in 12th grade. Any in-school or out-of-school may result in the first offense. The second offense in-school or out-of-school results in a two-season suspension.

### Special Notes

- An athlete who has an out of season infraction may begin practice for the next season only with the approval of the Principal.
- If an athlete is dismissed from a team, he or she may not join another team, participate in intramurals or weight training during that season.
- If an athlete is disciplined for a conduct, tobacco or substance abuse violation, he or she is not eligible for an athletic award or letter in that sport or any outstanding athletic awards in the school year which the incident occurred.
- Athletes may also be subject to their coach's rules which may result in dismissal from the team. Such a rule will be supported by the Athletic Office and is not subject to appeal.
- Any student who voluntarily admits chemical use/abuse and/or dependency to any New Richmond Exempted Village School District staff member, without being prompted, will temporarily not participate in any school sponsored club, activity, or athletic team until professional assessment of the chemical dependency is complete. If the student is an athlete, he/she will be reinstated as an athletic participant when evaluation and his/her program indicate he/she can safely and appropriately participate.

### **New Richmond Athletic Department Position on Gambling**

The New Richmond Athletic Department opposes all forms of legal and illegal sports wagering. Sports wagering has the potential to undermine the integrity of sports contests and jeopardizes the welfare of student-athletes and the interscholastic athletics community. Sports wagering demeans the competition and competitors alike by a message that is contrary to the purpose and meaning of "sport ."Sports competition should be appreciated for the inherent education-based benefits related to participation of student-athletes, coaches and institutions in fair contests, not the amount of money wagered on the outcome of the competition.

### Gambling Activities

Staff members of the athletics department of a member institution and student-athletes shall not knowingly:

- (a) Provide information to individuals involved in organized gambling activities concerning interscholastic athletics competition;
- (b) Solicit a bet on any interscholastic athletic team;
- (c) Accept a bet on any team representing the New Richmond Exempted Village School District; or
- (d) Participate in any gambling activity that involves interscholastic athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

## **VOLUNTEER COACHES**

Properly managed, the use of volunteer coaches can be a valuable asset to an athletic program. The selection of volunteers must be a carefully thought-out process. Care must be given to select a person or persons who are personable, knowledgeable, interested in the welfare of the student-athletes and the team, and willing to operate under the strict guidance of the coaching staff. Volunteers may be permitted to have input in areas such as team strategy, team selection, and practice organization. Persons involved as volunteers may assist the coaching staff in the decision-making process; however, the final responsibility for all decisions rests with the head coach.

Volunteers are to be supervised at all times. All volunteers are required to apply for all district required clearances, ODE Pupil Activity Permit, Coaches Tool Chest, as well as a completed coaching application available on the district website. Once these clearances are secured, the original approval forms received from ODE must be presented to the athletic office before contact with team members.

It is normally not appropriate to select an individual as a volunteer if their child is a candidate for the team. Consideration may be given to a parent with specialized skills or one who has been a long-time volunteer in a specific program. All volunteers' participation will be under constant evaluation.

# **ATHLETIC TRAINING/ INJURY MANAGEMENT**

## **ATHLETIC TRAINING MISSION STATEMENT**

It is the goal and intent of the Athletic Training Staff to give quality care to all of the student-athletes of New Richmond High School. The staff will adhere to the ethics of the National Athletic Trainers' Association (NATA).

## **ATHLETIC TRAINING STAFF**

Team Physician: (Dr. ) – The Team Physician oversees the Athletic Training Program and approves a standard of care, as outlined in Medical Standing Orders, for the care and rehabilitation of student-athletes.

Head Athletic Trainer: (Kari Boehmker, ATC) – The Head Athletic Trainer shall direct and oversee the daily operations of the Athletic Training room, including practice and game coverage of varsity, junior varsity, and freshman sport teams. She will oversee the prevention, treatment, and rehabilitation of injuries to the student-athletes.

Student Athletic Trainers: New Richmond High School is an active participant in the clinical education of student athletic trainers from the city's universities and/

or neighboring colleges. All students are maintained and carry out the care of student-athletes as per state law and the contractual agreements between New Richmond High School and the local school.

High School Athletic Trainers: New Richmond High School supports students furthering their education through extracurricular activities. One of these activities involves working with the athletic training staff at the High School. These students may assist with the care of student-athletes under the direction of a Certified Athletic Trainer.

## **ATHLETIC TRAINING ROOM**

All rehabilitation and treatments must be completed before practices begin for student-athletes to prepare themselves and compete properly. The Athletic Training room (ATR) will also be open during select school hours for rehabilitation and treatment of those student-athletes. Treatments during these times should be scheduled with the athletic training staff in advance.

## **PRACTICE COVERAGE**

Every effort will be made to have a Certified Athletic Trainer (ATC) on-site for all practices, available to support the student-athletes. It is essential to note that all home games will receive on-field coverage, even when practices are in progress.

## **GAME COVERAGE**

As required by OHSAA governing rules, an ATC will attend all home varsity football games. An ATC will also cover all home junior-varsity and freshman football games. Every effort will be made to cover all home events with a representative of the athletic training staff, with an ATC being on-site. It should be known that you must be able to contact the ATC at all times, if she is at a different field or location.

## **MEDICAL CERTIFICATION (for student-athletes)**

All student-athletes must receive medical certification to participate with a sports team per OHSAA rules. The Athletic Office and Coaches will provide forms for such. Medical certification is good for one year from the date of the physical unless (a) the student suffers an illness or injury which renders the student unable to participate in 25% or more of the Regular Season Contests in the immediate preceding sports season; and/or (b) suffers an illness or injury which resulted in absence from school for ten (10) or more days and/or requires surgery. In these cases a re-certification will be required. The Athletic Office will maintain a list of all student-athletes cleared to participate.

**Wrestling Weight Certification:** The OHSAA has established a wrestling weight certification program that is required for all middle school and high school wrestlers. The Athletic Training Staff will oversee the certification process in accordance with OHSAA regulations. For additional information please contact the Head Athletic Trainer or the Head Wrestling Coach.

## **IMPORTANT PHONE NUMBERS**

Fire/EMS/Police	911	
Joseph Stewart (Principal)		
Larry Kozlowski (Assistant Principal)	513-236-6874	
Kari Boehmker (Head ATC)	513-917-4107	
Trey Newberry (Athletic Director Office)	513-319-3676	I

## **METHICILLIAN-RESISTANT STAPHYLOCOCCUS AUREUS (MRSA)**

Methicillin-Resistant Staphylococcus aureus or MRSA is a type of staph that is resistant to the antibiotic methicillin and its close cousins oxacillin, penicillin, and amoxicillin.

Staph infections, including MRSA, occur most frequently among persons in hospitals and healthcare facilities (such as nursing homes and dialysis centers who have weakened immune systems).

The primary mode of transmission for all forms of staph, including MRSA, is through hands and skin-to-skin contact, crowded conditions, and inadequate hygiene. The sharing of towels, personal hygiene items like razors, athletic equipment, clothes, non-sterilized tattoo instruments, and illicit drug paraphernalia also promotes the spread of S.aureus from one individual to another. Habits like body shaving are also thought to promote MRSA infection.

MRSA most often presents as skin or soft tissue infection such as a boil or abscess. Pimples, rashes, pus-filled boils, especially when warm, painful, red or swollen, can indicate a staph skin infection. Impetigo is one example of a skin infection that can be caused by staph, including MRSA. Patients frequently recall a "spider bite".

Staph infections can also lead to more serious diseases, such as bloodstream infections or pneumonia, resulting in symptoms including shortness of breath, fever, and chills.

Most MRSA infections are treated by administering good wound and skin care: incision and draining of boils by a health care provider, keeping the area clean and dry, washing hands after caring for the area, carefully disposing of any bandages, and allowing the body to heal.

For more information about MRSA, refer to the district website or <https://odh.ohio.gov> or contact the New Richmond Athletic Trainer.

## **REPORTING OF INJURIES**

Injuries and Evaluations: All injuries that occur during an athletic practice or event should be reported to the Athletic Training staff in a timely fashion. Injuries that occur outside a school function or event should also be reported to the Athletic Training Staff (especially for student-athletes who are currently in-season). The Athletic Training Staff shall conduct an initial evaluation and determine the appropriate course of action for the injury.

## **TREATMENT OF ATHLETES**

Treatment of injuries to athletes will be implemented by the following guidelines, with the knowledge and consent of the Team Physician. It is understood that minor adjustments may be necessary from time to time for optimal results. An ATC must approve any adjustments. It is also understood that this guideline refers to the treatment of young individuals (14-19 years of age) who are healthy and medically able to compete in high school athletics. At no time should a coach prescribe treatment for an athlete without the consent of the athletic training staff.

1. Ice – Used on most new muscular-skeletal trauma for the first 24 to 72 hours post-injury or until the active inflammatory process slows. Special care must be given with individuals with blonde or red hair, blue eyes and light skin complexion due to a potential for hypersensitivity to hypothermia.
2. Ice with compression and elevation – Used on all new musculoskeletal trauma for first 24 to 72 hours or until edema formation has stopped.
3. Ice Massage – May be used in conjunction with cryokinetics when exercise program does not constitute a threat to proper healing or when an amnestic condition is desired.
4. Cold Whirlpool – May be used in the post-acute stages, for inflammatory conditions or in conjunction with exercise when the exercise program does not constitute a threat to proper healing or when an anesthetic condition is desired. Water temperature will usually be between 55 and 60 degrees Fahrenheit.
5. Contrast Bath – May be used as a supportive modality or when a vascular pumping action is desired.
6. Warm Whirlpool/Heat (hydrocollator) Packs – May be used as a local form of superficial heat for sub-acute or chronic musculoskeletal injuries to the extremities. Water temperature normally will be between 100 and 110 degrees. Hydrocollator packs may be substituted if large body areas need to be treated and cannot be submerged to treat that specific area. Warm whirlpool usually becomes the treatment choice for one or more of the following reasons:
  - Uniformity of heat around an irregular body part.
  - Need to increase range of motion in joint being treated.
  - Need for active exercise while heat is applied.

Special care must be given with individuals with blonde or red hair, blue eyes and light skin complexion as well as when conditions are favorable for heat related illnesses.

7. Electrical Stimulation – May be used with sub-acute, acute or chronic injury management. May also be used in conjunction with exercise for muscle re-education.
8. Iontophoresis – May be used for treatment of specific orthopedic pathologies. This modality can only be used with written orders from a physician and under the direct supervision of the certified athletic trainer.
9. Massage – May be used for the following sub-acute or chronic situations:
  - Gentle effleurage to aid venous and lymphatic drainage.
  - Friction to tendonitis problems or adhesions secondary to surgery.
  - Effleurage and/or petrissage to aid in the relief of muscle spasm
10. Ultrasound – May be used on sub-acute or chronic localized soft tissue trauma. Usually most effective on dense tissues (ligaments or tendons) and areas where specific pain location (trigger point) may be determined. The use of the contact method or the submersion method is left up to the discretion of the certified athletic trainer. Treatment is limited to 2 weeks or 10 treatments. Treatment will not take place over epiphyseal areas of immature athletes, near the spine or genitalia. Intensity normally will not exceed 1.5 watts per square centimeter for five minutes.
11. Ultrasound with electrical stimulation – May be used where muscle spasm is associated with pathology of the tendon or musculotendinous junction.
12. Phonophoresis – May be used on sub-acute or chronic localized soft tissue trauma. Must be used with a prescription from a physician. Treatment will not take place over epiphyseal areas of immature athletes. Intensity normally will not exceed 1.5 watts per square centimeter for five minutes. This modality can only be used with written orders from a physician and under the direct supervision of the certified athletic trainer.
13. Therapeutic Exercise – Will be used in all injuries that effect any of the following:
  - Muscle damage
  - Joint stability
  - Joint strength
  - Muscle strength

- Joint range of motion
- Muscle flexibility
- Proprioception
- Joint mobilization

### **RETURN TO PLAY AFTER AN INJURY**

Whenever a Physician sees an athlete for anything other than a routine check-up, a note from that Physician should be brought to the Athletic Training Staff detailing the condition, any restrictions due to this condition, and any required rehabilitation or treatment needed. This includes any trips to the emergency room. Athletes will be restricted from practice/play until such note is presented to the Athletic Training Staff. If an athlete has been restricted from practice/play by a Physician, a note from that Physician will be required to return to play. If the Athletic Training Staff has restricted an athlete from practice/play, they may not return until cleared by the Athletic Training Staff.

### **ATHLETIC TRAINING ROOM POLICIES**

- The athletic training room (ATR) will be open from the end of the school day until the end of practices/games unless otherwise posted or needed for sports coverage.
- ALL injuries should be reported to the Athletic Training Staff as soon as possible.
- Athletes will be treated on a first-come first-serve basis with the exception of teams that are traveling or teams with games.
- Athletes are responsible for getting their taping or treatments done in time for practices/games.
- Athletes who are restricted from practice/play are expected to report to the training room for treatments and/or rehabilitation after 4:00 p.m. unless otherwise directed by the Athletic Training Staff.
- No athlete is permitted to use the ATR, its modalities and/or equipment without the supervision of an ATC.
- Self-treatment is not permitted at anytime. Athletes must be evaluated by the Sports Medicine Staff prior to any treatments or rehabilitation.
- Treatments and rehabilitation should be completed until released by the Athletic Training Staff.

- Please be respectful of others in the ATR. Vulgar and offensive language will not be tolerated. Failure to comply will result in removal from the athletic training room.
- Please leave all sports-related equipment, bags, etc outside of the ATR.
- Spikes are not to be worn in the ATR.
- Appropriate attire is expected in the ATR. Failure to do so will result in removal from the ATR.
- Please keep the ATR clean and orderly. Place dirty towels in the towel bin. Medical and rehabilitation equipment should be returned to its appropriate location.
- No rough housing will be permitted in the athletic training room. Failure to do so will result in removal from the ATR.