

Buckeye Central Local Schools



Athletic Handbook

Revised June 2021

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Introduction to Buckeye Central Athletics

In order to have an understanding on the part of all concerned, the following is presented so that students, parents, and other interested persons will have the necessary information. The district and building-level administrators, athletic director, and coaches of Buckeye Central Local Schools have developed this athletic code. Each head coach has the responsibility to distribute it to his or her athletes and see that it is read and enforced.

The athletic department believes that by following the code our athletes will create a positive self-image, gain peer acceptance, learn self-discipline, and establish a positive set of values for future involvement in society. In addition, each coach will see that every athlete on the squad receives a set of training rules before the season starts. Dedicated support of the stated philosophy and implementation by the athletes, coaches, and administration should insure the fulfillment of the valued purpose of athletics.

Philosophy of Athletics for Buckeye Central Local Schools

Athletics contribute to the overall educational experience of the participants. It allows students to strive to achieve goals beyond physical education classes. Our program at Buckeye Central has been constructed to fit into the total educational plan of the students.

Objectives –

- To teach students to win and lose gracefully and with sportsmanship.
- To give students another opportunity for success.
- To teach the idea of hard work to achieve goals.
- To teach teamwork.
- To promote fun and enjoyment.
- To increase the understanding and appreciation of all sports.
- To provide a balanced athletic program.
- To promote a sound physical and mental state.
- To create role models for the youth of the community.
- To promote enthusiasm and spirit in the school.

Administration of Athletics

Administration determines, in great measure, whether an organization is going to progress, operate efficiently, achieve its objectives, and have a group of individuals within its framework who are happy, cooperative, and productive. Administration has to do with directing, guiding, and integrating the efforts of human beings so that specific aims may be accomplished.

The athletic program at Buckeye Central will be conducted in accordance with all the rules and regulations put forth by the Ohio High School Athletic Association (OHSAA) and the Northern 10 (N10) Athletic Conference. Yearly participants of

sports should be encouraged. No sport is to be made a prerequisite for any other sport. No athlete should be encouraged to specialize in one sport.

Buckeye Central Local School District attempts to hire coaches that are the best qualified for the position. In accordance with Ohio Revised Code, we first attempt to hire from within the district. If there is no district hire, the position is posted in local media and the athletic director (AD) and/or the head coach of the sport reviews applicants. The AD and the principal then may interview the applicant. The principal then will recommend the best candidate to the superintendent for recommended approval by the Board of Education. All forms, paperwork, training, etc. required for the Pupil Activity Permit must be completed, documented, and submitted to the superintendent for recommendation to the Board of Education.

Administrative Guidelines 2431A – Interscholastic Athletics

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

Responsibilities

The High School Principal shall:

- A. be ultimately responsible in all matters pertaining to interscholastic athletic activities;
- B. fulfill all duties and responsibilities as they pertain to interscholastic athletics as prescribed by the Ohio High School Athletic Association and the Board of Education
- C. keep a record available at all times regarding the latest up-to-date information on the eligibility of the current season sports' squads including cheerleaders, team managers, and student trainers;

The Director of Athletics shall:

- A. direct and coordinate all activities of the Department of Athletics and be directly responsible to the HS Principal;
- B. oversee all ticket sales and the handling of ticket revenue;
- C. prepare financial reports of all revenues and expenditures for all athletic contests;
- D. handle matters pertaining to insurance and processing of medical claims at the high school;
- E. together with the Principal, approve all athletic contests before they are contracted;
- F. prepare the total athletic budget for the District and present it to the principal for formal approval;
- G. ascertain that all rules and regulations of the Ohio High School Athletic Association are upheld and enforced;
- H. strive to promote good public relations with the general public, news media, opponents' schools, civic organizations, and booster clubs;
- I. arrange for the transportation and meals of all District athletic teams, following District policy and collective bargaining agreement;
- J. check the readiness of all facilities for teams and spectators prior to game time;
- K. coordinate the planning of such events as athletic assemblies, Parents Night, Homecoming, Banquets, Booster Club Activities, etc. All plans should be cleared with the Principal;

- L. prepare all game contracts, specifying the date, time, and location. Co-sign with the Principal all contracts and keep them on file in the Athletic Director's office;
- M. make arrangements for physical examinations for candidates for athletic squads, after checking with the head coach;
- N. employ and pay all contest officials and personnel involved in operating the contest;
- O. issue all passes and complimentary tickets;
- P. regulate the use of the press box and the public address system;
- Q. set up the flag raising ceremony and the playing of the National Anthem;
- R. reconfirm the athletic contest, one week prior to the game date, with the visiting school and game officials;
- S. make arrangements for emergency medical care;
- T. be responsible for regulations concerning visiting scouts and media;
- U. arrange for the ordering and presentation of letters and other athletic awards;
- V. handle all matters pertaining to radio broadcasts in cooperation with the Principal;
- W. arrange for reconditioning of athletic equipment.

The Head Coach shall:

- A. be responsible for all matters relating to the organization and administration of the team under his/her direction;
- B. enforce all rules of the OHSAA related to his/her sport;
- C. assign duties to equipment managers and assistant coaches and evaluate their performance;
- D. plan all practice sessions;
- E. prepare public information releases regarding his/her sport;
- F. assist in planning special events such as Assemblies, Parents Night, Homecoming, Banquets, etc;
- G. maintain an accurate and current squad roster and submit copies to the AD and the Principal;
- H. cooperate with the AD in setting up physical examination schedules and verify that no candidate is issued equipment or allowed to practice until his/her examination form has been completed and his/her insurance coverage is in effect;
- I. assign at least one (1) coach to be with the squad at all times. This includes locker room supervision until all squad members have left the building. A spot check should then be made to see that all windows, doors, and gates are locked in any area that has been used;
- J. prepare a detailed equipment and supply request and submit it to the AD;
- K. arrange for presentation of team awards through the AD;
- L. enforce rules and regulations concerning conditioning of players and their health and safety;
- M. report injuries to the AT and the AD. Coaches should exercise great care in dealing with all injuries and particularly those that are of a serious nature. In all cases, the coach should assure that the injured athlete is receiving competent medical care. Following injuries of a serious or prolonged nature, the coach should secure the signed approval of the doctor and parent before the athlete is allowed to participate again in athletic activities.

The Assistant Coach (includes Varsity Assistants, Reserve, Freshman, and Middle School Coaches) shall;

- A. support the head coach in the conduct of his/her particular sport and the total athletic program;
- B. fulfill all responsibilities assigned by the head coach;
- C. be prepared to assume the responsibility of the head coach, if and when necessary.

Athletic Council

The purpose of the athletic council is to create long-range goals and set general procedures and policies for the athletic department, subject to superintendent and board approval. All participants have one vote, a majority vote of all in attendance will carry the proposal. All participants are expected to be at the athletic council meeting. If an absence is requested, please inform the principal or AD as to why the absence is needed. The Athletic Council meets prior to the school year and on an as needed basis throughout the year.

The Athletic Council is composed of:

- 1. High School Principal (Superintendent's representative)
- 2. Athletic Director (Chair and Secretary)
- 3. All Head Coaches
- 4. Athletic Trainer
- 5. Athletic Booster President
- 6. School Board Representative

Buckeye Central Athletic Boosters

The Booster Club is a community organization formed in order to support the BC athletic program. All requests for their assistance should be discussed with the Athletic Director prior to the Booster meeting. Booster meetings are held on the first Wednesday of the month. Agenda and meeting minutes can be found on the district website. Booster officers are required to attend a district informational meeting with the district Superintendent and Treasurer before school starts.

Buckeye Central Sports

All teams are based on the number of participants.

Fall –

Football – Varsity, Junior Varsity, Middle School (7th & 8th)

Volleyball – Varsity, Junior Varsity, Middle School (7th & 8th)

Golf (Boys & Girls) – Varsity and Junior Varsity

Cross Country (Boys & Girls) – Varsity and Middle School

Cheerleading – Varsity, Junior Varsity, Middle School

Winter –

Basketball (Boys & Girls) - Varsity, Junior Varsity, Freshman, Middle School (7th & 8th)

Wrestling – Varsity and Middle School

Cheerleading – Varsity, Junior Varsity, Freshman, Middle School

Spring –

Track (Boys & Girls) – Varsity and Middle School

Baseball – Varsity

Softball – Varsity

Northern 10 Athletic Conference Members

Buckeye Central Bucks	938 S. Kibler Street New Washington, OH 44854 (419) 492-2266
Bucyrus Redmen	900 W. Perry Street Bucyrus, OH 44820 (419) 562-7721
Carey Blue Devils	2016 Blue Devil Drive Carey, Oh 43316 (419)396-7638
Colonel Crawford Eagles	2303 SR 602 North Robinson, OH 44856 (419) 562-4666
Mohawk Warriors	605 SR 231 Sycamore, OH 44882 (419)927-6222
Seneca East Tigers	13343 US 224 Attica, OH 44807 (419)426-3312
Upper Sandusky Rams	800 N. Sandusky Avenue Upper Sandusky, OH 43351 (419) 294-2308
Wynford Royals	3288 Holmes Center Road Bucyrus, OH 44820 (419) 562-7828

Requirements of All Buckeye Central Coaches

In order to coach any sport for Buckeye Central Local School District, the interested person must complete the following requirements. All training is to be completed a season prior to coaching (see Athletic Trainer for schedule). All forms, paperwork, and information are available in the athletic office. Any cost involved is the responsibility of the prospective coach.

1. BCI/FBI Background check (be sure to indicate on the form that results are sent to BC and ODE)
2. Pupil Activity Permit issued by the Ohio Department of Education
3. NFHS Fundamentals of Coaching class
4. Current CPR card
5. Concussion Protocol
6. First Aid
7. Lindsay's Law (SCA video through ODE)

Job Expectations

Athletic Director – General Duties

1. Chair/Secretary of the Athletic Council
2. Be present at all Athletic Booster meetings.
3. Evaluate head coaches no later than 15 days after the completion of the last contest of the fall, winter, and spring seasons. (use form 2431) Completed evaluations are to be turned in and placed in the coach's personnel file in the superintendent's office.
4. Follow OHSAA policies.
5. Schedule all interscholastic contests with head coach input.
6. Confer with the principal in all cancelled contests.
7. Make sure all coaches complete the rules interpretation meetings.
8. Make sure all coaches are fully certified with a current Pupil Activity License from ODE and a current CPR card.
9. Work with the athletic trainer to stay informed of the health care of BC athletes.
10. Distributes N10 passes to the appropriate people (see general athletic department policies).
11. Encourage all athletes, coaches, and fans to show good sportsmanship.
12. Help guide the BC Athletic Department in its goals.
13. Provide grade eligibility reports to coaches at midterm and at the end of the quarter.

Financial Responsibilities

1. Responsible for Athletic Budget and confer with coaches on the budget.
2. Makes payouts for game help, officials and security (football/boys basketball).
3. Presents updated financial information to all members of the athletic council.
4. Counts and deposits all gate receipts with the treasurer.
5. Keeps track of all budgets for each sport.
6. Sets up a \$1000 change fund to use at all paying contests.

Equipment

1. Approves and orders all athletic equipment and supplies.
2. Maintains a file for all equipment inventories.
3. Maintains awards supplies.

Transportation

1. Arranges transportation and other aspects of travel for all athletic contests.
2. Provides all coaches and transportation supervisor leave times for all away contests.
3. Cancels all trips with the transportation supervisor when games are postponed.

Officials

1. Contracts all officials not contracted by the league commissioner.
2. Pays officials at the proper time.
3. Makes sure officials are safe-guarded at home contests.
4. Provides an adequate facility for officials at home contests.

Public Relations

1. Cooperates with the administration, coaches, students, and the public to promote the best interest of the entire athletic program.
2. Provides the media with the schedules of all sports at Buckeye Central.
3. Provides space and help to representatives of the media covering home contests.
4. Provides information regarding ticket sales, tournaments, and awards nights to the media for advertisement.
5. Help arrange for a media day for program information during all sports seasons.

Home Contests

1. Provide game help for all home contests.
2. Prepares all playing surfaces for home contests.
3. Provides for an emergency squad, athletic trainer, and team doctor at home football games.
4. Supply ticket sellers with change and tickets.
5. Attend all football and basketball games, as well as all other home events, when possible.

Job Expectations

Certified Athletic Trainer – General Responsibilities

1. Is directly responsible to the AD.
2. Is to follow the guidelines as established by the contract with Avita Health Systems and follow the suggested items as noted in this document.
3. Make all supply requests through the AD.
4. Maintain athletes' medical records, including, but not limited to, physicals, Emergency Medical Authorizations (EMA), injury reports, and rehab notes.
5. Provide necessary care for athletes in preparation for practices and games.
6. Inform coaches (head, assistant, and/or junior high) of injuries and status of injuries.
7. Prevent athletic injuries through stretching, conditioning, and/or strengthening, as well as taping, bracing and/or bandaging.
8. Recognize, evaluate, and provide immediate care of all athletic injuries.
9. Rehabilitate and recondition athletic injuries.
10. Coordinate the students' annual physicals, if possible.
11. Work with ALL coaches to maintain their certifications.
12. Obtain 50 hours of appropriate continuing education over a 2-year period, as per law.

Daily Commitments - Fall Season

1. Provide coverage at all home events, including Volleyball games – Varsity and JH (if possible), Cross Country meets, JV and JH football games.
2. Provide coverage at all varsity football contests, home and away.
3. Provide coverage at all HS football practices.

Daily Commitments – Winter Season

1. Provide coverage at all home events, including wrestling meets and basketball games, JH and HS.
2. Provide coverage at most practices until practice is completed.

Daily Commitments – Spring Season

1. Provide coverage at all home events, including track meets, baseball and softball games, JH and HS.
2. Provide coverage at most practices by checking in on each team daily.

Job Expectations

Head Coach – General Responsibilities

1. Responsible directly to the AD and the principal.
2. Cooperate with the administration, AD, athletic trainer, assistant coaches, and students to promote the best interests of the athletic program at Buckeye Central High School.
3. Attends all Athletic Council meetings, OHSAA rules interpretation meetings, and N10 coaches meetings.
4. Require physical examinations of all athletes participating prior to the first practice session. Submit completed physical forms and emergency medical forms to the athletic trainer.
5. Explain the athletic code to athletes and require the athletes to sign it and ALL forms through Final Forms in order to participate.
6. Submit a completed roster to the AD for eligibility purposes.
7. Report serious discipline problems to the AD and principal.
8. Give full attention to injuries and report them to the athletic trainer.
9. Assume the responsibility for all athletes from the time they arrive at practice or games until the time they leave.
10. Attend the appropriate state or local clinic for their sport.

Staffing

1. Help the administration in the placement and assignment of the entire coaching staff within the sport concerned.
2. Assign coaching duties for the entire sport.
3. Assume the responsibility of the athletes' and coaching staff's behavior.
4. Assign scouts and compile information needed for game preparations.
5. Evaluate all assistant coaches according to Buckeye Central Board Policy (use Form 2431 F4). Turn in completed evaluations to the AD.

Financial Responsibilities

1. Prepare and submit a budget to the Athletic Director (AD).
2. Conform to all school regulations when ordering equipment and supplies. Pay-outs must be submitted to the AD for approval on all purchases.
3. Confer with and get approval from the AD prior to making any purchase.
4. Be reimbursed for mileage at a rate of .25 cents per mile (2015 rate) for attending clinics, scouting and other items as determined by the AD.

Equipment

1. Prepare a list of needed items to the AD as part of the budget.

2. Assume responsibility for all equipment before, during and after the season. Report lost or damaged equipment to the AD.
3. Submit an inventory of all equipment, uniforms, and practice materials to the AD at the conclusion of the season.
4. Assume the responsibility for secure storage areas. Keys are to be turned in to the AD at season's end unless otherwise determined.

Facilities

1. Assume responsibility for seeing that the athletic area being used is kept clean and at away contests clean up before leaving.
2. Make sure all doors are locked and the building is secure before leaving practice or after a game.
3. Submit all upgrades for facility maintenance and repair.

Practices

1. Make sure a coach is supervising all practices.
2. Require all athletes to have at least one week of practice prior to participation in a contest.
3. Plan all out of season conditioning programs and events.
4. Help the AD schedule all scrimmages.
5. When a school event is in conflict with a practice, workout a plan for the student to attend the school event with no penalty to the athlete as school functions come first.
6. Observe the weather conditions to determine if practice could be conducted. Those conditions include lightning, excessive heat, fog, and other conditions that may affect students' health.
7. Clearly communicate with athletes and parents when inclement weather requires a change in game or practice times using Team App. If an athlete is unable to use Team App due to technology limitations a phone call or text message must be made.

Contests – Home and Away

1. Prepare and submit program information to the AD.
2. Help the AD prepare facilities for home events.
3. Help the AD arrange tournament roster information, eligibility and other required information regarding tournament contests.
4. Accompany teams to and from all away contests. If there is a conflict, arrange an alternative plan to make sure the trip is covered by a school representative.
5. Assume responsibility for athletes' behavior on the bus.

Public Relations

1. Provide the media with all necessary information regarding games and awards of note.

2. Do not criticize officials, players, or fans in the media.
3. Assist athletes interested in college athletics by contacting college coaches and by sending films, forms, and other needed items.

End of Season Responsibilities

1. Determine letter winners and special award winners.
2. Give an awards order to the AD at least one week in advance of the Awards Program.
3. Keep a list of the awards handed out to athletes.
4. Make sure all awards are correctly filled out.
5. Complete an end-of-the-season report and give it to the AD.
6. Encourage, but do not require, off-season conditioning programs, as determined by the rules of the OHSAA.
7. Maintain a record book of all statistics for the season and turn this into the AD at the conclusion of the season.
8. Submit a season summary to the AD at the conclusion of the season that includes a list of letter winners, certificate winners, special award winners and a statistical recap of the season. All league, district, and state award winners should be included in the season recap. Any athlete who receives a scholarship to attend a college or university for athletics should be included in the recap.
9. Recommend improvements to the AD and principal.

Job Expectations

Varsity Assistant Coaches – General Responsibilities

1. Responsible directly to the head coach.
2. Assist the head coach in carrying out the duties assigned to him/her.
3. Cooperate with the head coach, AD, athletic trainer, and the principal.
4. Follow all instructions and plans of the head coach.
5. Assume the responsibility for the use, care, inventory, and storage of all athletic equipment as directed by the head coach.
6. In the absence of the head coach, assume all responsibility herein designated as those of the head coach.
7. Report all injuries, misconduct, or other unusual circumstances to the head coach.
8. Organize and plan strategies for the team.
9. Perform scouting duties as assigned by the head coach.
10. Be punctual for all practices, games, and meetings.
11. Provide evaluation of personnel as requested by the head coach.
12. Assume responsibility for the junior varsity squad in practices and games as directed by the head coach.

Job Expectations

Middle School Coaches – General Responsibilities

1. Be responsible directly to the head coach.
2. Cooperate with the head coach, athletic trainer, AD, and principal in performing duties related to the school's athletic program.
3. Follow all instructions and plans of the head coach.
4. Assist the head coach in carrying out the duties assigned to him/her.
5. Assume the responsibility for the entire middle school program as delegated by the head coach.
6. Assume the responsibility for the use, care, inventory, and storage of all athletic equipment as directed by the head coach.

Supervision/Facilities

1. Assume the ultimate responsibility for all athletes from the time they arrive at practice or games until the time they leave.
2. Periodically check equipment of individual players.
3. Make sure all doors are locked and the building is secure before leaving practice or after a game.
4. Assume responsibility for seeing that the athletic area being used is kept clean and at away contests clean up before leaving.
5. Accompany teams to and from all athletic contests. Assume the responsibility for students on buses and for the upkeep and cleanliness of the bus when used by that coach's team (turn in seating charts).
6. When a school event is in conflict with a practice, work out a plan for the student to attend the school event with no penalty to the athlete as school functions come first.
7. Observe the weather conditions to determine if practice could be conducted. Those conditions include lightning, excessive heat, fog, and other conditions that may affect students' health.
8. Develop a call chain when inclement weather requires a change in game or practice times.

Communication/Team Paperwork

1. Require physical examinations of all athletes participating prior to the first practice session. Submit completed physical forms and emergency medical forms to the athletic trainer.
2. Give full attention to injuries and report them to the athletic trainer.
3. Submit a roster to the athletic director for eligibility purposes.
4. Require all athletes to sign the athletic code and ALL forms in Final Forms prior to participation. . Each coach is responsible for explaining training rules and regulations to his/her participants.
5. Report all situations of misconduct or other unusual circumstances to the head coach.
6. Report all serious discipline problems to the athletic director.

Job Expectations

High School Cheerleader Coach – General Responsibilities

1. Responsible directly to the AD and the principal.
2. Cooperate with the administration, AD, athletic trainer, assistant coaches, and students to promote the best interests of the cheerleading program at Buckeye Central High School.
3. Attends all Athletic Council meetings, OHSAA rules interpretation meetings, and N-10 coaches meetings.
4. Submits a roster to the AD at the beginning of each season.
5. Require physical examinations of all cheerleaders participating prior to the first practice session. Submit completed physical forms and emergency medical forms to the athletic trainer.
6. Explain the athletic code to cheerleaders and require the cheerleaders to sign it in order to participate.
7. Report serious discipline problems to the AD and principal.
8. Give full attention to injuries and report them to the athletic trainer.
9. Assume the responsibility for all cheerleaders from the time they arrive at practice or games until the time they leave.

Staffing

1. Help the administration in the placement and assignment of the entire coaching staff within the sport concerned.
2. Assume the responsibility of the athletes' and coaching staff's behavior.
3. Evaluate freshman/middle school cheerleading coaches according to Buckeye Central Board Policy (use form 2431 F4). Turn in completed evaluations into the athletic director.

Financial Responsibilities

1. Prepare and submit a budget to the Athletic Director (AD).
2. Conform to all school regulations when ordering equipment and supplies. Pay-outs must be submitted to the AD for approval on all purchases.

Equipment

1. Prepare a list of needed items to the AD as part of the budget.
2. Assume responsibility for all equipment before, during and after the season. Report lost or damaged equipment to the AD.
3. Submit an inventory of all equipment, uniforms, and practice materials to the AD at the conclusion of the winter season.
4. Assume the responsibility for the security of the storage areas. Keys are to be turned in to the AD at the conclusion of the season.

Facilities

1. Assume responsibility for seeing that the athletic area being used is kept clean and at away contests clean up before leaving.
2. Make sure all doors are locked and the building is secure before leaving practice or after a game.
3. Submit all upgrades for facility maintenance and repair.

Practices

1. Make sure a coach is supervising all practices.
2. Require all cheerleaders to have at least one week of practice prior to participation in a contest.
3. Plan all out of season conditioning programs and events.
4. Provides for a try-out period and announces it at least two weeks prior to the try-outs.
5. Organizes pep rallies.
6. When a school event is in conflict with a practice, workout a plan for the student to attend the school event with no penalty to the athlete as school functions come first.
7. Observe the weather conditions to determine if practice could be conducted. Those conditions include lightning, excessive heat, fog, and other conditions that may affect students' health.
8. Utilize Team APP when inclement weather requires a change in game or practice times.

Contests – Home and Away

1. Prepare and submit program information to the AD.
2. Help the AD prepare facilities for home events.
3. Help the AD arrange tournament roster information, eligibility and other required information regarding tournament contests.
4. Accompany teams to and from all away contests. If there is a conflict, arrange an alternative plan to make sure the trip is covered by a school representative.
5. Assume responsibility for cheerleaders' behavior on the bus.

End of Season Responsibilities

1. Determine letter winners and special award winners.
2. Give an awards order to the AD at least two weeks in advance of the Awards Program.
3. Keep a list of the awards handed out to athletes.
4. Make sure all awards are correctly filled out.
5. Complete an end-of-the-season report and give it to the AD.
6. Encourage, but do not require, off-season conditioning programs, as determined by the rules of the OHSAA.
7. Maintain a record book of all statistics for the season and turn this into the AD at the conclusion of the season.

8. Submit a season summary to the AD at the conclusion of the season that includes a list of letter winners, certificate winners, special award winners and a statistical recap of the season.
9. Recommend improvements to the AD and principal.

Job Expectations

Freshman and/or Middle School Cheerleader Coach – General Responsibilities

1. Be responsible directly to the high school cheerleading coach.
2. Cooperate with the head coach, athletic trainer, AD, and principal in performing duties related to the school's athletic program.
3. Follow all instructions and plans of the high school cheerleading coach.
4. Assist the high school cheerleading coach in carrying out the duties assigned to him/her.
5. Assume the responsibility for the entire junior high cheerleading program as delegated by the head coach.
6. Assume the responsibility for the use, care, inventory, and storage of all athletic equipment as directed by the head coach.

Practices/Events

1. Assume the ultimate responsibility for all cheerleaders from the time they arrive at practice or games until the time they leave.
2. Plan and supervise middle school try-outs in conjunction with the high school cheerleader coach.
3. Provide summer practice sessions for camp preparation.
4. Assume responsibility for middle school pep rallies.
5. Make sure all doors are locked and the building is secure before leaving practice or after a game.
6. Assume responsibility for seeing that the athletic area being used is kept clean and at away contests clean up before leaving.
7. Accompany teams to and from all athletic contests. Assume the responsibility for cheerleaders on buses and for the upkeep and cleanliness of the bus when used by that coach's team (turn in seating charts).
8. When a school event is in conflict with a practice, workout a plan for the student to attend the school event with no penalty to the athlete as school functions come first.
9. Observe the weather conditions to determine if practice could be conducted. Those conditions include lightning, excessive heat, fog, and other conditions that may affect students' health.
10. Utilize Team App when inclement weather requires a change in game or practice times.

Communication/Team Paperwork

1. Require physical examinations of all cheerleaders participating prior to the first practice session. Submit completed physical forms and emergency medical forms to the athletic trainer.
2. Give full attention to injuries and report them to the athletic trainer or athletic director.

3. Submit a roster to the athletic director for eligibility purposes.
4. Require all cheerleaders to sign the athletic code and submit all signed athletic codes to the athletic director for filing. Each coach is responsible for explaining training rules and regulations to his/her participants.
5. Report all situations of misconduct or other unusual circumstances to the high school cheerleading coach.
6. Report all serious discipline problems to the athletic director.

General Athletic Department Policies

1. Athletes may only participate in one fall, winter, and spring sport.
2. Athletes participating in one sport may not participate in the organized practice of another sport.
3. All athletes are required to have an up-to-date physical prior to the first day of practice.
4. All athletes/parents are required to have ALL forms signed off on Final Forms prior to the first day of practice.
5. No student is to drive to or from a contest except in an emergency situation as determined by the AD or principal.
6. Once an athlete has participated in a contest (scrimmage or regular season), that athlete cannot join another sport during that season. That athlete also is ineligible to participate in off-season conditioning, open gyms etc. until the completion of their original sport. Exceptions to this rule must be approved by the AD, head coach of the sports involved, and the principal.
7. Any athlete that fails to report to school by 11:05 shall not practice or participate in a contest that day unless a doctor or dentist excuse is presented. Other excusable absences include attending a funeral, college visits, or action determined by the principal.
8. No practice or games on Sundays unless approved by the principal.
9. No practice on Wednesdays after 6:30 PM during the school year unless approved by the principal/designee.
10. Practices on calamity days are strictly voluntary and should only be conducted if the weather conditions allow. The principal should approve the practice time. No practice before noon on calamity days.
11. Pep rallies are scheduled at the discretion of the principal and AD. Coaches may suggest that we have a pep rally with the principal having the final authorization.
12. N10 passes are given to all head coaches and assistant coaches at BC. BC administration, Board of Education members, and Booster officers all receive passes. Assistant coaches receive passes for the season they are coaching.

Other informational items

- Coaches should have a Team App to use in case of inclement weather. In case of bad weather while at practice, the head coach is the person responsible for determining whether or not to continue practice.
- At BC, we wish for all of our teams to show proper sportsmanship while representing our school. Each team is encouraged to always be a class act on and off the playing surface. Part of this responsibility is to show our host school the proper attention it deserves. Always respect the property of other school's and maintain a proper relationship with our hosts.
- Sportsmanship expectations as per league rules. See NEOLA Policy 2431B F1-F6.

Buckeye Central Athletic Awards

- An awards night will be held at the end of each sports season. During this evening, awards will be issued and athletes will be recognized for the respective sports.
- The AD may recall an award because of conduct unbecoming of an athlete, regardless of the season it is.

High School

- All participating freshman athletes will receive their numerals (one set per athlete).
- All participating junior varsity athletes will receive a certificate of participation.
- All participating varsity athletes will receive –
 - First year – Block BC letter, sports pin and bar
 - Second year – Certificate and bar
 - Third year – Plaque and bar
 - Fourth year – Mounted block BC letter and bar
- Any athlete that receives 12 varsity letters will be presented with a special plaque.
- Each sport is to present special awards that are determined by the coach and with AD approval.

Eligibility for Varsity Awards

- All senior athletes in good standing will receive a varsity award.

Football

To be eligible for a varsity award, an athlete must meet the following criteria.

1. Play in half the quarters (20) of all the varsity contests during the season.
2. The player has demonstrated a good attitude, cooperated, and given his best effort for the entire season. The coaching staff can award an athlete quarter credit for the season to assist the athlete in achieving the required number of quarters.

Volleyball

To be eligible for a varsity award, an athlete must meet the following criteria.

1. Play in half the matches of the varsity contests during the season.
2. The player has demonstrated a good attitude, cooperated, given her best effort, and contributed to the varsity team for the entire season. The coaching staff can award an athlete match credit for the season to assist the athlete in achieving the required number of matches.

Golf

To be eligible for a varsity award, an athlete must meet the following criteria.

1. The athlete must accumulate 10 points in varsity matches.
 - To earn points you must score in a nine-hole match. All points are awarded per nine holes. Scores are based only on BC team members, not the entire match scores.
 - o Best score = 4 points
 - o 2nd best score = 3 points
 - o 3rd best score = 2 points
 - o 4th best score = 1 point
 - Tie scores are added and divided between the tied players.
2. The player has demonstrated a good attitude, cooperated, and given his/her best effort for the entire season. The coaching staff can award an athlete point credit for the season to assist the athlete in achieving the required number of points.

Cross Country

To be eligible for a varsity award, an athlete must meet one of the following criteria.

1. Score 20 points in a season, using the following scoring.

Dual Meet	Tri/Quad Meet	Large Meet
Win = 3 points	Win = 4 points	Win = 5 points
Top 10 = 2 points	Top 10 = 3 points	Top 1/3 = 4 points
	Top 15 = 2 points, if tri-meet	Top 2/3 = 3 points
	Top 20 = 2 points, if quad-meet	Top ¾ = 1 point

2. Make all N10 First Team.
3. The player has demonstrated a good attitude, cooperated, and given his/her best effort for the entire season. The coaching staff can award an athlete quarter credit for the season to assist the athlete in achieving the required number of points.

Basketball

To be eligible for a varsity award, an athlete must meet the following criteria.

1. Play in half the quarters (44) of all the varsity contests during the season.
2. The player has demonstrated a good attitude, cooperated, given his/her best effort, and contributed to the varsity team for the entire season. The coaching staff can award an athlete quarter credit for the season to assist the athlete in achieving the required number of quarters.

Wrestling

To be eligible for a varsity award, an athlete must meet the following criteria.

1. Play in half the matches of all the varsity contests during the season.
2. The player has demonstrated a good attitude, cooperated, given his/her best effort, and contributed to the varsity team for the entire season. The coaching staff can award an athlete match credit for the season to assist the athlete in achieving the required number of matches.

Baseball/Softball

To be eligible for a varsity award, an athlete must meet the following criteria.

1. Play in half the innings of all the varsity contests during the season.
 - o An inning played is defined as a player's appearance either offensively or defensively in any inning at any position regardless of the score or number of outs.
2. The player has demonstrated a good attitude, cooperated, given his/her best effort, and contributed to the varsity team for the entire season. The coaching staff can award an athlete inning credit for the season to assist the athlete in achieving the required number of innings.

Track

To be eligible for a varsity award an athlete must meet one of the following criteria.

1. An athlete must score 20 points in varsity competition based on the following.

Points Awarded per Type of Meet				
<i>Place</i>	<i>Dual</i>	<i>Tri</i>	<i>Quad</i>	<i>Big Meet</i>
1 st	5	5	6	10
2 nd	3	3	4	8
3 rd	1	2	3	6
4 th	-	1	2	4
5 th	-	-	1	2
6 th	-	-	-	1

- o Relays – Each participant receives $\frac{1}{4}$ of the team points for each relay event
2. A score in the N10 or District meet AND have half the points from above.
 3. An athlete who has competed at the varsity level (top two in his/her event) during the vast majority of the season and has demonstrated varsity level effort can be awarded a varsity letter regardless of point total at the coaches discretion.

4. An athlete has demonstrated a good attitude, cooperated, and given his/her best effort for the entire season. The coaching staff can award an athlete point credit for the season to assist the athlete in achieving the required number of points.

Cheerleading

- Cheerleaders can earn varsity awards in only the season they cheer.
- A maximum of one letter can be earned in a year.
- Special awards can compensate those who cheer in more than one season.

Guidelines for Athletes

Education

The first and foremost concern for every student-athlete at BC is his/her education. His/her schoolwork is his/her top priority. High school and middle school students must have no more than one F in a grading period if they wish to participate in a sport in the next grading period. **Fall eligibility is determined by the grades of the 4th quarter of the previous school year.** If participation in sports causes an athlete's grade to drop, the athlete is expected to let the head coach know so help can be obtained. The AD will provide eligibility reports to the coaches at the start of the season and during the season for midterms.

Training Rules (Co-Curricular Code)

Every athlete at BC will follow the BC training rules. If the athlete or his/her parents refuse to sign the training rules, that athlete will be unable to participate.

Athletic Season Activities

All athletes must abide by the rules as set forth for the team on which they are participating. Athletes may only participate in one fall, winter, and spring sport. If a student decides to quit the team during the season and has participated in a contest, then that student will not be able to join another team during that season. On rare occasions, exceptions to this rule must be approved by the AD, head coach of the sports involved, and the principal.

Dress

Every athlete is expected to dress appropriately for school. On game days, the team (with coach approval) will determine if all team members should follow a specific dress code.

Class Attendance

A violation of the school handbook regarding attendance and tardiness will result in no participation. The only exceptions are if an athlete brings in a doctor, dentist excuse (any professional note), funeral or there is an emergency. The principal or AD must approve all early releases and tardiness. No athlete is excused from class unless authorized by the principal or AD, at the request of the coach or teacher.

Game Behavior

All athletes at BC will always respect coaches, other athletes, and officials. They are expected to play with class and represent the school to the best of their abilities. See sportsmanship expectations.

Injuries

All injuries are to be reported to the athletic trainer and/or head coach. Proper care of injuries is absolute. All coaches (if the AT is unavailable) should contact parents when an athlete is injured to the extent that treatment at home or with a doctor is required.

Suspension

School Cancellations

In the event of a school cancellation due to weather conditions, events may be held if the time allows for improvement of road conditions. Middle school contests and practices are cancelled for the day. High school practice may be held after noon, but all practice is voluntary and should not jeopardize the students' safety. Use of Team App will be enacted to keep athletes aware of the practice/game situation.

Physicals

All athletes must have a physical prior to any organized practice in which they participate. BC attempts to have a day where licensed medical professionals complete physicals. Dates and times of physicals will be announced and advertised.

Support of the Athletic Program

BC athletes are expected to always show good sportsmanship while involved in a contest or as a fan at BC contests. The downgrading of any athletic program or coach is not in the best interest of the school or its sports program. Always maintain a positive attitude towards our programs at BC. See spectator sportsmanship expectations.

Transportation

Students on teams must abide by the school rules with regard to transportation. All student-athletes must ride on the school sponsored transportation unless otherwise approved by the AD or principal. A signed note from a parent must be approved

by the AD or principal. No student may leave an event without permission from the coach. All students, if riding to or from an event, must ride with an adult parent or approved adult if not using school transportation. In certain cases, student athletes will be permitted to drive to or from an event with prior approval of the AD or principal. A signed note must be obtained in order for any non-school transportation and given to the coach.

Co-Curricular Code for ALL Buckeye Central Athletes

An athlete/member of a co-curricular activity in the Buckeye Central School district shall not harm himself/herself, his/her team/organization, or his/her school by violating the following code. All drug related issues will default to the discipline that is determined via the Drug Policy.

- I. ***Suspendable Offenses*** - A member of the team/organization will be suspended from team/organization activity if he or she is involved in any of the following:
 - a. The use and/or possession of tobacco/E-cigarettes (or the like) would result in the minimum of step one of the Drug Policy dependent on the athletes drug history.
 - b. The use and/or possession of alcohol would result in the minimum of step one of the Drug Policy dependent on the athletes drug history.
 - c. The use and/or possession of illegal or counterfeit drugs not prescribed by a physician would result in the minimum of step one of the Drug Policy dependent on the athletes drug history.
 - d. An arrest for a misdemeanor or felony charge.
 - e. Stealing or willful destruction of school or personal property as a member of a Buckeye Central activity. (Discipline will be based upon administrative review and discretion).
 - f. A violation of the school student code of conduct. (Based upon administrative review and discretion).
 - g. Unsportsmanlike conduct in an athletic contest. As an athlete, the OHSAA policy for ejections will be followed.
 - h. Participation (knowingly involved) at a non-approved/unsupervised party where one of the above violations occur.

- First Violation
 - o The student will be denied participation for 20% of the sports season or activity period. The student will be denied participation in the current season, activity period, with any remaining percentage of the denial of participation applied to the next season, activity period, if needed. The parent/guardian/custodian and student will meet with the Athletic Director, the coach or advisor, and a building administrator to determine reinstatement date. The student athlete will also be restricted from any leadership role for the extent of the suspension.

- Second Violation
 - o The student is denied participation in 40% of the sports season or activity period. The student will be denied participation in the current season, activity period, with any remaining percentage of the denial of participation applied to the next season, activity period, if needed. The parent/guardian/custodian and student will meet with the Athletic Director, the coach or advisor, and a building administrator to determine reinstatement date. The student athlete will also be restricted from any leadership role for the extent of the suspension.

- Third Violation
 - o The student is denied participation from all activities for one calendar (365 days) year from the official notice of failure. The student will lose any leadership role for one calendar (365 days) year.

- Fourth Violation
 - Student athlete is suspended from all activities and leadership roles indefinitely.

II. Due Process

- a. Any violations of the co-curricular code will result in a hearing before the principal.
- b. A student or his/her parents may follow the same procedures of the school’s due process rules, if they so choose.
- c. After the hearing, the principal will make a determination of the charges brought forth and if a suspension occurs the suspension will take place as stated in the report.
- d. All appeals will be presented to the superintendent and must be within three workdays of the suspension.

III. Rules

- a. The head coach/advisor of the activity is responsible for the co-curricular code being presented to the students before the start of the season of the activity.
- b. The coaching staff/advisor of any extracurricular activity has both the right and the responsibility to recommend suspension to the principal for any violation of this code.
- c. This code is in effect for all students for the entire school year. The school year begins when the fall athletic season begins and concludes with the last contest or the school year closes, whichever occurs last in the calendar year. Infractions out of season will result as violations for the upcoming season and receiving the assigned penalty to begin the season.
- d. Each coach has a set of rules that the team members must follow in addition to the co-curricular rules. They include –
 - i. A curfew of 10:30 PM on weekdays and 12:00 AM on weekends. Exceptions to this curfew must be obtained through the head coach/advisor.
 - ii. Missing practices – an athlete or member of the co-curricular activity must have a satisfactory excuse for missing practice and must inform the coach prior to the missed practice.
 - iii. School rules – all school rules apply to all participants in co-curricular activities and athletes. All coaches/advisors have the right to enforce their own set of rules in addition to the school rules.
 - iv. Eligibility – Each athlete must meet the OHSAA minimum for eligibility.

Agreement and Understanding

- I agree to adhere to the rules and regulations of the Buckeye Central Co-Curricular Code.

Participant Name _____ **Grade** _____

Participant Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____