



Athletic Handbook 2023-2024

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INTRODUCTION

Students, Guardians, and Coaches, you are receiving this athletic handbook because your child, or yourself has committed to participating in athletics at Bowling Green High School. This handbook was put together to communicate and convey the expectations and requirements for student-athletes and coaches at Bowling Green High School. Rules and regulations in the handbook apply 24/7/365 (366 on leap years).

PHILOSOPHY

The mission statement of Bowling Green City Schools is:

“Bowling Green City Schools is committed to high academic expectations and extracurricular opportunities in an inclusive, caring, safe, and healthy environment. We empower and support our teachers to be responsive to each student through a challenging and engaging curriculum. We partner with families and community to ensure student success.”

It is the belief of the Athletic Department at Bowling Green City Schools that interscholastic athletics exists and allows for academically and behaviorally qualified students to fulfill this mission.

Within this context, it is the purpose of the school to foster and promote:

- Age-appropriate physical, social, and psychological development
- The idea of competition, teamwork, and sportsmanship while achieving the goals of success and participation
- The development of self-confidence, self-discipline, organization, decision-making skills, and goal orientation
- The concept of an integral relationship between a sound mind and body leading to a lifetime appreciation of physical fitness and good health
- A positive feeling of school loyalty and pride which can be shared by all participants, students, parents, and community
- Access and availability to all students regardless of their race, religion, gender, disability or national origin.

ASSOCIATIONS

Bowling Green City Schools Athletics operate under the guidelines of several associations. Please refer to their specific handbooks for specific policies. Those governing authorities include:

1. Bowling Green City Schools
2. Northern Lakes League (NLL)
3. Ohio High School Athletic Association (OHSAA)
4. National Federation of High Schools (NFHS)
5. Ohio Association of Secondary School Administrators (OASSA)

EQUAL OPPORTUNITY AND NON-HARASSMENT

We believe in the ability of the individual to participate in our athletic programs. Therefore, our

policy is to provide our athletes and coaches with the opportunity to participate in our programs without regard to race, color, religion, gender, age, disability, ethnicity, or national origin. Furthermore, the Athletic Department firmly believes in treating people with respect. Respect of each other is an expectation of each athlete and coach.

We prohibit harassment of any kind for any reason including, but not limited to: Sexual harassment, race, color, religion, gender, age, disability, ethnicity, or national origin. Harassment can be defined as, but is not limited to slurs, threats, derogatory comments, unwelcome jokes, teasing, sexual advances, inappropriate conduct, and requests for sexual favors.

Any individual who feels that he or she is a victim of such harassment should immediately report the matter to school personnel. The Athletic Department will investigate all such reports promptly and as confidentially as possible. Adverse action will not be taken against an individual who, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action.

TRANSGENDER ATHLETES

Transgender athletes have equal opportunity to participate in interscholastic athletics. Bowling Green City Schools strictly abides by OHSAA Transgender policy. The transgender student and/or the parent of a transgender student shall contact the school athletic director indicating that the student has a consistent gender identity different than the gender assigned at birth, listed on the student's school registration records or as listed on the state birth record, and that the student desires to participate in activities in a manner consistent with his/her gender identity. At this time the athletic director, student, and guardian(s) will begin the process laid out by the OHSAA with the OHSAA.

COMMUNICABLE DISEASES

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents are located in the Athletic Department office. The Athletic Trainer is also a source of information.

CHAIN OF COMMUNICATION

If a guardian feels the need to communicate concerns about their athlete the guardian should adhere to the following chain of communication.

1. Head Coach
2. Athletic Director
3. Principal
4. Superintendent
5. School Board

Each member that is lower on the chain of command has the right to, and is encouraged to, refer you to the proper person in the chain of command prior to discussion with you if you have failed to do so.

AWARDS NIGHTS

At the conclusion of each athletic season, an Awards Night will be held to honor the athletes. Each athlete who finished the season in good standing with the team is expected to attend. Athletes who do not attend their awards night can be denied their award by the decision of the head coach of their sport. Conflicts, which may result in an athlete not being able to attend the Awards Night, should be cleared ahead of time with the head coach.

PROSPECTIVE TRANSFER STUDENTS

1. Under no circumstances should any coach or booster of Bowling Green City Schools initiate discussions with a student currently enrolled in another school system about possibly transferring to Bowling Green City Schools.
2. If a student of another school, his parents, or representative, initiates contact with a BGCS coach for the purpose of discussing enrollment at BGCS, the coach should immediately, without discussion, refer the student to the Bowling Green City Schools Athletic Director.
3. The Athletic Director will explain the OHSAA policies dealing with transferring from one school to another and will answer basic questions concerning the Bowling Green City Schools athletic programs. The student and his or her parents will then be referred to a Central Office for instruction on normal registration and admittance procedures.
4. Only after a student has been admitted to Bowling Green City Schools are coaches permitted to contact him/her about extracurricular participation.

WEIGHT ROOM POLICY

1. Individuals may only use the weight room when supervised by a coach who is under current contract with Bowling Green City Schools.
2. The coach should be the last one to leave the weight room, and it is his/her responsibility to make sure that both doors and windows are locked, and all lights out.
3. Keep the weight room neat and clean. All weights should be returned to the proper racks, belts hung up, etc. This should be considered a common courtesy extended to the next team using the room.
4. Coaches are strongly encouraged to cooperate in scheduling weight room use. This includes sharing the same time slot if possible.
5. All conflicts involving weight room usage should be resolved through the consultation of the Athletic Director.

Remember that the weight room is important to all sports, and your cooperation is necessary to ensure the overall success of our athletic program.

TRANSPORTATION POLICY

Only student participants, coaches/advisors, chaperones, and other authorized personnel shall be permitted on the buses. Student participants are expected to ride on school transportation both to and from all away contests. Exceptions to this rule will be made on an individual basis with prior written request of the parent and approved by the school administration.

- Students may not transport themselves
- Students may not be transported by other students
- The parent/guardian must check out with the coach, advisor, or administrator prior to the student leaving the event.

On some occasions, it may be necessary for students to arrive late or early for an event because of a conflicting event. In these cases, prior written parent permission indicating knowledge of means of transportation must be given to the athletic director and coach.

These Transportation Forms are located in the Athletic Office.

SUMMER MORATORIUM WEEK

While the Athletic Department greatly values students learning the valuable lessons taught by hard work through athletics, we also believe that students should be given the opportunity to just be kids during the summer. Each summer during the week of July 4th, Bowling Green Athletics will observe a moratorium week in which no team activities should be scheduled. The superintendent will announce exact dates prior to the school year starting.

PAY TO PARTICIPATE

The Board of Education has established criteria for co-curricular and extra-curricular activities consistent with the educational goals of the district. These criteria include a participation fee schedule for extra-curricular and selected co-curricular activities that involve regular use of district transportation and/or a district paid coach/adviser/director.

Students wishing to participate in these kinds of activities will be charged the appropriate fee. Special consideration may be given in cases in which the participation fee would result in exclusion.

Participation Fee Schedule

1. High School students will pay \$75 per sport. Cheerleaders will pay \$50.00 per season.
2. Middle School students will pay \$50.00 per sport.
3. High School/Middle School students participating in co-curricular activities, including but not limited to, quiz bowl, student activities board, drama, etc., in which a paid adviser exists, will pay \$25.00 per season, year, or play/performance respectively.
4. High School students participating in co-curricular activities in which there is no paid adviser or for which a grade is assigned, including but not limited to, marching band, FFA, Model UN, etc., may be required to pay a transportation fee, amount to be determined based on number of buses, miles, and frequency.
5. The maximum dollar amount to be paid per immediate family for extra-curricular and co-curricular activities is \$375.00.

Rules and Regulations

1. Fees must be paid by the established due date by participant or sponsor; participation will be denied (including practice and scrimmages) if not paid by the due date.
2. Coaches/advisers/directors must provide a list of student participants to the athletic director or Principal at the Middle School and/or High School as soon as such list is determined.
3. Students must return fees and signed form to the High School main office prior to the due date or within two weeks of the start of the club, organization, rehearsal.
4. Pay to Participate does not guarantee playing time or equal playing time.
5. Designated secretaries must maintain communication to determine when maximum amount for an immediate family has been reached.

6. Designated secretaries must provide a list of students for whom the maximum family cap has been reached to each coach/adviser/director.
7. Payments resulting in nonsufficient funds will be reported to the Treasurer and handled according to district policy/process.
8. Fees will be waived for students who provide verification of qualification for free or reduced lunch prices on or before the due date for fees.
9. Fees will be waived for students who provide verification of a temporary or long-term hardship or extenuating circumstance which renders parents/guardians unable to pay on or before the due date for fees.
10. Students denied participation for disciplinary reasons will not be reimbursed their fee. 11. Participants who 'quit' will not be reimbursed their fee.
12. Participants who suffer a season-ending injury, as verified in writing by a physician and submitted to the coach/adviser/director, will be reimbursed their fee. 13. Participants who are team managers, trainers, statisticians, equipment managers and/or hold other voluntary support roles for teams are exempt from the fee. 14. These and other rules and regulations to enforce this resolution are to be provided to student participants and parents/guardians in print form.
15. Parent/guardian acknowledgement of such print material will be maintained in the main office of The Middle School and/or High School.

Adopted: June, 2022

STUDENT-ATHLETE HANDBOOK

REQUIRED FORMS

In order for a student-athlete to be eligible for participation the following forms are required:

1. Physical Examination – The Physical Exam form should be turned in directly the head coach. 2. All forms on FINALFORMS.

The physical examination form is available in the office and should be turned in to the head coach of your current sport. All other forms are to be completed online at

<https://bowlinggreen-oh.finalforms.com/>

UNACCEPTABLE BEHAVIOR

Athletes, as well as all students of Bowling Green City Schools, must abide by the Student Code of Conduct or face penalties including non-participation as directed by the Administration of the school. The Bowling Green City Schools Administration and athletic staff reserves the right to deny any student-athlete participation at any time with just cause.

Additionally, athletes at Bowling Green City Schools are subject to discipline for any of the following:

1. The possession, use, or sale of drugs, alcohol, tobacco, paraphernalia or steroids.
2. Willfully destroying athletic, personal or school property at home or away.
3. Stealing athletic, personal or school property at home or away.

UNACCEPTABLE BEHAVIOR CONSEQUENCES

Athletes found in violation of items 1-4 in the Unacceptable Behavior section of the handbook above will be dealt with in the following manner.

These punishments are considered to be a minimum punishment and the Athletic Director will support coaches who choose stiffer penalties.

FIRST OFFENSE = Suspension

1. **The possession, use, or sale of drugs, alcohol, paraphernalia or steroids. = 40%**
2. **The possession, use, or sale of tobacco, nicotine, or paraphernalia. = 25%**
3. **Willfully destroying athletic, personal or school property at home or away. = 20%**
4. **Stealing athletic, personal or school property at home or away. = 20%**

Athletes found in violation for the first time will be suspended for 40%/25%/20% of the scheduled contests in the sport they are currently participating or in the next sport in which they participate. If 40%/25%/20% of the scheduled contests is not an even number then we will round up to the next whole number. (Example 40% of 19 games = 7.6 games which will be an 8 game suspension).

Students must finish the season of the sport they are suspended for in good standing with the team or the entire 40%/25%/20% suspension will apply to the next sport in which they participate as well. If the suspension occurs so late in the season that not enough contests are left to complete the

suspension the remaining percentage of the suspension will be served in the next sport in which they participate. Athletes serving a suspension may continue practicing with their team but may not dress for contests.

In addition to suspension, athletes in violation of the drug, alcohol, and tobacco policy must complete a school approved rehabilitation course prior to returning to competition.

SECOND OFFENSE = Suspension

Athletes found in violation for the second time will be suspended for 50% of each sport that they participate in for one full calendar year. The suspension will take place during the first half of each season. In order for an athlete to participate in the first sport of suspension, they must complete a second approved rehabilitation course prior to participating. Athletes serving a suspension may continue practicing with their team but may not dress for contests.

THIRD OFFENSE AND ALL SUCCEEDING OFFENSES = Suspension

Athletes found in violation for the third time will be suspended from all athletic activities for 1 calendar year. Athletes serving a suspension may continue practicing with their team but may not dress for contests with the approval of the head coach.

During an investigation of an incident, if reasonable suspicion of a violation of items 1 and 2 exists, with approval of the principal, the athletic director may request an athlete to submit to a drug/alcohol/nicotine urine test at Great Lakes Biomedical, at the expense of the district.

ATHLETES AND SCHOOL SUSPENSION

Any athlete under a disciplinary suspension from school, including in school suspension and out of school suspension, is not eligible for participation in either practice or interscholastic competition during the suspension.

Students suspended on a Friday are not eligible for competition on the following Saturday.

UNSPORTSMANLIKE CONDUCT

EJECTION FOR UNSPORTSMANLIKE CONDUCT – STUDENTS

Any player ejected or disqualified for unsporting conduct or flagrant foul shall be ineligible for all contests for the remainder of that day. In addition, the player shall be ineligible for all contests at all levels in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection or disqualification.

In the sport of wrestling, any player ejected or disqualified for unsporting conduct or flagrant foul shall be ineligible for all wrestling contests for the remainder of that day and event. In addition, he/she shall be ineligible for all contests at all levels in wrestling until two regular season/tournament contest points or two event days at the same level as the ejection or disqualification have been completed.

A student who has been declared ineligible for two games (one in football; see wrestling policy above) may be on the sidelines/team bench, accompany and/or travel with the team but may not participate in pregame warm-ups and may not wear a team warm-up or game uniform while on the sidelines/team bench, accompanying and/or traveling with the team. When ejection or disqualification of a player results from illegal substitution in baseball, softball or basketball, the two contest ineligibility does not apply.

Any player ejected or disqualified for unsporting conduct during a scrimmage or preview shall be ineligible for all scrimmages or previews for the remainder of that day. If a scrimmage occurs prior to the season, the player shall also be ineligible for the first regular season contest (previews are only permitted prior to the first regular season contest). If a scrimmage occurs after the first regular season contest, the player shall be ineligible for the next regular season or OHSAA tournament contest. If the ejection or disqualification occurs in the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next sport in which the student participates.

A student who is ejected or disqualified a second time in a scrimmage, preview, regular season contest or OHSAA tournament contest shall be suspended for the remainder of the season in that sport. A student who has been ejected or disqualified for unsporting conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contests subject to the discretion of the Executive Director. The period of ineligibility shall commence during the next sport in which the student participates.

It is the responsibility of the local school authorities to ensure this regulation is enforced. When an ineligible student is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the Executive Director as specified in the OHSAA tournament regulations. In accordance with Bylaw 8-3-1, the decisions of contest officials are final.

Note: When national playing rules (see the specific national playing rules) refer to a disqualification for unsporting conduct or a flagrant violation, this is considered an ejection as referenced in this regulation.

SCHOLARSHIP AND ACADEMIC ELIGIBILITY

In order to be eligible for a sport in grades 9-12, a student must be currently enrolled and must have been enrolled in school for the preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent, per OHSAA requirements.

If a student is eligible per the OHSAA standard but has a GPA under a 2.0, that athlete is on academic probation until the midterm of the quarter. At the midterm of the quarter, the student must have a 2.0 in order to continue competing for the remainder of the quarter. Students on academic probation must check in with the athletic director on a weekly basis.

****Summer school courses DO NOT count towards athletic eligibility and may not replace a previously earned grade****

ATTENDANCE

In order to practice or participate in an interscholastic contest on a school day, an athlete must be present for at least half of the school day in question. The Athletic Director may make exceptions involving extenuating circumstances.

On a regular schedule, athletes should arrive to school no later than 10:15am. Students arriving on time that need to leave early, must remain in school until at least 11:30am.

Absences outside of this timeframe will be excused due to doctor's appointments (must have documentation), funerals, college visits, etc.

Students with alternative schedules (early release/late arrival/CCP) will need to refer to the AD to determine required attendance.

ATHLETES CHANGING/QUITTING TEAMS

Should an athlete resign from a team, the head coach will make every effort to meet with the athlete. Equipment should be immediately collected and the Athletic Director notified so that the athlete's name can officially be removed from the team roster.

If an athlete leaves a team, he/she is ineligible to participate in any manner in another sport until the first sport's season ends. The Varsity coach may release an athlete from this penalty at their discretion. That coach must do so in writing to the AD.

Attendance at the Awards Night and request for awards (i.e. letter, numerals, etc.) is not available to the athlete.

An athlete that is cut from a team during the try-out process will be immediately eligible to try-out for another team or participate with another team in out-of-season conditioning programs.

DUAL-SPORT PARTICIPATION

From time to time a student may want to participate in two sports that occur during the same season. (Dual-Sport). The following policy is in place to ensure that dual-sport participation will benefit the student-athlete as well as both teams the athlete wishes to participate with.

In order for a student to qualify for dual participation he/she must meet the following criteria:

1. Must have declared his/her intent to the athletic director prior to the official beginning of the earliest season.
2. Must have parental permission in writing.
3. Must have written acknowledgement from both coaches.
4. Must have the authorization of the athletic director before the season begins.
5. Must not participate in more than two sports in the same season.
6. Must declare, in writing, which sport will take precedence in the event of a conflict (declare a priority sport).

The process operates in the following manner:

1. The student will obtain all information and procedures from the athletic office. Intentions must be declared to the athletic office prior to the start of the earliest season.
2. The athletic director will meet with the two head coaches involved in a timely manner to discuss the intent. Should a disagreement ensue between coaches over a student-athlete's participation, the athletic director will serve as mediator and his/her decision, if necessary, will be binding.
3. The athletic director and head coaches will then meet with the athlete and his/her guardian(s). From this meeting, a written contract stating the practice and game schedule for the upcoming season shall be drawn up and signed by both coaches, the student-athlete, the student-athlete's parents/guardians and the athletic director with copies going to each.

It is extremely important that the athlete and his/her parents/guardians understand that requests MAY NOT be approved. Reasons for applications not being approved include but are not limited to: potential OHSAA Tournament conflicts, an inability to physically and/or logistically be able to compete in both activities, not serving a significant role on one or both teams.

It is also extremely important to understand that by committing to two sports athletes may play a diminished role in one or both sports.

EXTRACURRICULAR/CO-CURRICULAR CONFLICTS

Each student should have the opportunity for a broad range of experiences in the area of extracurricular and co-curricular activities. Students involved simultaneously in extracurricular and co-curricular activities should notify coaches and advisors well in advance to avoid potential conflicts.

COACHES HANDBOOK

PHILOSOPHY STATEMENT

Bowling Green City Schools coaches should always adhere to the notion that coaches exist to serve student-athletes and not the other way around. Coaches in Bowling Green City Schools should strive to run successful athletic programs and not just coach teams. An athletic program should consist of a year-round plan to give students opportunities to improve their skills, enhance their overall athletic ability, and build confidence. Athletic Programs are financially stable, organized, marketed in the school and community, and seek continuous improvement.

Coaches and programs should mentor players that represent Bowling Green City Schools and the mission of Bowling Green City Schools.

While winning is certainly not the most important indicator of an athletic program, coaches should, through the implementation of their program, develop athletes who compete on the playing field with an expectation and drive to win regardless of the opponent.

EXCUSING ATHLETES FROM CLASS

When it is necessary to excuse our athletes from class to attend away contests, the head coach MUST use the following:

1. Obtain permission from the Athletic Director/Principal to excuse the athletes early.
2. Encourage your athletes to personally notify their teachers in advance and ask for make-up work.
3. Cancel all previous arrangements if the contest is postponed.

Every effort should be made by the head coach to minimize lost class time.

REQUIREMENTS FOR HEAD COACHES

The head coach of each program should, at a minimum, ensure that they fulfill the following requirements.

1. Fulfill all requirements of, and maintain a valid Ohio Coaches Permit
2. Read and operate within the policies of the Bowling Green City Schools Athletic Handbook 3. Conduct your athletic programs according to the spirit and letter of the Ohio High School Athletic Association.
4. Attend OHSAA Rules meeting for your specific sport.
5. Ensure that each of your athletes has completed the OHSAA Physical Form and that the form is on file in the Athletic Office before he/she can participate in season.
6. Each head coach must have their athlete's "Emergency Medical Form" with them at all times. (Final Forms App or printed copies). No Athlete should leave school grounds unless the coach has their Emergency Medical Form in his/her possession.

7. Coaches should encourage athletes to be multi-sport athletes and should support all other athletic teams in Bowling Green City Schools.

8. Fill out the appropriate form and get approval prior to any Fundraising, Facility Use outside of what is normally done by your team, and Distribution of Materials such as fliers, pamphlets, etc. (forms at the end of the handbook)

9. Coaches are responsible for communicating expectations to athletes, counseling the athlete when appropriate, and dispensing discipline when necessary.

10. Coaches are required to hold a pre-season meeting for parents to provide information about their program and establish a line of communication between parents, student-athletes, and the coaching staff.

11. Head Coaches or designates are responsible for communicating with appropriate media the outcome of contests and any outstanding performances of team members.

12. Coaches are required to report any athletic injury requiring emergency room treatment to the Athletic Director. Coaches should check up on the athlete in the hospital.

13. All Brochures, letterhead, clothing, memorabilia, etc. must use approved school colors, logos, and monogram.

a. Acceptable Colors: Red, Gray, White, Black

b. Logos may contain the following Paw, Monogram, or Bobcat Head. Electronic images are available through the athletic director.



For events such as “Pink for a Purpose”, “Anti-Bullying”, or special circumstances, other colors or logos may be added to uniforms, clothing, etc. Please consult the Athletic Director for prior approval in these instances.

COACHES CODE OF ETHICS

Coaches should always be aware of the great influence they have over student-athletes, especially during this crucial developmental time in their adolescence. Because of this influence as well as the position a coach holds within the school and the community, coaches are to uphold a high standard of ethical behavior. Bowling Green City Schools Coaches will adhere to the Coaches Code of ethics adopted by the National Federation of High Schools.

National Federation of High Schools 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. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

- the coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- the coach shall uphold the honor and dignity of the profession. In all personal contact with students, 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.
- the coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- the coach shall avoid the use of alcohol and tobacco products when in contact with players.
- the coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- 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.
- the coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- the coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- the coach should meet and exchange cordial greetings with the opposing coach to set the

correct tone for the event before and after the contest.

- the coach shall not exert pressure on faculty members to give student special consideration.
- the coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

HEAD COACH EXPECTATIONS

In accordance with our philosophy statement and running athletic programs head coaches are expected to perform the following duties within the domains listed below. Head Coach Evaluations will be based upon performance displayed in the following areas.

1. Professional and Personal Relationships

- a. Supports and conforms to decisions, policies, and procedures of the Athletic Director and Athletic Department after they have been established, both in fact and in spirit.
- b. Understands and follows rules and regulations set forth by all governing agencies, including but not limited to NFHS, OHSAA, NLL, Board of Education, Etc.
- c. Answers media inquiries and submits all press releases in a timely manner
- d. Cooperates with the School Administration in promoting the total athletic program.
- e. Maintains positive rapport with the building staff.
- f. Earns respect of parent, players, and staff by example in appearance, manners, behavior, language, and conduct.
- g. Establishes rapport and communication with players.
- h. Maintains a positive rapport with community groups and/or individuals interested in the sports programs.
- i. Promotes all sports in our program as well as his/her own in attempting to foster school spirit.
- j. Sets yearly goals and objectives for the grade 9- 12 program and submits them to all schools involved.
- k. Develops a sound and cooperative athletic program for grades 9 -12.
- l. Works to develop the 7th and 8th grade program where applicable.
- m. Controls the staff and players at all times.
- n. Works cooperatively with the Athletic Director.

2. Organization and Administrative Responsibility

- a. Meets established deadlines in submitting necessary preseason paperwork (eligibility lists, physical forms, participation fees).
- b. Maintains an accurate squad roster with the Athletic Department throughout the season.
- c. Is punctual with the team and game reports to the media
- d. Reports injuries of participants and other incidents to the proper school officials.
- e. Assists Athletic Director in scheduling, preparation, use of facilities, and scheduling of contests.
- f. Assists the Athletic Department in planning of hosting any special events.
- g. Works with the Athletic Department to arrange and facilitate transportation for all contests.
- h. Attends league meetings, rules interpretation meetings, coaches meetings, etc.
- i. Provides proper supervision and administration of athletes before, during, and after practices, contests, and training sessions.
- j. Submits all postseason paperwork and awards by established deadlines.
- k. Conducts mandatory parent meeting prior to season and distributes a copy of additional rules specific to that sport.

3. Coaching Performance and Related Responsibilities

- a. Has a system of distribution and collection of equipment and maintains an accurate, up to date inventory.
- b. Plans and conducts practice sessions that are effective and well organized. 1 6
- c. provides individualized and group instruction.
- d. Demonstrates the ability to teach fundamentals, skills, and situational decision making which improve the team's opportunity to be successful.
- e. Is innovative using new coaching techniques and ideas in addition to using sound, proven methods of coaching?
- f. Emphasizes sportsmanship in words and actions.
- g. Arrives early to meet teams for practices and games.
- h. Displays enthusiasm and vitality as a coach.
- i. Develops an offseason program which is designed for improving skills and creating commitment to the program.

4. Other Responsibilities

- a. Attends offseason sports specific classes and/or clinics.
- b. Provides notification to the Athletic Director when any student-athlete has been suspended from team activities.
- c. Will not allow a participant to practice or play in a contest without the proper paperwork and paid fees.
- d. Provides necessary information to college athletic recruiters about student athletes with college potential.
- e. Cooperates in evaluation process and evaluates assistant coaches in designated sport.

HEAD COACH EVALUATIONS

Performance of the head coach will be evaluated annually on the characteristics displayed in the "Head Coach Expectations" section. Coaches will be rated on the following scale.

E – Excellent Performance S- Satisfactory Performance I – Improvement needed

U- Unsatisfactory Performance

Any area rated with an "I" or a "U" an improvement plan will be made with the Athletic Director.

In addition to the S, I, U, grading scale for head coach expectations. The evaluation will also consist of mentioning records, special accomplishments, improvement plans, progress achieved towards previously existing improvement plans, and a holistic statement about the coach and/or program.

The Athletic Director will request that the Head Coach fill out a self-evaluation prior to the evaluation meeting with the Athletic Director to help form a basis for discussion. The Athletic Director's evaluation score will count as the overall Evaluation Score.

At the conclusion of the Evaluation a recommendation will be made with one of three distinctions.

1. Recommendation for continued employment
2. Recommendation for continued employment with the understanding of areas to improve
3. Not recommended for continued employment

Ejection of a Coach

Any coach ejected or disqualified from an interscholastic contest for unsporting conduct shall be suspended from coaching in all contests for the remainder of that day. In the sport of wrestling, any

coach ejected or disqualified for unsporting conduct or flagrant foul shall be ineligible for all wrestling contests for the remainder of that day and event. In addition, he/she shall be ineligible for all contests at all levels in wrestling until two regular season/tournament contest points or two event days at the same level as the ejection or disqualification have been completed.

In addition, the coach shall be suspended from coaching for all contests at all levels in that sport until two regular season/tournament contests (one in football; see wrestling policy above) are played at the same level as the ejection or disqualification and shall be fined \$100.00. In addition, the coach shall take the National Federation of State High School Association's "Teaching and Modeling Behavior" course, which must be completed no later than 30 days after the OHSAA's "Season Ends" date and can be taken at www.nfhslearn.com.

Any coach ejected for unsporting conduct during a scrimmage or preview shall be ineligible for all scrimmages or previews for the remainder of that day. If a scrimmage occurs prior to the season, the coach shall also be ineligible for the first regular season contest (previews are only permitted prior to the first regular season contest). If a scrimmage occurs after the first regular season contest, the coach shall be ineligible for the next regular season or OHSAA tournament contest.

If the ejection or disqualification occurs in the last contest of the season, the coach shall be ineligible for the same period of time as stated above in the same sport during the following season in the next school year.

On the day of the ejection, a coach who has been disqualified shall be ejected from the vicinity of the playing area and is prohibited from further contact, direct or indirect, with team members, managers and other coaches during the remainder of the contest. The coach must return to the locker room or team bus or leave the premises. The coach shall not go to the spectator area.

The penalty for failure of the coach to comply with the ejection regulation shall result in the forfeiture of the contest.

If a coach is ejected/disqualified from a contest and no other coach or a person authorized by the Board of Education from that school is present (Bylaw 3-2-1), the contest shall be forfeited. After the initial ejection and suspension, a coach who has been suspended from coaching for the next contest(s) may attend the next contest(s), but must be seated in the spectator area and may not give instructions to the players or to the individual who has been assigned to coach the team any time prior to or during the contest including halftime or any intermission. A suspended coach shall not travel with the squad to an away contest.

A coach who has been ejected or disqualified for unsporting conduct for the second time in a scrimmage, preview, regular season contest or OHSAA tournament contest shall be suspended indefinitely and required to attend a mandatory conference with the Executive Director at the OHSAA headquarters. The principal of the school shall be required to attend this conference as well. Any penalty shall be determined in accordance with Bylaw 11.

It is the responsibility of the local school authorities to ensure this regulation is enforced. When a suspended coach is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the Executive Director as specified in the OHSAA tournament regulations. In accordance with Bylaw 8-3-1, the decisions of contest officials are final.

Right of Suspension/Termination

Coaches not upholding the expectations outlined in the Athletic Handbook are subject to suspension or termination by the Administration of Bowling Green City Schools.

ADMINISTRATIVE RESPONSIBILITIES

Managing an athletic program has its share of administrative responsibilities, which includes the following:

1. Game Preparation

Contests held at home require close coordination between the head coach and the Athletic Director. In athletic contests where admission is not charged, game preparation rests with the Head Coach or his designate. In athletic contests where admission is charged, the Athletic Director is responsible for game preparation and game personnel in consultation with the head coach.

2. Site Management

The Athletic Director may employ a site manager to serve as the Athletic Director for that contest. He/She is responsible for game preparations, security, etc. Responsibilities include:

- A) Coordinating gym set up and teardown
- B) Handling the sale of tickets and financial reporting
- C) Coordinating the facility key assignment
- D) Greeting opposing teams and escorting the team to the appropriate location
- E) Greeting Officials when they arrive
- F) Posting appropriate signs
- G) Managing security personnel
- H) Managing the event (crowd control, security, maintenance, etc.)

3. Facility Rental

If a Bowling Green High School team should need to use a facility outside of those already provided at BGHS, available options should be discussed with and approved by the Athletic Director. In some instances teams not affiliated with Bowling Green City Schools will want to use our facilities to practice, play games, host tournaments, etc. Rental fees may apply to outside organizations not affiliated with Bowling Green City Schools. All use of Bowling Green City School facilities must be approved through the Athletic Director.

4. Coordination of Facilities

The Athletic Director is responsible for coordination and assignment of all Bowling Green High School athletic facilities.

5. Keys

It is the responsibility of the Athletic Director to issue and collect keys. Athletic staff members who fail to return, or lose keys will be charged for the replacement key.

6. Lockers and Storage Areas

The Athletic Director assigns locker rooms to each sport as well as visiting teams. Coaches are responsible for individual athlete locker assignment for their team.

7. Purchasing of Athletic Equipment and Supplies

In order to control the Athletic Department budget, approval from the Athletic Director is required prior to any purchase of equipment or supplies for which the Athletic Department is covering the cost. Items bought without approval are the fiscal responsibility of the purchaser(s).

8. Management of Team Checking Accounts

Those teams that have checking accounts for which the Athletic Director is also an overseer of the account should maintain records of deposits and expenditures for that account. Copies of deposits and receipts for purchases should be turned into the Athletic Secretary.

The Athletic Director will store the Debit Cards for each account. Debit Cards should be checked out from the Athletic Office and returned after they are used. Coaches are welcome to use those at their discretion.

Coaches should setup online access to checking accounts. User names and passwords must be shared with the Athletic Director.