

The Summit Country Day School



Athletic Handbook 2023-2024

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Important Dates

Starting practice dates

Upper School coaches may have conditioning times prior to the starting practice dates if there is no instruction.

Fall	All Fall Sports	July 31, 2023
Winter	Girls' Basketball	October 21, 2023
	Boys' Basketball	October 28, 2023
	Swimming & Diving	October 28, 2023
	Boys Bowling	November 4, 2023
Spring	Girls Bowling	November 11, 2023
	Track & Field	February 16, 2024
	Lacrosse	February 20, 2024
	Baseball	February 20, 2024
	Boys' Tennis	March 6, 2024

Award & recognition programs

Fall, Upper School	Nov. 14	10:05 a.m.	Flannery Gym
Fall, MVC	Nov. 19	10 a.m.	TBA
Winter, MVC	Mar. 10	1 p.m.	TBA
Winter, Upper School	Mar. 11	10:05 a.m.	Flannery Gym
Spring, Upper School	May 15	10:05 a.m.	Flannery Gym
Spring, MVC	TBA	TBA	TBA

Required Forms

1. A current physical examination on the OHSAA form must be completed annually and turned into the Athletic Office prior to any involvement in athletics for grades 7-12.
 - Form must be signed by a physician (other than a parent/guardian).
 - Print from Magnus Health through the Parent Portal.
 - Complete form and either upload directly to Magnus Health or send to The Summit in an envelope marked "Attn: Health Forms."
2. Additional forms must be signed by both the student-athlete and parent prior to the start of practice. These forms will be available in July on the Parent Portal. No paper copies of these forms will be accepted.
3. Finally, parents are required to login to the Portal to complete the emergency medical authorization form on Magnus Health for each of

their children attending The Summit before athletes can attend practice or school.

Important: If an injury occurs during a practice or game, and additional medical treatment is required beyond seeing Summit's athletic trainer, please report this medical treatment to the coach or our athletic trainer. See page 12 of this handbook for the complete list of Athletic Training Policies, *taking note of the concussion policy.*

Introduction

Summit Country Day's Athletic Department believes that communication with student-athletes and parents is critical. Athletic handbooks have been developed by The Summit and approved by the Board of Trustees to support The Summit's Athletic Program and serve as guides for athletes, parents, and coaches.

This Student-Athlete Handbook contains details about the Ohio High School Athletic Association, its purpose, and its rules along with sections defining Summit Country Day's expectations for athletic competition. The Athletic Handbook is a reference guide and includes information about the athletic program as it relates to students, parents and coaches. If your questions are not answered, or there are sections you think need more clarification, please refer to the following websites and telephone numbers for more information:

- Athletic Department 513-871-4700, ext. 257
<http://www.summitcds.org/athletics/index.cfm>
- Ohio High School Athletic Association www.ohsaa.org
- Summit Portal – Athletic Announcements are made regularly on the Summit Portal. Be sure to sign up for notifications in your child's sports.
- You can also download the Summit Superfan app and the Summit Country Day School mobile app.

K-6 Parent-run Youth Athletics

For information and sign-up forms regarding K-6 Youth athletics programs, please go to The Summit Athletic Website. On the left column, click on Youth Athletics (K-6). Scroll to the bottom of the page and click on the sport of interest or click on this link: <http://www.summitcds.org/athletics/Youth-Athletics-K-6.cfm>.

Access to Website

The Summit Country Day School's athletic website address is <http://www.summitcds.org/athletics/index.cfm>.

Once on the website, click on a sport. You can pull up current season schedules with the most up-to-date changes, coaches' web pages, and directions to all athletic events. If you need a physical form, you can also download it from the forms page.

Directions

To The Summit Country Day School

2161 Grandin Rd., Cincinnati, Ohio 45208

I-71 south to Dana Ave. Turn left onto Dana. Turn right on Madison Rd. Turn left at the third light onto Grandin Rd. Turn right into the main entrance of school.

To The Summit Country Day Athletic Complex

5580 Ehrling Rd., Cincinnati, Ohio 45227

I-71 to Red Bank Rd. exit. At light, turn right onto Duck Creek. Turn right at the first street which is Old Red Bank. Go under the overpass and turn left onto Ehrling Rd. The Athletic Complex entrance is on the left.

Directories

Administration

Head of School
Upper School Director
Middle School Director
Athletic Director

Mrs. Kelley Schiess
Ms. Kelly Cronin
Mrs. Kim Perlman
Mr. Gregory G. Dennis

schiess_k@summitcds.org
cronin_k@summitcds.org
perlman_k@summitcds.org
dennis_g@summitcds.org

Varsity Coaches

Fall

Cheerleading
Cross Country
Field Hockey
Football
Golf, Boys & Girls
Soccer, Boys
Soccer, Girls
Tennis, Girls
Volleyball

Ms. Mikayla Trinkley
Mr. Kurtis Smith
Ms. Emily Betz
Mr. Mark Hafner
Mr. Kevin Schomaker
Mr. Scott Sievering
Mr. Mike Fee
Mr. Scott McIntosh
Ms. Karen Hess

trinkley_m@summitcds.org
smith_k@summitcds.org
emilybetz26@gmail.com
hafner_m@summitcds.org
schomaker_kj@summitcds.org
sievering_s@summitcds.org
fee_m@summitcds.org
mcintosh_s@summitcds.org
kmorganh13@me.com

Winter

Basketball, Boys
Basketball, Girls
Bowling, Boys & Girls
Cheerleading
Indoor Track
Swimming & Diving

Mr. Kevin Johnson
Ms. Beth Simmons
Mr. Ed Escudero
Ms. Mikayla Trinkley
Mr. Kurtis Smith
Mr. Mason Moore
Mrs. Susan Miller

johnson_k@summitcds.org
simmons_b@summitcds.org
escudero_e@summitcds.org
trinkley_m@summitcds.org
smith_k@summitcds.org
moore_m@summitcds.org
miller_s@summitcds.org

Wrestling

TBA

TBA

Spring

Baseball

Mr. Andy Poli

rynesam19@hotmail.com

Lacrosse, Boys

Mr. Patrick Collura

lacreft@aol.com

Lacrosse, Girls

TBA

TBA

Tennis, Boys

Mr. Scott McIntosh

mcintosh_s@summitcds.org

Track, Boys & Girls

Ms. Kim Horning

horning_k@summitcds.org

Based on team need and number of participants, teams can be added and deleted at the Athletic Director's discretion.

Athletic Philosophy

The Summit Country Day School, a lay-operated Catholic independent school, has the philosophy that every student deserves to benefit from being part of the team. The Summit considers athletics to be an integral part of the school's educational program, and it is a privilege for students to participate as a member of a Summit athletic team.

As an Athletic Department, our desire is to:

- Help children develop into mature adults and productive citizens.
- Give every student a competitive team experience that will enrich their lives now and in the future.
- Develop healthy, spirited and competitive team participation.
- Build respect, commitment and responsibility in each athlete.
- Foster the development of fair play and sportsmanship.
- Develop students' talents and skills athletically.
- Provide leadership opportunities.
- Gain an appreciation for lifelong fitness and activity.

Participation in Summit Athletics

There are two athletic programs at The Summit. Participation in both the parent-run and the school-run interscholastic program will help students grow spiritually, mentally, socially, emotionally, physically, and artistically. The promotion of high expectations, sportsmanship, an understanding of one's role on a team and sound work habits will contribute to healthy values, pride, and an enhanced self-image.

Kindergarten through Grade 6

The K-6 program is parent-run with support from the K-6 athletic manager. It provides a framework for the initial exposure to athletics. The function of the Athletic Department is to serve as a liaison between the K-6 teams and the

parent-run program administrative structure. The Athletic Department lends support in terms of facilities after all school interscholastic needs are met. The Athletic Department will also assist teams and coaches with technical support, advice and communication. For more information on the K-6 programs check the K-6 website at: <http://www.summitcde.org/athletics/Youth-Athletics-K-6.cfm>.

Grades 7-12

The Summit is a member of the Ohio High School Athletic Association (OHSAA) and the Miami Valley Conference (MVC) and abides by all the rules and regulations of these associations. OHSAA and the MVC govern athletics in Grades 7-12.

The Grades 7-12 interscholastic program is governed by the Athletic Department and provides a program which enables our students to develop to their fullest potential. Athletics play an important role in The Summit experience and The Summit strongly encourages all students in Grades 7-12 to participate in two or three sports. By participating athletically, students learn to work efficiently in groups, manage time well, and develop team spirit while fostering a healthy desire to excel. The Summit participates in leagues that are competitive and not recreational in nature.

We operate with a no-cut policy for most of our sports teams. It is the varsity coaches' responsibility to advise and counsel the student athlete as to what is in the best interest of that individual and the team.

Levels of Play

- The Middle School sports program, under the leadership of the varsity coach, offers students the opportunity to develop fundamental skills and basic team concepts. It provides an opportunity for playing time, but the playing time at the Middle School level does not have to be equal for all players.
- The freshmen and junior varsity levels, under the leadership of the varsity coach, give the athlete the opportunity to refine his/her fundamental skills and learn the more complex tactics and strategies in preparation for future varsity play. An athlete's playing time is determined by ability, work ethic and commitment to the team.
- Varsity teams offer students the opportunity to compete at the district, regional and state level. Playing a varsity sport requires dedication during the season and in the off-season. The overall experience is paramount, yet there is a strong emphasis on winning at the varsity level. Therefore, tryouts may be necessary and squad sizes limited. Once again, playing time is determined by ability, work ethic and

commitment to the team. If a varsity team is to have tryouts, the final squad will be determined after the following steps are taken:

- After five days of practice have been completed.
- The Athletic Director has been informed.
- The coach communicates the decision to the athlete.

When a student transfers into the school during the season, by law, a tryout must be granted if the student requests a tryout (once they have been cleared by the OHSAA).

Risk Management

Statement of Risk: Participation in interscholastic athletics includes a risk of injury that may range from minor to long-term catastrophic. Although serious injuries are not common in supervised athletic programs, it is impossible to eliminate this risk. Participants have a responsibility to help reduce the chance of injury. Athletes must obey safety rules, report physical problems to their coaches, follow a proper conditioning program and inspect their equipment daily.

Insurance: The Summit Country Day School does not provide insurance to cover injuries incurred by an athlete while participating in a contest or practice with a school team.

Catastrophic Accident Insurance: OHSAA does provide catastrophic insurance to all sports that are state recognized. All teams that are not recognized by the state are encouraged to seek insurance through organizations recognizing the sport.

Athletic Training Policies

1. Inform the coach and athletic trainer as soon as possible when an injury occurs.
2. Prior to participation on the first day of preseason the following forms need to be completed and on file with the Athletic Department: The OHSAA pre-participation examination form found on Magnus Health, a completed Magnus Health profile, and required forms on the portal which include ODH Concussion, Authorization and Eligibility, Transportation and Student Athlete-Parent Contract. No paper copies will be accepted.
3. Coaches should carry an Emergency Medical Authorization form on each student-athlete to practice and games and every sport-related activity.

4. Any athlete referred to a physician for an injury is required to submit in writing to the athletic trainer a physician's letter of release (return to play) including diagnosis prior to resuming participation.
5. Every team is issued a medical kit and is required to have that with them at all games and practices.
6. Student-athletes who are prescribed an inhaler and/or EpiPen (or similar medications) are required to have it available at all organized athletic activities, or they will not be permitted to participate.

Summit Country Day School Concussion Policy: If a student-athlete at The Summit Country Day School sustains a head injury, including but not limited to a concussion, they will be required to go through a graduated return to play protocol as determined by The Summit Country Day School's Licensed Athletic Trainer, regardless of physician's note. In order to return to participate following a suspected head injury, the student-athlete must have the OSHAA Concussion Return to Participation form (which can be found on our website) completed by an appropriate allied health care professional. No other return to play forms will be accepted.

Effective April 26, 2013, all parents must sign the Ohio Department of Education Concussion information sheet found and electronically signed on the Portal. This must be signed annually before the student attends practice with the coach.

All student-athletes can receive baseline ImPACT test prior to participation. If an ImPACT session has not been set for your child's team, please contact the athletic trainer to set up a day and time for the next available session. ImPACT testing will be utilized as one of the tools in the management of head injuries at The Summit Country Day School.

College Visits

All college visits that are approved by the school's College Counselor are to be considered official visits. No student will be held out of any athletic event due to a college visit once such an approval has been received. Coaches must be informed of these visits. The student-athlete should use the College Visit Notification Form, which can be found in the College Counseling section of the website for this purpose. It is highly recommended that student-athletes try to attend all visits outside of their sports season, though we do understand that when students are looking for early admissions, they may need to do early visits. We ask that student-athletes make every attempt to conduct those visits in a manner that does not conflict with their athletic schedule.

Dual Sports

While the dual sport athlete is extremely dedicated, understand that the loss of practice and game time because of this choice may affect awards and recognition for both sports. If a student is interested in playing two interscholastic sports in the same season:

1. The student must choose which sport is the primary sport.
2. The student will meet with both coaches to determine a schedule.
3. Submit this schedule to the Athletic Director for approval.

Captains

It is strongly recommended that at the varsity level, captains are selected at the beginning of each season. It is also recommended that varsity teams limit the selection to one or two captains. It is recommended that the captains be upperclassmen, but it is not mandated that they be seniors.

At all other levels it is recommended that weekly or game day captains be selected. This way, underclassmen receive the experience of taking on a leadership role for their team. Being a captain is a privilege and this privilege may be removed if the coach or Athletic Director believes it is warranted.

The following criteria should be considered when electing captains:

1. Knowledge of game and understanding of coaching strategy.
2. Leadership on and off the field.
3. Good sportsmanship.
4. Good character.
5. Should be a student in “good standing” (no academic, disciplinary or honor probation).
6. Shows respect for all coaches and teammates.
7. Supports the coaches and game time decisions.

Letters/Athletic Awards

At the Middle School, freshmen and junior varsity levels those athletes who complete the season will receive a certificate of participation at the season’s end. Each coach is also permitted to give up to two special awards to their team. Coaches should discuss with athletes the criteria for these awards prior to the start of the season.

At the varsity level those athletes who complete the season will receive a varsity certificate and pin of their sport. First year varsity athletes will receive a chenille letter as well. Captains, managers and statisticians will also receive pins in these respective areas. Each coach is also permitted to give up to four special awards. Coaches should discuss with athletes the criteria for these awards prior to the start of the season.

Athletes must complete the entire season to be invited to any end of the year team events.

Weight Room and Facilities Usage

All athletic facility usage is scheduled through the Athletic Department only. Coaches should clear all practices through the Athletic Department. A weekly athletic calendar is produced with all practice and games times. All facility usage must always have proper supervision. The weight room is run by the strength coach and a schedule of usage will be posted by that coach.

Inclement Weather Policy

When weather forces the school to close, there will be no practice or games that day unless there is special clearance from the Athletic Director. On rainy days, decisions on outdoor practices and games will be made as soon as possible so everyone involved can be notified of cancellations. When possible, decisions will be made by 2 p.m. This announcement will be made during school and/or on the Summit Portal. Students should assume practice or games will be held unless there is an official announcement made or posted.

Thunder/Lightning Policy: A lightning strike is a very serious injury. A person suffering from a lightning strike must receive immediate first aid and/or CPR. The victim does NOT carry an electrical charge, and there is no danger to someone touching the victim while tending to them.

Since the behavior of lightning is unpredictable, the best defense is a proactive plan in order to improve safety levels and reduce harmful consequences. Coaches will need to do the following:

1. On the first day of practice, explain to the team what measures are taken if severe weather strikes.
2. At any playing location, know where the nearest “safe structure” is in proximity to the area of practice or play. Safe shelter includes a sturdy building that has metal plumbing or wiring to ground the structure. This should be your primary choice in seeking a safe location. In the absence of a “safe structure,” the next best thing is a vehicle with a hard-top metal roof and windows up to offer a certain measure of safety. Do not use sheds, golf carts or convertibles. In any vehicle (car or bus), the metal roof and body absorb the electrical charge of the lightning and direct the charge to the ground around the vehicle. To avoid electrocution, do not touch metal in the vehicle.
3. When inclement weather is a possibility, be sure to explain our policy to the officials and opposing coaches as early as possible. As it is not

always possible to see lightning while coaching, it is helpful to ask a parent or spectator to help watch for the presence of lightning.

4. At the first sound of thunder or sight of lightning, coaches shall provide instruction for all competitors and spectators to move immediately to the nearest safe building. It is not necessary to wait for an official to make this decision. Warn everyone not to take refuge under or near trees, tall objects, lone objects, bleachers or fences. At home contests, please instruct our opponents to follow The Summit's policy. At an away contest, you are responsible for our students. It is especially important to be proactive; ask which buildings will be open during a contest and alert the officials and opposing coaches of our policy.
5. Keep track of time. No team will return to the field until 30 minutes after thunder is last heard or lightning is last seen.
6. Resume or cancel activity.

Athlete Expectations

The Summit strives to develop exceptional intellectual and athletic skills along with fostering the highest standards of character. Honesty, integrity, safety, self-respect, and respect for others are the foundations of our community values. If you choose to participate, you have made a commitment and will be expected to fulfill this obligation.

Team Guidelines: All student athletes must adhere to all team guidelines which include, but are not limited to:

- Report to pre-season in condition at the time required by the coach.
- Athletes should emphasize academic quality and strive to maintain outstanding success in their academic work. Take care of academic commitments in a timely manner and as a priority around practice and game times. Your coach should be advised of all academic concerns and make-up work.
- All rules and guidelines of The Summit are expected to be followed.
- In making this commitment to your school and teammates, any non-school sport becomes secondary to all Summit practices and games while your sport is in season.
- You are expected to attend all practices unless absent from school.
- You are required to be in school for three academic periods in order to participate or attend practices or games.
- Report all injuries and/or illnesses to your coach directly and immediately.
- Injury does not excuse you from practice or games. If not in rehabilitation, attendance is mandatory.

- Practice and game time missed will result in diminished playing time.
- You are expected to be fully engaged in all team activities as an athlete of The Summit.
- You are expected to meet all eligibility guidelines set by OHSAA and The Summit's Board of Trustees. You are required to follow all guidelines and bylaws set by these governing bodies.
- Vacations and appointments should be scheduled around sport commitments. **All coaches will grant four consecutive days during winter and spring breaks for vacation time.**
- You are expected to return all equipment and/or uniforms at the end of the season or pay fines to cover the replacement.
- You are expected to attend all awards programs for your sport.
- Any athlete who aspires to play sports at the Division I or II collegiate level should register with the NCAA Clearinghouse before their junior year.
- Understand that if you break a school rule there will also be consequences from the Athletic Director.

Student-Athlete Conduct: The privilege of participation on an athletic team carries with it responsibilities to the team and to the school. Athletes should realize that they represent the school and, therefore, should always display proper conduct. As a Summit athlete, there are very high expectations for you.

- Always respect your coaches.
- Demonstrate positive leadership and character on and off the playing surface whether you are in or out of season.
- Proper language and good sportsmanship are a must.
- Harassment of any student is unacceptable. Harassment includes unwanted touching, name-calling, ridicule, references to sexual or gender orientation, sexual innuendo, rating of someone's appearance, **hazing or team initiations.**
- Similarly, harassment of anyone in The Summit community via social media (Facebook, Twitter, etc.) also is unacceptable. Students who choose to engage in such unacceptable behavior will be subject to the consequences outlined below.
- Athletes should treat everyone with respect and require the same from other student-athletes. A student who sees another student engaging in an activity that is likely to violate a school value or behavior or standard has the responsibility to exercise leadership by championing the relevant value or standard. Do what is right even when it is unpopular or personally costly.

- Alcohol, tobacco and other illicit drugs are harmful to the body and hinder athletic performance. They are also illegal; school rules and sensible athletic conditioning expressly forbid them. The Summit Country Day School reserves the right to randomly drug test students.

Violations of these policies or any other behavior standard will result in the following consequences:

- School Consequences – Students who are serving consequences from school may not practice, compete, or participate in any way with the team during the days the student has consequences.
- Once the school consequences are complete, the student-athlete will then serve additional athletic consequence as determined by the Athletic Director and coach, including possible removal from the team.
- The student-athlete is required to participate in all practices and is expected to attend the games; however, the athlete will not be permitted to suit up during the games.

Parent of Athlete Expectations

- As each student explores those areas that pique his/her interest in the upcoming year, we expect that parents will reinforce the importance of commitment to those areas and help control the total number of commitments to avoid added pressure.
- Please read through the athlete expectations for involvement in athletics and reinforce these guidelines as the year unfolds.
- Parents and spectators are encouraged to cheer for our athletes and not against the other team.
- Allow the coaches to coach; let the players play; and let the officials officiate and everyone can then enjoy all athletic events.
- Parents play an essential role in helping your child learn the value of winning and losing. Below are some suggested topics you can discuss with your child in these situations.
 - **Values of Winning – help your child learn the values of winning by:** Offering congratulations for winning and identifying and discussing the efforts made by individuals and the team. Recognizing the improvement and growth of both individuals and the team. Emphasizing competitiveness and doing one is best.
 - **Values of Losing – help your child learn from losing experiences by:** Providing a period of quiet time for your child to “decompress” after a loss before you discuss the

game. Crediting the other team and the play of his/her opponent. Focusing on improvement by individuals and team. Discussing what was successful. Discussing what, if anything, individuals or the team could have done differently. Accepting the loss, setting individual goals, and moving forward.

Parent Conduct: The importance of parents behaving as model spectators cannot be overstated. Parents who support our league mission statement and fan behaviors (see page 29) as written by our MVC Student Forum provide a model for parents and students to follow. Of concern are parents who harass officials or make comments in the stands regarding judgment decisions made by the coach. This is counterproductive and destroys the values of good sportsmanship and the game.

Raising Issues of Concern

It is imperative that parents respect the position of the coach and direct any concerns to the coach first. However, parents are not permitted to initiate any contact with a coach in the 24 hours before or after an athletic contest which that coach or your child has been a part of. Coaches have the right to disengage during this period. *If there is an immediate need to express a concern, contact the Athletic Director.*

Steps for resolution:

1. Athlete should speak with the coach, privately. If unresolved,
2. Parent should speak with the child's coach, privately. Please make an appointment to speak with the coach at a mutually convenient time. If unresolved,
3. Contact the Athletic Director. If unresolved,
4. Contact the School Director (Upper or Middle).

Parents are encouraged to discuss:

- The treatment of their child
- Ways to help their child improve
- Concerns about their child's behavior
- Coaches' expectations for their child and the team
- Team expectations and requirements
- Sanctions incurred by their child
- Scheduling
- College participation

Parents ought not to discuss:

- Placement on team

- Playing time
- Strategies used by the coach during contests
- Other student-athletes
- Chatter or complaints among parents is counterproductive – please handle each issue directly through the coach.

Special Note: It is very difficult to accept that your child is not playing as much as you hoped he or she would. Coaches are professionals. They make judgment decisions based on what they believe to be in the best interest of the team. The coach must consider all members of the team, not just your child.

Coach Expectations

Coaches at The Summit Country Day School are expected to carry out the guidelines of this handbook to maintain consistency in the athletic program. The following additional criteria are also expected to be followed.

- Demonstrate good character and be a positive role model for their team and The Summit community, being mindful of conversations around students and parents.
- Turn in signed contract and paperwork for employment prior to start of season. In addition to the HR paperwork, the following are requirements for coaches (including volunteers): Safe Parish training, BCI & FBI Fingerprinting, Fundamentals of Coaching class, ODE Concussion Class, CPR/AED, Health & Safety Class, and Pupil Activity permit from the ODE.
- Make sure that each student has a current physical form on file in the Athletic Office with Ohio residence, proper signatures indicating that the athlete is cleared to play. Also, note any health restrictions or concerns for seasonal play.
- Send in final team roster one week prior to start of games.
- Meet all state and school requirements for meetings, paperwork, training coursework, etc., attending the OHSAA mandatory meetings.
- At the beginning of the season, the coach should go to The Summit website under athletics and create a directions packet for each of the student-athletes' parents.
- Create sport specific team expectations in addition to those included in the Athletic Handbook. Review these team expectations with your athletes and parents at a team meeting at the beginning of your season.
- Speak with each athlete individually to set pre-season goals and expectations for the season. Follow-up at the end of the season and offer counseling and options for the athlete (in writing) in out-of-season work.

- Encourage participation in other Summit athletic programs.
- Maintain documentation of practices and games throughout the season to assist with communication to parents, athletes and the Athletic Department. Review the weekly schedule sent from the Athletic Department.
- Follow practice schedule. Notify Athletic Department, athletic trainer and the parents in the event of any change.
- Keep attendance records of practices and games. Practice and game time missed by student-athlete will result in diminished playing time and records will help ensure consistent consequences for all athletes.
- Maintain open communication throughout the season.
- Maintain proper grooming and attire while coaching.
- Establish and record statistics throughout the season for archiving purposes. Report scores to the Athletic Department after each contest.
- Set up transportation schedule with athletic office for games and scrimmages. Communicate which coach will be riding the bus.
- Varsity coaches should create and maintain a website and a flier for the Admissions Department for interested prospects.
- Coaches are to supervise and monitor the locker rooms while the team is present.
- Be the first and last to leave game and practice facilities.
- The last team to leave a facility should make sure the doors are properly secured. At the Complex, the gate should be secured.
- It is a violation for any coach to visit with prospective students or parents before January 2 unless the student is under contract for the upcoming school year.
- Review and understand the Ohio High School Athletic Association (OHSAA) policies regarding recruiting, which are updated annually. It is mandatory that all coaches follow the guidelines set by OHSAA.
- Varsity head coaches should assist the Athletic Director in maintaining their staff (including MS coaches) and assisting their coaching staff whenever necessary.
- Establish criteria for captains and end-of-season awards and share these with athletes to give them potential goals for the season.
- Maintain public relations and send out team and individual statistics for city and state awards.
- Assist and counsel athletes interested in participating in college. Coaches should meet with juniors and develop a list of schools and get letters of introduction out for the student-athlete.
- At the end of the season, complete paperwork for the Athletic Department with inventory and ordering concerns requested.

- Maintain inventory of distributed uniforms and equipment and document collection of these items. Establish a fine list for lost items and a list of purchases necessary for next year.
- At the end of the season, promptly complete and submit the team awards form with final roster and designated awards included. This is very important for award programs preparation and award ordering.
- Coaches are required to attend MVC and State meetings.
- Coaches are required to vote at all seeding meetings.
- Coaches are required to do individual player evaluations at the end of the season.
- Complete team record form with contest schedule and results.
- Turn in final statistics of season for archiving.
- Evaluate coaching staff (for Head Coach only).
- Head Coaches are required to attend one clinic per year dealing with their sport.
- Make sure all official rating forms are done on time (OHSAA & MVC).
- Coaches should be mindful of conversations dealing with the school and school personnel.
- Coaches will always respect the privacy of each student-athlete, being mindful of all conversations about players with other students and adults.
- The Summit Country Day School reserves the right to randomly drug test coaches. If a coach tests positive, he/she will be found in violation of team and school rules and will face disciplinary action which may involve dismissal.

Guidelines for Disciplining an Athlete: To manage poor behavior by an athlete, a coach should follow these steps:

1. Talk and advise athlete.
2. Contact parent.
3. Notify Athletic Director.
4. Discipline athlete and document in writing.

Overnight Trip Policies

School trips are a privilege, and all students are expected to behave in a manner that best represents The Summit Country Day School, the community, and themselves. A school administrator will be called immediately in case of inappropriate behavior. Abuse of this policy may result in the student(s) being sent home at the parents' expense and/or ineligibility for future school trips.

In order that everyone may receive maximum benefits from participation on school trips, The Summit Country Day School policies for behavior at school

will always be enforced during trips. **If it is not allowed at The Summit, it is not allowed on a school trip.** Those policies are outlined in the Summit Student Handbook and the Summit Athletic Handbook.

1. Prior to leaving on the trip, coaches will provide the Athletic Director with an expected itinerary, a student list, hotel information (name, address, and phone number), and cell phone numbers of all coaches and chaperones.
2. Appropriate adult supervision will be provided on all overnight school trips. There will be three coaches and at least three adult chaperones per team.
3. The Summit Country Day School will not be responsible for personal items. Unnecessary items of value should be left at home.
4. All luggage and personal belongings may be searched at any time prior to being loaded for the trip, during the trip, and if the administrator/coach has reasonable suspicion that the item warrants searching. Students may be searched by an administrator and a coach or by two coaches if an administrator is not available. An adult of the same gender will search the student. The gender of the witness does not matter.
5. Students shall not deface public property. The individual will pay for any damages to property or furnishings.
6. Students will not horseplay or roughhouse while on school trips.
7. Students shall keep the coaches and adult chaperones informed of their activities and whereabouts.
8. Coaches will assign rooms and secure a key to each room.
9. One or more coaches or adult chaperones may be assigned to each student's room.
10. At hotel check-in, movie and game privileges shall be turned off in student rooms. They may be re-instated only by coaches' approval and only after students have made payments for movies, etc.
11. Students shall spend the night or nights at assigned rooms, and students will not leave the hotel without the coaches' permission.
12. Students shall be in their assigned rooms and quiet at the curfew set by the Head Coach. At curfew, students are not permitted out of their rooms for any reason. Coaches/chaperones will make random room checks.
13. Students shall not use hotel telephones without the coaches' permission. At check-in long-distance capabilities shall be turned off in all student rooms.
14. Students shall not open doors for any reason after curfew.
15. Students shall not be permitted at any time (day or night) in sleeping rooms with the opposite sex unless an adult is present.
16. Students are prohibited from having or using alcoholic beverages or drugs in any form. As stated in the student handbook and the athletic

handbook all school grounds and activities are to be tobacco-free, alcohol-free and weapon-free.

17. Students shall neither open windows nor hang/throw objects out of hotel windows.
18. At all times, students shall be quiet and considerate of other guests in hotels or at gatherings.
19. At all times, students shall wear appropriate attire as defined by the school dress code or as deemed by the Head Coach to be appropriate for the activity.
20. Students shall promptly attend all sessions and activities for which they are assigned during the trip.
21. At the end of all trips students shall arrange to be picked up at school promptly at the designated time.
22. Coaches may add additional rules to fit their program; but they must be approved by the Athletic Director.

Ohio High School Athletic Association (OHSAA)

The Summit is a member of the Ohio High School Athletic Association and administers its athletic program under OHSAA rules. The OHSAA rules highlighted in this handbook are a summary of some of the important regulations affecting student eligibility. A complete set of rules can be found on the OHSAA web site: www.ohsaa.org. These rules apply to all athletes in Grades 7-12 at The Summit Country Day School.

1. Scholarship. High school students (grades 9-12) must be currently enrolled in a member school and have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period.

Seventh and eighth grade students must be currently enrolled in a member school and have received passing grades in 75% of subjects in which enrolled.

- You may not use summer school grades for failing grades received or lack of courses taken in the final grading period.
- Your semester and yearly grades have no effect on eligibility.
- Those taking post-secondary school courses must comply with OHSAA scholarship regulations.

Student Eligibility Guidelines: Under the OHSAA the following applies to all student-athletes: In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. The “grading period” is defined as The Summit’s 12-week semester and does not mean an interim marking period. Furthermore, during the preceding grading period, the student must have received passing

grades in a minimum of five (5) one credit courses or the equivalent, each of which counts towards graduation.

EXCEPTIONS

1. The Commissioner's office may waive this requirement for a student in her/his 12th and final year of school who (a) has accumulated sufficient credit hours to have graduated in the preceding semester; (b) maintains a grade point average in the top 10% of their class; and (c) can demonstrate that the purpose of the bylaw has been otherwise fulfilled by the student.

2. The Commissioner's office may waive the enrollment requirement of this bylaw providing the student has been withdrawn or removed from school because of circumstances due to personal accident, illness or family hardship. An appeal for such a waiver must come from the principal (Upper School or Middle School Director) of the school and be in writing. The appeals for the waiver shall contain documents with school and medical supporting evidence.

3. If a student's failure to meet the requirements of this bylaw is due to an "incomplete" given in one or more courses which the student was taking during the grading period in question, the student may have his/her eligibility restored by the Commissioner's office once the "incomplete" has been changed to a passing letter grade provided:

- a) the failure to complete the required coursework during the grading period was due to calamity day(s), family tragedy, or illness or accident as verified by a physician; and
- b) the "incomplete" was given in accordance with Upper School Director adopted policies and procedures and is applicable to all students in the school; and
- c) the previously scheduled work and/or exams is/are completed within the time period provided in School policy for completing work required to convert an "incomplete" into a letter grade; and
- d) there is no evidence that the "incomplete" was given in order to afford the student the extended time in order to provide the student tutoring or other educational services simply to avoid a failing grade.

Note: this exception only applies where an "incomplete" has been issued and not a lettered grade that subsequently changed as a result of the extended time/additional work.

If a student is ruled ineligible at the end of a marking period, he/she will be moved to a week-to-week check list using the bylaws 4-4-3 which reads as follows:

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period at which time the grades from the immediately preceding grading period become effective. For the

purpose of this bylaw “school day” includes faculty in-services days, calamity days and regular school attendance days, but not holidays or school breaks.

EXCEPTIONS

1. Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.
2. A student coming off the “ineligible status” may become eligible 24 hours after the mandatory grade reporting date (a date established by Upper School Director’s policy which cannot be the same day as the end of grading period) established by The Summit Country Day School, providing said grade reporting date is applicable to all students in the school.

4-4-4: A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of five (5) of all subjects carried the preceding grading period in which the student was enrolled.

4-4-5: A student enrolled in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during the grading period in a minimum of five (5) of those subjects in which the student received grades.

4-4-7: Summer School and other educational options may not be used to substitute for failure to meet the academic standards specified in bylaw 4 during the last grading period of the school year.

2. Residence. You must be an Ohio resident unless you have attended The Summit since first grade (lifer). You may attend any public or non-public high school in which you are accepted when you enter high school from a 7th-8th grade school.

Eligibility at that school is then established by:

- Participating in a contest (scrimmage, preview or regular season game) prior to the first day of school, or
- Attending the first day of school at member school.
 - If there is a change of custody, you must live in the same school district as your legal guardian.
 - If your parent or legal guardian lives outside of Ohio, you are ineligible unless one of the exceptions to the regulation is met. There are four (4) exceptions to this regulation. You and your parents should arrange a meeting with your principal or athletic administrator to review these exceptions.

- If additional questions remain on the regulations on residence, school principals or athletic administrators should contact the OHSAA.

3. Transfer Students. Once eligibility has been established at a member school those who transfer to a different school will be ineligible for athletics for 50% of the contest of any sport that they participated in at the sending school. If the student wishes to play a different sport at the new school, he or she will be granted immediate eligibility providing all other guidelines are in order. If additional questions remain on the regulations on transfers, school principals or athletic administrators will contact the OHSAA.

4. Semesters of Enrollment. After establishing 9th grade eligibility, you are permitted eight (8) semesters of athletic eligibility.

- The semesters are taken in order of attendance once 9th grade eligibility has been established.
- Semesters are counted toward eligibility whether you participate in interscholastic athletics or not.
- Those with a disability may qualify for an exception to this regulation and should arrange a meeting with the principal or athletic administrator to review the exception.

5. Age Limitations. High school students (grades 9-12) who turn 20 years of age prior to August 1, 2023, are ineligible for interscholastic athletics.

Seventh and eighth grade students who turn 15 years of age prior to August 1, 2023, are ineligible for seventh and eighth grade athletics but are eligible to participate in high school athletics.

EXCEPTION: Those with a disability may qualify for an exception to this regulation and should arrange a meeting with the principal or athletic administrator to review the exception.

6. Awards. You may receive awards for athletic participation in interscholastic athletics from any source. However, the value cannot be more than \$100 per award.

7. Amateur Status. You will lose your amateur status and forfeit your eligibility if you:

- Compete for money or other monetary compensation.
- Receive any award, equipment or prize of monetary value greater than \$100 per item.
- Capitalize on your athletic fame by receiving money or gifts of monetary value.

- Sign a professional playing contract in the sport in which you had participated.
- Sign with a professional agent (Ohio law).

8. False Information. If you compete under a name other than your own or provide a false address, you immediately become ineligible.

9. Open Gyms/Facilities. School officials may designate open gyms or facilities and the sports to be played. You may participate in open gyms or facilities provided. Violating the following rules may result in you being declared ineligible for a maximum of one (1) year:

- No one is limited from participating.
- No one is required to attend.
- No school officials invite selected students or determine the teams.
- No timing or written scoring is kept.
- No coaching or instruction is provided.
- No one is restricted from observing.

10. Instructional Programs. You may attend camps, clinics and workshops that involve team play any time between June 1 and July 31. Team play means there is more than one player opposing one player.

- There is no limit on the number of students from the same school team that may participate on the same non-school team from June 1 to July 31.
- You may receive instruction from a coach from a school team only:
 - During the season of the sport, or
 - For 10 days only from June 1 to July 31.
- You may receive individual skill instruction from a non-school coach at any time during the year in individual or group lessons.
- Members of a school football team may play in non-contact football contests and attend non-contact team football camps at any time between June 1 and July 31. Remember, however, that the 10-day regulation for instruction from school coaches is in effect.

11. Participation on Non-School Teams. You may not try out, practice, or participate in a contest with a non-school team while a member of a school team in the same sport. In individual sports, however, you may practice and try out for a non-school team but may not compete in a contest.

Those in team sports may try out, practice and compete on non-school teams before and after the school season provided:

- The number of students from the same school on the roster of the non-school team is limited to five (5) students in the sports of soccer and field hockey; four (4) students in the sports of baseball and softball; three (3) students in the sports of volleyball and ice hockey, and two (2) students in the sport of basketball. School football team members are prohibited to compete on non-school teams except from June 1 to July 31.
- You have no contact with school coaches while on a non-school team (other than the 10 days permitted between June 1 and July 31).

Violating these rules:

- During the school season may result in your being declared ineligible for the remainder of the school season.
- Outside the school season may result in you being declared ineligible for the next season.
- By a senior may result in that student being declared ineligible for the remainder of the school year.

12. Recruiting. You will be declared ineligible if you are recruited by a person or group of persons to change schools. This may also affect the eligibility of the school team.

13. Use of Alcohol, Tobacco & Illegal Drugs. A student shall not illegally or in violation of school rules sell, possess, use, conceal, transfer, deliver, or be under the influence of drugs including alcohol during the period of participation in any athletic season, either on or off school property, during a school activity or outside school activities. The consequences of a student known to illegally possess, use or conceal drugs including alcohol will be in the best interest of the student based upon the circumstances of the situation. Our primary concern is for the wellbeing of the student-athlete. Those in violation of this policy will be required to fully participate in an intervention program indicated by the Athletic Director that reflects what is best for this student-athlete. Those student-athletes who choose not to participate in the program, or those who later have a repeat offense, will be suspended from their sport for 5 days. A third incident may result in a longer suspension. The consequences of such incidents may carry over from one athletic season to another, and at any point it may be that what is best for the student-athlete is to be denied the privilege of participation in the athletic program.

14. Steroids or Other Performance-Enhancing Drugs. If you use anabolic steroids or other performance-enhancing drugs, you are ineligible for

interscholastic competition until medical evidence indicates that your system is free of these items.

15. Physical Exam Forms. Each year the student athlete must submit a physical examination form signed by an appropriate medical examiner, parents or guardian, and the athlete before beginning practice for a school sport. Procedures will be reviewed by school officials. Physical examinations are valid for one year from the date of the exam. **(Note: To obtain an objective opinion on a child's health status, parents who are physicians or other appropriate allied health professionals, may not clear their child for participation, including completing their physical.)**

16. Student Conduct and Ejection Policies. You are expected to seriously accept the responsibility and privilege of representing your school and community while participating in interscholastic athletics. As a student-athlete, you are expected to:

- Treat opponents, coaches and officials with respect.
- Display no behavior that could incite fans or other participants in the contest, or which is intended to embarrass, ridicule or demean others under any circumstances including on basis of race, religion, gender or national origin.
- Remember that winning is not everything. Having fun, improving your skills, making friends and doing your best are also important.

The OHSAA has established a policy for students ejected for unsporting behavior and the complete policy can be found in the OHSAA Handbook. If you are ejected, you:

- Will be ineligible for all contests for the remainder of that day.
- Will be ineligible for all contests at all levels in that sport until two regular season/tournament contests are played at the same level as the ejection (one contest in football).
- If you are ejected a second time in a season, you are subject to additional, stiffer penalties, including suspension from play for the remainder of the season in that sport.

Eligibility Checklist for High School Student-Athletes

- I am officially enrolled in an OHSAA member high school.
- I am enrolled in at least five one-credit courses or the equivalent.
- I received passing grades in at least five one-credit courses, or the equivalent, during my last grading period.
- I live in the same school district as my parents or legal guardian.

- I have not changed schools without a corresponding move by my parents or legal guardian or by qualifying for one of the exceptions to the OHSAA transfer regulation.
- I have not been enrolled in high school for more than eight semesters.
- I did not turn 19 before August 1, 2023.
- I have not received an award, equipment or prize valued at greater than \$100 per item.
- I am competing under my true name and have provided my school with my correct home address.
- I have not competed in a mandatory open gym/facility.
- I have not been coached or been provided instruction by a school coach other than during days between June 1 and July 31 (applies to team sports only).
- I am not competing on a non-school team during my school team's season.
- I have not been recruited to attend this school.
- I am not using anabolic steroids or other performance enhancing drugs.
- I have had a physical examination within the past year, and it is on file at my school, along with the signed ODE concussion form.

Miami Valley Conference (MVC)

<http://www.miamivalleyconference.com/>

All Summit teams compete in the Miami Valley Conference except Upper School field hockey (SWOFHL and Southwest Ohio Field Hockey League). The MVC is a league comprised of eleven (11) small private and public schools. The other member schools are Cincinnati Christian, Cincinnati Country Day School, Cincinnati Hills Christian Academy, Clark Montessori, Dayton Christian, Lockland, New Miami, North College Hill, St. Bernard-Elmwood Place and Seven Hills.

The Miami Valley Conference student forum, a group of selected athletes from each member school that works on sportsmanship issues in the league, has developed the following mission statement and set of fan expectations for the Miami Valley Conference. All members of The Summit community are expected to abide by this mission statement and these fan behaviors.

Miami Valley Conference Mission Statement: The Miami Valley Conference coaches, players, officials, administrators and fans shall promote respect on and off the playing field. We shall be humble in victory and gracious in defeat. Our mission is to aspire to these high ideals in word and deed, and at the same time, to have fun.

Five Fan Expectations

1. Let the official handle the game.
2. No obscene gestures or language.
3. Be respectful and courteous to others.
4. Cheer in support of a team, not against an opponent.
5. No taunting; use self-control.



Student Athlete - Parent Contract, 2023-24

Complete and sign electronically on the Portal by both parent and student.

I, _____, Grade _____, an athlete at Summit Country Day School agree to the following:

1. I will follow the rules of the Ohio High School Athletic Association as written in their policies found at www.ohsaa.org.
2. I will follow the Summit Country Day Upper School or Middle School policies stated in the respective Parent-Student Handbook.
3. I will follow the team expectations, written and presented by the coach of each athletic team on which I am participating.
4. I will follow the rules stated in the Athletic Handbook.
5. Each school year, before practicing with a team, I will have the following forms on file with the Athletic Department:
 - a. Current physical exam form
 - b. Completed Emergency Medical Authorization Form
 - c. Completed Concussion Form

I understand that there could be significant consequences by not following the above rules and regulations of the OHSAA and The Summit Country Day School.