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*****NOTE – Any change in Eastwood Board of Education policy supersedes contrary provisions contained within this handbook.**

EASTWOOD ATHLETIC DEPARTMENT PHILOSOPHY

The coaches and school administration of the Eastwood Local School District believe that certain high standards are important to a sound athletic program. The Athlete and Coach have a strong influence in the community, in school, with fellow students and with coaches. This influence must be a positive one.

The intent of the athletic program is to be an important part of the total educational process. It gives the students an opportunity to experience, as an individual or in a group, situations that are physically beneficial, mentally stimulating and socially sound.

The major emphasis of interscholastic athletics should be on the student-athlete in which the needs of the student hold the highest importance. While on the field, skilled play and good sportsmanship are of high demand. Every attempt should be made to provide favorable playing conditions in order that the competitive experiences of the athletes may be wholesome and result in the attainment of desirable attitudes and conduct. The rules, regulations and supervision of the program must insure the maximum protection of the health and safety of the players.

The athletic department and its members must promote fair play and good sportsmanship through their actions and words. All rules and regulations of this policy book, Eastwood Local Schools, Northern Buckeye Conference and the OHSAA must be followed. No coach should be put under pressure by the department, school administration or community to win at all costs.

The ultimate goal of the athletic program should be to realize the value of participation without overemphasizing the importance of winning and to develop and improve sportsmanship and positive citizenship traits among the program's participants.

ATHLETIC COUNCIL

Interscholastic athletics in the Eastwood School District is under the direct supervision of the superintendent with recommendations from the Athletic Council composed of two board members, middle school principal, high school principal, high school athletic director, middle school athletic director and assistant athletic director. The high school principal serves as the Chairman and the high school athletic director serves as the secretary of the Council. The athletic program is coordinated into the entire school curriculum. The superintendent recommends all coaches, approves schedules of games and contests and reviews with the Board of Education the annual financial report.

The purpose of the Athletic Council shall be the betterment of the Eastwood interscholastic athletic programs. In doing so, the following objectives should be considered:

1. Maintain a successful, efficient, balanced and harmonious athletic program.

2. Develop an effective channel of communication between the board of education, administration, coaches and staff.
3. Develop understanding, needs, wants, etc., of each individual sport and establish policies to correlate with them.
4. Act as a policy-making group for the athletic program within the authority vested by the Board of Education.
5. Act as a final determinant for significant athletic problems.
6. Adhere to rules of the OHSAA.

High School Athletic Director sets up the meeting dates. The management of athletic affairs of the Eastwood School District is vested in the athletic council, which shall have authority in all matters pertaining to athletics. A quorum shall consist of a majority of the athletic council. A majority vote of those present shall be necessary to transact business coming before the council. All coaches are invited to place items on the agenda for discussion and action.

By-laws of the council are as follows:

1. Requests by and for the coaching staff will be directed to the council through the athletic directors.
2. Minutes of the athletic council meetings will be recorded and distributed by the athletic director to each member of the council.
3. A general notification of scheduled meetings will be posted on bulletin boards in the high school office, athletic office and elsewhere as deemed necessary by the athletic director.
4. An agenda for the council will be distributed to the membership and coaches one week in advance of the meeting. Council will amend the agenda or consider additions by majority vote of the membership present.
5. Requests to be heard at the council meeting should be submitted at least ten days before the council meeting.

(Adopted August 1977)

ADMINISTRATIVE ORGANIZATION

The Administrative Head of the Eastwood Athletic Program is the High School Principal. He may appoint the Athletic Director to act in his place in the administration of the Athletic Department.

When a problem arises, the chain of command shall be:

Step 1 - Head Coach
Step 2 - Middle School/High School Athletic Director
Step 3 - Principal
Step 4 - Athletic Council
Step 5 - Superintendent
Step 6 - Board of Education

RESPONSIBILITIES AND DUTIES OF THE HIGH SCHOOL PRINCIPAL (or designee)

1. The principal shall keep the superintendent informed on all activities of the athletic department affecting the over-all school system or the general public.
2. He is responsible for the entire operation of the athletic program and may delegate such authority and responsibility, as he seems proper, to the athletic director and the coaching staff.
3. Administer the rules of the OHSAA and the Northern Buckeye Conference.
4. Certify eligibility of students participating in all interscholastic contests.
5. Approve and sign all athletic contracts, or designee.
6. Coordinate the entire athletic program for the best interest of the school.
7. Be responsible for all correspondence to the state athletic commissioner and shall report such correspondence to the administration, athletic director and coaches.
8. Coordinate the after school use of athletic facilities with the athletic director.
9. Perform other responsibilities as determined by the superintendent.

ATHLETIC DIRECTOR

The job goal of the High School Athletic Director is to provide overall leadership and coordination among the various sports to facilitate programs that provide youngsters worthwhile learning experiences.

Duties and Responsibilities:

1. Administer all interscholastic policies and procedures working within the confines of the rules and bylaws of the Ohio High School Athletic Association.
2. Responsible for all the development of all interscholastic game schedules supported by a copy of the contract form in his files and approve the publication of all schedules.
3. Responsible for contracting all game officials including those assigned by the Northern Buckeye Conference.
4. Seeks and finds ways for supporting and financing the athletic program.
5. Make arrangements for all interscholastic events such as transportation, lodging and meals, when required.
6. Attend all home athletic contests and /or arranges for proper supervision of such contests.
7. Acts as tournament manager for all league and tournament play-off activities that are assigned to the school district. (or designee)
8. Supervises all radio and television broadcasts, as well as the public address system operation at the various games.
9. Maintains a permanent file of players, medical exams, insurance forms, records, parent consent, payments, athletic suspensions, eligibility, etc.
10. Maintains permanent records of each sport, such as wins and losses, outstanding records, letter persons, etc.
11. Works with the Principal, cheerleading advisors and coaches involved in scheduling all athletic assemblies and pep rallies.

12. Coordinates the use of all athletic facilities in the school district with the respective building Principals by groups outside the school.
13. Responsible for game management at all home interscholastic contests and, when admission is charged, is responsible for the safekeeping and deposit of gate receipts.
14. Arranges for medical doctors at all home varsity football games and larger athletic events and is responsible for scheduling physical exams in accordance with the requirements of the OHSAA.
15. Supervises the physical equipment and schedules facilities for all interscholastic athletic contests.
16. Plans, organizes and supervises all athletic awards programs with the approval of the Principals involved.
17. Controls publicity for all interscholastic sports, such as sports brochures, press, game programs and radio.
18. Coordinates with the Maintenance Supervisor the repair and maintenance of varsity athletic field, track, baseball field and gymnasiums, including physical education facilities.
19. Manages athletic facilities and controls the use of same by band, football, track, etc. Hires or makes necessary arrangements to provide ushers, parking, security and other services required by the athletic operation.
20. Works out a reasonable and equitable program for the utilization of the concession stands.
21. Responsible for the organization and operation of the press boxes.
22. Serves as school liaison to CAP.
23. Responsible for the sales of any athletic supplies and merchandise to qualified athletes through the athletic office.
24. Maintains an active program that promotes sportsmanship and welcomes the competing teams and guests.
25. Responsible for the annual review of the Athletic Policy and Athletic Staff Handbook.
26. Constantly evaluates the program, always seeking ways of improving interscholastic athletics.
27. Presents recommendations for changes in athletic policies from the Athletic Council to the Superintendent. These recommendations shall be acted upon by the Board of Education.
28. Observes coaches sufficiently in order to make future recommendations in terms of job expectancies, to make recommendations to the school principals as to coaches' job assignments and to evaluate all head coaches.

MIDDLE SCHOOL ATHLETIC DIRECTOR

The Middle School Athletic Director works with the High School Athletic Director and Middle School Principal in supervision of Middle School Coaches and others involved in the Middle School Athletic Program. He/she will carry out the aims and objectives of the overall Eastwood Athletic Program at the Middle School while coordinating the Middle School Athletic Program.

1. Serves as a member of the Eastwood School District Athletic Council.

2. Responsible for communicating information from the High School Athletic Department to Middle School Coaches and staff.
3. Works with the Principal on all athletic assemblies.
4. Maintains a file of all Middle School players, physical exams, records, parent consents, payments, athletic suspensions, eligibility, etc.
5. Checks scholastic eligibility of all athletes.
6. Prepares an eligibility sheet at beginning of each team's sport season.
7. Maintains an inventory of all athletic equipment and provides for its storage.
8. Arranges for ticket sellers at all contests where admission is charged.
9. Works with Middle School Principal in covering all home athletic contests with adult supervision.
10. Supervises a Middle School Athletic Fund for payment of officials from gate receipts.
11. Supervises any fund-raising projects sponsored by Middle School athletic teams.
12. Advises the Principal and Athletic Director of Middle School coaches' concerns about schedules and league matters.
13. Helps prepare contest sites for scheduled events.
14. Provides training rules and other unique regulations of the sport to Middle School coaches.
15. Works closely with the High School Athletic Director in coordinating High School and Middle School athletics.

ASSISTANT ATHLETIC DIRECTOR

1. Prepare ticket boxes and ticket reports for all home sports and other times athletic director deems necessary.
2. Assists as site manager for all home sports.
3. Coordinate with athletic director on the attendance of away contests.
4. Assist athletic director with any tournaments held at Eastwood.
5. Assist athletic director with interview processes.
6. Assist with special functions such as: Parents Night, Homecoming, Athletic Banquets, etc.
7. Serve as liaison between high school and middle school athletic departments.
8. Attend Athletic Council meetings.
9. Perform any other duties as designated by the athletic director.
10. Sets up ticket takers

DUTIES OF COACHES

All coaches, by accepting a position with the Eastwood School District, become teachers on the field of play through the medium of athletic participation. Their position is unique in the fact that their association with youth on the field of play places them automatically in a position for tremendous influence upon the athletes and the entire student body. This distinction is thus accompanied with tremendous responsibility, for what the coach does and what he/she says are reflected in the attitudes of the young people under his or her guidance.

All coaches are identified entirely with the Eastwood School District and not as a separate entity. They must support school policy and never advocate or over-emphasize athletics to the total purpose of the school.

COACHING GUIDELINES

1. Each coach is expected to set a fine example on and off the field.
2. All coaches must work together for the good of the school and students.
3. Use good judgment in moving a freshman athlete off the freshman team to the reserve or varsity team.
4. All coaches will refrain from smoking, chewing tobacco, and drinking around athletic teams or at athletic events.
5. The High School Head Coach is responsible for structuring the basic skill program and style of play for his/her sport. While it is expected that assistant coaches will offer their support, the head coach has the final say.
6. The high school staff and the middle school staff are expected to help with scouting duties and to help with management of games and meets.
7. All coaches are to take an active interest in the Community Athletic Projects (CAP).
8. Coaches should support the local and state organizations for their sport. This is imperative if belonging to that organization will determine eligibility of an athlete to receive district or state honors.
9. All coaches must show dignity and respect of all players and never place them in a position of ridicule.
10. All coaches should show an interest in the other sports and activities that students and athletes are involved in.
11. When visiting other schools, act as a responsible guest and make sure that all students under your care do the same.
12. Make sure that all students trying out for the team have an equal chance. Do not make these decisions before try-outs.
13. Do not allow any athlete to participate in practice, conditioning, or open gym if they are in another sport that is currently in season.
14. No coach may try to influence an athlete into not going out for a sport and/or may not try to influence an athlete to quit one sport to participate in another.
15. Although the goal of every coach is to win, this cannot be done at the expense of the players or rules.
16. No player should be publicly blamed for a defeat, just as care should be taken not to give an individual whole credit for a victory.
17. All coaches should be professional in dealing with the administration, press, public, and other faculty.
18. Any parent who wants to talk with the coaching staff should be permitted to do so. An appointment should be made convenient for the coaching staff and parents.
19. Do not discuss any difference of opinion among the staff with players or individuals outside the coaching ranks. Be faithful to your fellow coaches even if you do not agree with their philosophy. Differences should be handled internally and quickly.
20. Coaches should be on time to practices and games. They should also dismiss athletes on time after practice. Schedules of practices and games should be distributed to the athletes.

21. All coaches should be willing to help the athletic department with contests and any other help that may be needed to run the total athletic program.
22. The coach will turn in a season summary as soon as their sports season is completed. These will be filed in the athletic office for future reference.
23. The coach will keep an accurate inventory of equipment and make sure that all equipment is properly charged to the athlete receiving the equipment.
24. The coach will be responsible for collecting and returning to the athletic director all emergency medical forms, waivers of responsibility and physical examination forms before the first practice is held.
25. All coaches are required to maintain a valid CPR card, BCI, FBI check, and to obtain OHSAA Fundamentals of Coaching certification and are required to obtain certification from the Ohio Department of Education *through the Pupil Activity Validation Program*. Proof of all certificates must be on file with the Athletic Director prior to coaching.

SPECIFIC DUTIES OF THE HEAD COACH

1. The head coach will operate at all times within the scope of the general and specific educational philosophies of the Eastwood School District. His or her first responsibility is the welfare, safety, and growth of the athletes under his/her supervision.
2. The coach will cooperate with the administration, athletic director, assistant coaches, coaches of other sports, and students to promote the best interest of the total athletic program.
3. The coach, by holding a reasonable number of staff meetings, will make his/her coaching philosophies clearly known to the assistant coaches at all levels. The coach will also direct and advise his/her staff throughout the entire season.
4. The coach will send team lists for program and eligibility requirements to the athletic director not later than one week after practice starts.
5. The coach will keep an accurate record of player participation for award purposes.
6. The coach will report, when applicable, the results of games to newspapers, radio, and television.
7. The coach will be responsible for obtaining managers.
8. The coach will check in all equipment at the end of the season and prepare it for cleaning, storing or reconditioning.
9. The coach will submit an inventory of all equipment and supplies to the athletic director and equipment manager at the end of the season, and also report all lost or stolen equipment.
10. The coach will submit to the athletic director all requests for new equipment or supplies for the coming season. No materials are to be ordered directly by the coach without a purchase order.
11. The coach will submit to the athletic director a projected budget for the coming season. Included will be equipment needs, reconditioning, and anticipated clinics.
12. The coach will assume responsibility for the conduct of his/her athletes during school, practices, contests, and until the athlete has dressed and left the building following an activity.

13. Set up and administer training regulation of athletes to coincide with the Eastwood High School Athletic Code of Conduct and have approval by the Athletic Director and Principal. The coach will also have a signed student/parent/coach agreement form that has been approved by the Athletic Director and Principal, on file prior to the first game or scrimmage. He/she should develop a form that covers all of the necessary responsibilities pertaining to the sport including philosophies, conduct code, training rules, penalties, due process, etc.
14. The coach should ensure that all athletes that go on trips wear presentable clothing.
15. Be aware that an athlete must be in school at least the final four (4) periods to participate in practice or games except when excused by permission of the administration or a doctor's note is presented.
16. The coach shall plan, organize, and supervise all out-of-season conditioning programs. Such programs are subject to the approval of the Athletic Director and Principal.
17. The coach shall organize a pre-season meeting with parents, players, coaches and guests to cover rules and regulations.
18. Head coaches must complete written evaluations of their high school assistant coaches on a yearly basis upon completion of the season. Evaluations should be shared with assistant coaches in a timely manner after the conclusion of the season. A signed copy should be given to the assistant coach and the athletic director.
19. Head Coaches must attend or have a representative at all league and district voting meetings. In addition, coaches should make every appropriate effort to promote their athletes for league, district, and state honors.

ASSISTANT COACHES DUTIES AND RESPONSIBILITIES

It will be the duty of the Assistant Coach to cooperate in every way possible to help the Head Coach fulfill his/her duties and responsibilities. It is also the duty of the Assistant Coach to carry out the coaching philosophy and techniques of the Head Coach. Any disagreement on techniques or methods should be kept within the staff. Complete agreement must be presented to the players and the public. If at any time, you as an assistant coach, are unhappy about your position, let the Head Coach know directly, not behind his/her back.

1. Has a thorough knowledge of all the athletic policies approved by the Eastwood Board of Education and is responsible for its implementation.
2. Maintains discipline and works to increase morale and cooperation within the school sports program.
3. Help head coach with the issue of equipment.
4. Be familiar with the rules and regulations of his/her sport in accordance with National Federation, OHSAA, League and school rules.
5. Be a scout when necessary and attend meetings when determined by the head coach.
6. Be active in off-season training and open gyms.
7. Must be willing to keep up with modern trends in coaching, attend clinics, professional readings, and participation in coaching associations.
8. Encourage class attendance, grades, and moral conduct of the players.
9. Assistant coaches are expected to devote their full energies to their responsibilities as assigned.

10. Assistant coaches are required to attend award banquets.
11. Be loyal to the head coach, squad, athletic department, school administration and school.
12. Performs such other duties that are consistent with the nature of the position and that may be requested by the Head Coach.
13. Meet all Board mandated criteria which includes completion of BCI, FBI, CPR, Pupil Activity Validation program, and OHSAA Fundamentals of Coaching.

CHEERLEADING COACH DUTIES AND RESPONISIBILITIES

The duty of the Cheerleading coach is to advise and lead the cheerleaders so that they function as effectively as possible to instill school spirit at athletic events.

1. Responsible for the selecting, supervising and training of the cheerleaders.
2. Responsible for the conduct of the cheerleaders at practice sessions and at all contests.
3. Leads and directs the cheerleaders in such a way as to encourage good sportsmanship by example and leadership.
4. Conducts herself before the students and the community so as to instill respect and good sportsmanship.
5. Assumes responsibility for an energetic public relations program for the cheerleaders and their activities.
6. Responsible for uniforms and supplies.
7. Sees that the cheerleaders carry out all the duties set forth in their constitution.
8. Conduct clinics for tryouts of cheerleaders in the spring of the year and arranges for all judges for the tryouts.
9. Responsible for ordering awards and issuing awards to deserving cheerleaders.
10. Responsible for any other duties relating to cheerleaders as may be directed by the Athletic Director and/or Principal.
11. For more information, see the Cheerleading Policy Manual.
12. Meet all Board mandated criteria which includes completion of BCI, FBI, CPR, Pupil Activity Validation program, and OHSAA Fundamentals of Coaching.

VOLUNTEER COACH RESPONSIBILITIES

The primary responsibility of the volunteer coach is to carry out the aims and objectives of the assigned team as outlined by the Athletic Department and Board of Education policy. To instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

1. Attend all meetings and meet all criteria pertaining to athletics that is required of a coach employed by the School District.
2. Follows all criteria as outlined in the job descriptions for Head Coach or Assistant Coach as determined by assignment

3. Meet all Board mandated criteria which includes completion of BCI, FBI, CPR, Pupil Activity Validation program, and OHSAA Fundamentals of Coaching.

ATHLETIC TRAINER

The primary purpose of the Athletic Trainer is to provide care and prevention of athletic injuries including therapeutic rehabilitation to allow for the least loss of competitive time, while keeping the mental and physical welfare of the athlete as the top priority.

1. Responsible for giving basic instruction to athletic staff members in the prevention and care of injuries.
2. Responsible for training and supervising student trainers. Also responsible for scheduling the student trainers for athletic contests and practices.
3. Responsible for referring athletic injuries to physicians for diagnosis and/or treatment.
4. Carries out appropriate instructions and treatment as directed by the (athlete's) physician.
5. Develops and supervises appropriate rehabilitation programs for athletes under the direction of the physician.
6. Assists and advises the coaching staff regarding injury prevention, conditioning programs and the selection, care and fitting of protective equipment.
7. Determines if a player is capable of continued participation in a game and/or practice if the player is injured.
8. Responsible for the treatment and supervision of treatment for all minor athletic injuries and conditions.
9. Responsible for the organization, inventory and requisition of all training room supplies. Requisition of equipment and/or supplies must be submitted to the Athletic Director. Additionally, he/she shall submit an annual budget for all first aid and medical supply needs for the year.
10. Shall make proper arrangements for scheduling athletic physicals for sports squads with team physicians.
11. Responsibilities will extend to providing training supervision at all other major home meets, tournaments, etc., which would involve a number of teams and a significant amount of time, i.e., all day as opposed to 2-3 hours (volleyball invitationals, wrestling duals and tournaments, track invitationals, etc.).
12. Responsible for the care and cleanliness of the training room.
13. Responsible for reporting all injuries to the athletic office on the proper forms and keeping an annual record of athletic injuries.
14. Not permitted to coach or assist in coaching any sports while serving as trainer.
15. Shall perform all other duties assigned by Athletic Director.
16. Responsible for setting up an emergency procedure.

WEIGHT ROOM SUPERVISOR

1. Must have knowledge of type of lifts needed for individual positions in various sports.
2. Must have knowledge of first aid and athletic training.

3. Must be able to develop a set of regulations regarding safety and proper use of the weight room and weights.
4. The weight room must be supervised at all times when students are lifting.
5. Establish weight record charts.
6. Must be able to develop off-season programs for the various sports.
7. The sports in season have priority in the weight room and no in-season sport has priority over another in-season sport.
8. The weight room supervisor will be in charge of maintenance and ordering of supplies and equipment.

ATHLETIC DEPARTMENT SUPPORT PERSONNEL

Due to the growing complexity of athletics, it may be necessary to employ personnel in support positions to maintain the high standards desired. The following job descriptions may prove helpful in the related areas of athletics.

A. Faculty Manager Job Description

Title:	Faculty Manager
Qualifications:	High School Diploma.
Reports to:	HS Athletic Director, HS Principal, Superintendent
Job Goal:	To coordinate workers for the athletic concession stands during the school year.

Duties and Responsibilities:

1. Secure workers for the athletic concession stands during the school year.
2. Assist in management of concession stands during home athletic contests during the school year.
3. Assist in game supervision upon request.
4. Performs other duties as assigned by the Athletic Director/Asst. Athletic Director.

B. Athletic Timer Job Description

Title:	Athletic Timer
Qualifications:	1. Have an understanding of the rules of the sport to which he/she is assigned to time. 2. Have an understanding of the operation of the timing equipment. 3. Has alternatives to the above as the Board of Education may find appropriate and necessary.
Reports to:	Athletic Director
Job Goal:	To insure that the athletic contest to which he/she is assigned is properly timed so as to avoid any areas of confusion.

Duties and Responsibilities:

Times each athletic contest as honestly and impartially as possible

Reports 30 minutes prior to the start of the contest and ascertains that the equipment is in proper working order.
Insures that the contest begins on time and that each team is properly informed of any variation from the established time schedule.
Informs each team at least three minutes prior to the start of the second half.

C. Athletic Scorekeeper Job Description

Title:	Athletic Scorekeeper
Qualifications:	1. Have an understanding of the rules of the sport to which he/she is assigned. 2. Have an understanding of the operation of the scorebook for the sport to which he/she is assigned. 3. Has alternatives to the above as the Board of Education may find appropriate and necessary.
Reports to:	Athletic Director
Job Goal:	To insure that the athletic contest to which he/she is assigned is properly scored so as to avoid any confusion.

Duties and Responsibilities:

Scores each athletic contest as honestly and impartially as possible.
Reports 30 minutes prior to the start of the contest and ascertains that all materials are in proper order for scoring the contest.
Maintains contact throughout the contest with the game officials so as to be as accurate as possible.
Ascertains at the end of the contest that the results are accurate and reports this to the Athletic Director.

CRITERIA FOR COACHING POSITIONS

The Eastwood Athletic Department believes that the gymnasium, field or track are merely extensions of the classroom where instruction takes place. Even though a coach is hired primarily to instruct players in the fundamentals of a competitive sport, his/her job also includes the teaching of citizenship, manners, morality, stability and whatever makes up the character of a well-rounded person. The non-certified coach should realize that he/she belongs to a special fraternity of individuals and it is imperative that he/she can cooperate with fellow coaches of not only his/her sport but also the coaches of the numerous other sports that Eastwood offers.

Therefore, the following criteria will be considered in the hiring of a person for the position of coach of an Eastwood interscholastic team:

1. Applicants should possess a level of expertise commensurate with the expectations of the position for which he/she is applying.
2. It is preferred that applicant have playing experience in the sport they desire to coach.
3. Applicants should possess personal integrity, confidence, and moral clarity.

4. Applicants should demonstrate the ability to work cooperatively with others.
5. Applicants must successfully complete a BCI background check, CPR and Pupil Validation Program and receive the OHSAA Coaching Fundamentals Certification.
6. Applicants should be able to demonstrate how they will be able to aid in the development of the complete athletic program at Eastwood Local Schools.

Some applicants may be non-certified. In addition the following criteria may be used when evaluating candidates.

1. The applicant's present job schedule.
2. The educational background of the applicant.
3. The applicant's total experience in instructing young people, other than in sports.
4. The applicant's record of leadership roles.
5. The applicant's experience as a participant in his/her area.
6. The applicant's experience as a coach in his/her particular sport.
7. The applicant's win-loss record.
8. The applicant's character in the areas of citizenship, confidence, manners, morality, cooperation with fellow coaches, and stability.
9. The applicant's references and performance in a personal interview setting.
10. The applicant's future objectives and goals as related to coaching and young people in general.
11. BCI and FBI check.

HIRING PROCEDURES FOR COACHES

1. The respective athletic directors will issue all coaching intent forms. Copies and a summary will be given to the superintendent and principals.
2. When a coaching position opens, the respective athletic director will immediately advertise in local newspapers and notify the principal and superintendent of the opening so the superintendent can advertise among the Eastwood staff according to the Negotiated Agreement.
3. Applications received for the positions should be sent directly to the respective athletic director.
4. The respective athletic director shall interview the applicants he feels are appropriate for the position.
5. The athletic director will, when necessary and with the approval of the principal, establish and coordinate the activities of a screening committee to evaluate applicants for key positions. The screening committee will normally consist of the athletic directors, principal, and their designees.
6. The respective athletic director shall call references and make the recommendation to the principal.
7. The principal shall discuss the recommendation with the athletic director and make the recommendation to the superintendent.
8. The superintendent shall make the recommendation to the local board of education.
9. The following dates shall be followed in processing intent forms for current coaches:

Fall Sports
Distributed by December 1st
Due by December 15th

Winter Sports
Distributed by April 1st
Due by April 15th

Spring Sports
Distributed by June 15th
Due by July 1st

10. All vacancies, which occur unexpectedly, will be handled on an individual basis within established time frames.
11. Athletic Director and Head Coach will determine in conjunction qualifications for hiring of assistant coaches and recommendations will be made together.
12. Head coaches will have input in the hiring of high school and middle school coaches.
13. The process of hiring coaches for the spring season shall be conducted in the preceding fall or winter seasons.

(Administrative Ruling, March 1984)

COACHING EVALUATIONS

I. Statement on Evaluation of Coaches

There is much more to coaching on the interscholastic level than winning. A successful coach needs a broad spectrum of competencies that are, in most situations, not taken into account whenever he/she is evaluated. "Not everyone fits the model of the successful coach and the successful coach is not always the one who wins the game."

There is much to be understood if one is to be a capable coach. Coaches need to understand growth and development patterns, strength development, stress factors, fatigue levels, psychological readiness, maturation rates, learning curves, modern training techniques and proper sequential development of various skills. This list should be much longer, but the important factor to remember is that it takes knowledge and command of many competencies to be a coach.

Without goals and objectives in the program and competencies desired in the personnel identified, it is impossible to assess whether goals are being met, or personnel possess the desired competencies.

To implement a broad comprehensive evaluation of the coaching staff in our school, it will be necessary to incorporate a multi-step process. It should include:

-A thorough job description
-A method for in-season assessment as deemed necessary by the administration
-Procedures for evaluation
-Comprehensive written end-of-season evaluation
-A statement on coach's rebuttal.

The following instruments have been developed to help athletic directors accomplish the goals of coaching assessment and evaluation.

II. Evaluation Procedure with Accompanying Forms for Evaluation of Head and Assistant Coach

Athletic Coaches Evaluation Procedures

The enclosed forms represent appraisal forms for coaching evaluations. The basic purpose behind these forms and the effort of everyone is for improving the instruction athletes receive. Other purposes of an appraisal evaluation system are as follows:

1. To afford an opportunity to identify, recognize and praise quality coaching and instruction.
2. To provide an opportunity to identify potential leadership within a system.
3. To create a climate to achieve individual improvement through job targets.
4. To provide information necessary to make an objective assessment of the performance of a coach.
5. To identify those factors which interfere with a coach's overall contribution to the athletic program.
6. To assure that quality coaching is a responsibility shared by the entire coaching staff.

The following procedures are to be observed in the use of these forms:

1. The Head Coach will conduct evaluations of High School Assistant Coaches.
2. The High School Athletic Director will conduct evaluations of Head Coaches.
3. The Athletic Director and the building Principal will be responsible for the contract recommendation.
4. All evaluations are to be completed within a two- to four-week period after the conclusion of the season involved. Evaluations shall be reduced to writing. Use the form in this handbook.
5. Middle School Athletic Director does evaluations for all middle school coaching positions.
6. The final step is a conference with the Athletic Director to review the written evaluation.
7. A coach may write a rebuttal to the evaluation.

END OF SEASON OBLIGATIONS

1. Each Head Coach shall prepare a list of letter winners and participants and a compilation of team records and scores.
2. Each coach shall complete an inventory and file it with the athletic director in each respective building.
3. Each coach shall participate in an Evaluation Conference.

FAMILY NIGHT

Family night has been set for Wednesday evenings effective with the 1978-79 school year. (Adopted March 20, 1978, Revised 1995)

In essence, this means that no games or practices are to be scheduled on Wednesdays beyond 7:30 p.m. The following procedures should be recognized:

1. All coaches must be sure that their practices do not extend beyond the designated time on Wednesdays.
2. In the event a scheduled game extends beyond 7:30 p.m. on Wednesday's, it is the coach's duty to get his/her athletes out of the building as soon as possible to avoid conflicts with the above Board policy.
3. Any assigned league or state contest may extend beyond this time.

CALAMITY DAY POLICY

When school has been closed due to inclement weather, all scheduled activities are canceled. (Board adopted December 1977). The Superintendent has the authority to waive the calamity day policy on special occasions and tournaments at his discretion. (Board adopted February 1977). Practices will not be held without the approval of the superintendent on calamity days.

SUNDAY PRACTICES

Sunday practices are never encouraged by the Athletic Council or its constituents; however it is understood that under some circumstances an isolated need for a Sunday practice may occur. Therefore, Sunday practices may be held if there is a Monday game or a similar contest that requires a Sunday practice. All Sunday practices must be cleared with the Athletic Director and/or the Principal prior to their occurrence. (Adopted January 1995).

ADMISSION AND TICKET SALES

The Northern Buckeye Conference sets the ticket prices for all varsity boys and girls contests. The ticket prices for Varsity sports (except cross-country, golf, track, softball and baseball) is $6.00 for adults and $4.00 for students. For Junior Varsity events, that occur independent of Varsity contests, and for Freshmen events the gate prices are $3.00 for adults and $2.00 for students. There is no charge for the following sports: Baseball, cross-country, golf, softball, and boys and girls track. These prices are in effect for all home league and non-league contests. The cost of Junior High ticket prices for Football, Volleyball, and Boys and Girls Basketball is $4.00 for adults and $2.00 for students.

The Eastwood Athletic Department offers an All Sports Pass. These passes will allow the purchaser to attend any home contest in any sport at the middle school or senior high by showing the ticket taker their pass. The passes may be purchased in three categories: All Sports Family Pass for $300.00; All Sports Adult for $100.00: and All Sports Student and out of district Senior

Citizens for $70.00. Family members who have graduated and are still living at home or attending college will have to pay the adult fee for the pass.

The Eastwood Athletic Department also recognizes Senior Citizens (60 years of age), who reside in the Eastwood Local School District, by offering a Golden Eagle Pass at no charge. The Golden Eagle Pass can be obtained by contacting the Athletic Director and is good for admission into any Eastwood contest excluding tournaments. In addition, the Golden Buckeye Card will allow the bearer admission at the current student rate. (Adopted, April 1996)

The Eastwood Athletic Department also honors those who have donated sums of money to the Community Athletic Projects (CAP) by rewarding them with varying degrees of free admission to all Eastwood athletic events. Passes are awarded on the following basis:

Donation Level	Pass
Riser-$500-$999	3 year Individual Pass
Pillar-$1000-$4999	Lifetime Individual Pass
Corporate-$5000 or more	Lifetime Family Pass

Eastwood staff members have an opportunity to work at a home contest as a ticket seller or taker and receive one workers pass good for the entire year that will allow the worker to be admitted free to all home sporting contests. This pass is good only for the staff member and is not transferable. Workers must work a minimum of three games to receive a pass.

ATHLETIC PASS POLICY

The purpose of this section is to explain, the requirements pursuant to Section 117.05 of the Ohio Revised Code, for the distribution of free passes to Eastwood athletic events. This policy will cover the circumstances under which free passes will be distributed and by whom. It will also list qualifying definitions for recipients.

Distribution

The distribution of the free passes for athletic contests shall be conducted by the high school athletic director with the approval of the high school principal.

Northern Buckeye Conference Passes

At the beginning of each school year, the commissioner of the Northern Buckeye Conference issues five executive passes and 25 regular passes. These passes are valid for all Northern Buckeye Conference middle school and senior high events.

Because of the nature of their responsibilities to the athletic programs and their encouraged attendance at these events, the following people shall receive the executive passes (family passes): superintendent of schools, high school principal, high school athletic director, and middle school athletic director.

For the same reasons, the middle school principal and the five board of education members shall receive regular season passes. These passes admit two people to all Northern Buckeye Conference contests. The remaining passes shall be distributed to the head coaches, cheerleading adviser and any other coaches for the purpose of scouting or for the service they perform for the athletic department or school.

Eastwood Athletic Department Passes

The Eastwood Athletic Department issues a complimentary pass to individuals who perform a service for the athletic department or school. The pass is good for the bearer only and is not transferable. Each pass is valid for one school year and for both the fall and winter sports season at Eastwood Middle School and Senior High School only.

Golden Eagle Pass

Anyone 60 years of age or older who is a resident of the Eastwood School District can receive a pass to all middle school and senior high athletic events. The pass will admit one person.

Issuing of Passes

Passes will be issued to persons within the school system or community who provide some service for the athletic department or work at some athletic event during the course of the year. The service or work can be performed at either the middle school or the high school level. Passes shall not be issued to persons who receive compensation for the particular job or service from the athletic department or the board of education.

Types of Work or Service

Passes shall be issued for the following work or service: parking lot attendants, rescue squad members, ushers, ticket sellers, ticket takers, scorekeepers, timers, hosts or hostesses, concession stand operators, limited concession stand workers, physicians, football chain gang, ball boys, announcers, band chaperones, tournament workers.

Procedures

1. All employees of the Eastwood School District will be notified at the beginning of each school year concerning the policies of pass distribution as established by the board of education.
2. Employees will be given the opportunity to select available job assignments for the current school year at the beginning of each school year.
3. Job assignments will be arranged on a first-come-first-served basis.
4. Following a commitment to work, the person shall be issued a pass
5. A reminder will be sent to each worker one week in advance of his or her assignment.

6. As required by law, the athletic director will maintain records which list the names and addresses of free pass recipients and the reasons they were issued the passes.

TRANSPORTATION OF ATHLETIC TEAMS

1. Arrangements for transportation of teams are made by the Athletic Director and the Transportation Director.
2. All coaches wishing bus transportation to an athletic event must provide requested information to the Athletic Director so that transportation request forms can be completed.
3. Any legitimate complaints such as late arrival of a bus at the school or others must be presented in writing to the high school principal and the transportation director.
4. Coaches are advised to inspect the bus for cleanliness and damage before and after using it. Any particular situation should be reported to the driver before the team boards the bus. This could eliminate any false accusations from being levied against a team or coach.
5. The coach is responsible for the conduct of his or her team while being transported. All rules for bus riding should be adhered to at all times.
6. All team members are expected to ride the bus to and from the contest. Under special circumstances, if a player must return home with a parent rather than ride the bus, the player must fill out a "Request for Change of Transportation" form prior to leaving.
7. Student drivers will not be allowed.
8. Bus Guidelines
   - A. The coach shall give the driver a trip itinerary.
   - B. A minimum of two coaches must accompany the bus when a contact sport is on the road.
   - C. A first aid kit must accompany the bus and contain the "Emergency Medical Forms" for each athlete.
   - D. The coach will assume all responsibility for conduct and discipline on the bus in conjunction with the driver.
   - E. Athletes must be ready to leave 15 minutes prior to departure. Athletes who miss the bus will not be allowed to participate.
   - F. No food or drink will be allowed on the bus unless prior approval has been given by the driver.
   - G. All athletes are expected to dress appropriately for trips.
   - H. All participants are expected to conduct themselves in an appropriate manner and not to use foul language.
   - I. Only assigned personnel may ride the bus. No spectators or coaches' family members are permitted.
   - J. No spikes or cleats are to be worn on the bus.
   - K. Radios are not permitted on the bus.
   - L. The coach will check the bus when it returns to see if all equipment has been removed.

COACHES CLINICS

All Eastwood Coaches are encouraged to attend professional meetings (coaching schools, clinics, etc.) to help keep abreast of new developments in the sports which they are coaching. It will be the Athletic Departments policy to pay for some or all of the expenses incurred while attending these professional meetings. All coaches will adhere to the following guidelines when attending clinics.

1. With the approval of the building Principal, a Head Coach may be absent from their teaching duty for two contract days, without loss of pay, for attending a coaching clinic in their sport. Assistant coaches will be allowed one contract day. (Including middle school coaches)
2. In the event a coach (head or assistant) is coaching more than one sport, he/she may use no more than three (3) contract days to attend clinics.
3. If a coach requests to attend another clinic, all other expenses must be paid for by the coach.
4. The Athletic Department will provide a maximum of $75.00 per coach per sport to cover expenses.
5. Reimbursement of expenses will be paid after receipts have been turned in to the Athletic Director with the exception of the state clinic. Each coach should obtain a tax exempt form prior to attending a clinic since the Athletic Department will not pay for State taxes.
6. Requests to attend said clinics must be submitted at least two weeks in advance to the building principal for approval.

SCOUTING

Responsibilities

1. Coaches in football and basketball will assign their coaches to scout games at their discretion.
2. Video tapes may be assigned to the scout to exchange at the game site with a future opponent.
3. Scouts will travel in their personal car.
4. Only boys and girls basketball may be reimbursed for scouting.
5. Scouts will keep a record of all expenses incurred during the season and submit an expense report at the end of the season.
6. Expenses will be capped at $150 per sport.

REQUISITIONS AND PURCHASES

All coaches and the athletic director must follow the procedure set up by the Treasurer and Board of Education. Requests for the purchase of new athletic equipment are to be made by the head coach to the athletic director. A purchase order signed by the athletic director, principal, and superintendent must be completed before any order is placed with a dealer. No payments or reimbursement will be made unless the correct procedures have been followed.

At the completion of each sports season, all head coaches will submit a list of needs for the following season. From this list, the head coach and athletic director will develop a budget for that sport. The coach and athletic director together will monitor the budget.

1. Equipment and uniforms are school property and are never to be given to the athletes. Old and no longer used equipment may be purchased by the athletes with approval from the athletic director.
2. The requests for equipment should contain, in writing, the number needed, name brand of item, and the exact cost.
3. Orders for new or replacement equipment should be made as soon as possible to avoid late deliveries.

FUND RAISING POLICY

The only door-to-door, raffle, or any other "intrusive" fundraiser the athletic department or any branch of the athletic department will be involved in is the fall program drive.

All fundraisers (camps, tournaments, spirit item sale, etc.) will first be approved by the athletic director, principal, treasurer and superintendent using the appropriate form.

(Approved, May 1996)

GAME OFFICIALS

All game officials for Eastwood Athletics must be actively registered with the OHSAA. The commissioner of the Northern Buckeye Conference assigns all officials for varsity football, varsity and JV boy's basketball, and varsity and JV girl's basketball. The commissioner of the NWOHSSL assigns officials to both the boys and girls soccer games. All other officials for non-league contests, baseball, volleyball, wrestling, and track are contracted by the high school and middle school athletic directors.

The athletic director should send a reminder card to the officials to avoid any problems that may arise in an official not showing up for a contest. Any official that fails to appear for a league contest should be reported to the league commissioner. The athletic director should keep track of any officials who fail to fulfill their contracted duties.

All head coaches must comply with the evaluation process of officials as directed by the OHSAA and the commissioner of the Northern Buckeye Conference.

TOURNAMENT PARTICIPATION

When athletes qualify for advanced tournament competition, the Athletic Department will cover expenses for the qualifier. Admission for the contest, room and meal expenses ($20 per day for meals and $8 for evening meal only) will be covered for every player in uniform, alternates and the coaches. ~~Every player in uniform and coach will also be covered~~. Those teammates who did not qualify will be required to cover their own expenses. Students will be excused from school for practice and competition that is customary for the particular sport. In addition one teammate may also be excused to accompany the qualifier.

PROCEDURES FOR INJURIES AND ILLNESS

Since all physical activity involves a certain amount of risk as far as injuries to the athlete is concerned, coaches must be aware of certain established procedures to follow when an injury occurs.

1. All coaches must have completed a course in CPR and have taken a seminar in Sports Medicine.
2. You must provide first aid and evaluate the extent of the injury. If there is no trainer available, call for help immediately by notifying the nearest EMS squad.
3. Make sure that you have the athlete's Emergency Medical Form available and follow the instructions on it. If the parents are not present, telephone them immediately and give them only the necessary information. Do not go into detail or try to diagnose the injury.
4. An Athletic Injury Report form should be filled out after the injury and filed with the athletic director and trainer no later than 24 hours after the incident.
5. If you are at another school and an injury occurs, stay with the injured player in spite of the game conditions. Have an assistant coach or another adult stay with the team until someone arrives to help the injured athlete.
6. As a matter of personal interest and professionalism, contact the athlete or parents at a later time concerning the injured athlete.
7. Illness to an athlete should be treated the same as an injury.
8. Athletes that have been out of action for a time because of illness or injury, and were under the treatment of the trainer or family physician must have a written statement allowing return to competition.

FACILITIES AND PRACTICE TIME

Since 12 athletic teams seek use of the five gymnasiums in the Eastwood School District during the winter sports season, it is necessary that certain procedures be followed in an effort to avoid confusion and conflicts.

1. The Athletic Director and involved Head Coaches will set the master schedule for gym use.
2. All coaches who desire additional practice time on Saturdays, during vacation periods or off-season must notify the athletic directors for approval.
3. Coaches shall follow very closely the time frame made available to them as a matter of courtesy to other coaches.
4. The athletic director along with the coaches will make every attempt to give all teams, boys and girls, equal treatment in regard to times and the number of practices.
5. Attempts should be made to schedule practices early for any team, which has a game on the following night.
6. Any coach who desires to deviate from the posted schedule must notify the athletic director so adjustments can be made. This includes the notification if a practice is canceled.

7. Coaches shall use reasonable judgment in regard to the number and length of practice sessions. Under no circumstances should a practice extend beyond 2 1/2 hours for a high school sport or 2 hours for a middle school sport.
8. For summer and off-season open gym and conditioning, all coaches must follow all rules set by the OHSAA, league and Eastwood Schools. All coaches must remember that this is not in-season practice time and it should not be everyday during the summer.

USE OF ATHLETIC EQUIPMENT AND FACILITIES

It is important to emphasize to all athletes their responsibilities as squad members to take care of school equipment and facilities and to report any abuses to their coach or the Athletic Director. Replacing equipment and repair to facilities can only result in a loss of money that could be used elsewhere in the athletic program.

1. Athletic department-issued equipment is to be worn only during practice sessions and contests, or by permission of the coach. At no time are athletes to wear school-issued equipment or uniforms for:
    A. Gym classes
    B. Work or job
    C. Socially
    D. School-wear (see policy below)

2. Varsity level teams may wear uniform tops or warm-ups on certain game days only. Normally, the wearing of school athletic items will be reserved for special occasions.
3. In particular sports where athletes buy a portion of their practice or game uniforms, these may be worn at the discretion of the athlete.
4. Athletic equipment of the school district will not be loaned to outside groups except with the approval of the Athletic Director in unusual circumstances.
5. All athletic facilities will be scheduled by the request of the coach with the athletic director.

LOCKER ROOM RESPONSIBILITIES

Security

1. Each coach is responsible for the action of members of his/her team from the time they report to the locker room until they leave the building after practice.
2. The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked up and the room left as neat as possible.
3. Since many coaches will be using the locker room office area, each coach must make an effort to keep this area as neat and clean as possible.
4. Each coach shall keep a record of the lockers and locks used.
5. All coaches will be issued a set of keys by the athletic director and will return these keys at the end of the school year unless permission has been granted to keep the keys.

Athlete Rules

1. Rough housing is not allowed in the locker room.
2. All showers must be turned off after showering.
3. No one except coaches and assigned players are allowed in the locker room.
4. No glass containers are allowed in the locker room.
5. All spiked or cleated shoes must be put on and taken off outside of the locker room in extreme muddy weather. No spikes or cleats are allowed in any other part of the school building.
6. Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sports season.
7. All athletes should make prior arrangements for transportation home to avoid the use of the office phone.
8. Locker room pop machines benefit the athletic department so coaches should control their use. All cans are to be deposited in the refuse containers and not taken into the building or gym.
9. Athletes are not to be in the training room unless they are receiving treatment or being examined by the trainer or coach. Use of training equipment must be authorized and supervised by qualified personnel of the school.
10. The weight room will be controlled by the strength coach. Both out-of-season and in-season coaches may supervise the weight room on a schedule as established by the strength coach. At no time are athletes to use the weight room without authorized supervision. You have the responsibility of being in the weight room with athletes under your supervision.

SQUAD SELECTION

Philosophy

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program, we encourage coaches to keep as many students as they can without compromising the integrity of their sport. Obviously, time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, please strive to maximize the opportunities for our students without diluting the quality of the program.

Cutting Policies

1. Choosing the members of athletic squads is the sole responsibility of the coaches of those squads.
2. Lower level coaches shall take into consideration the policies as established by the Head Coach in that particular program when selecting team rosters.
3. Prior to trying out, the coach shall provide the following information to all candidates for the team:
    a. extent of try-out period

b. criteria used to select the team
c. number to be selected
d. practice commitment if they make the team
e. game commitments

4. When a squad cut becomes a necessity, the process will include three important elements. Each candidate shall:
    a. have completed three to five practice sessions.
    b. have performed in at least one intra-squad scrimmage.
    c. be personally informed of the cut by the coach and the reason for the action.
5. Cut lists are not to be posted.
6. Coaches will discuss alternative possibilities for participation in the sport, or other areas in the activities program.
7. If a coach foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the Athletic Director.

INTERSCHOLASTIC SCRIMMAGES

Scheduling

Interscholastic scrimmages shall be scheduled by the head coach of each sport with the approval of the Athletic Director.

a. Scrimmages are to be scheduled with no loss of school time.
b. Junior Varsity, Freshmen and middle school scrimmages may be arranged.

Definition of a Scrimmage

The Ohio High School Athletic Association regulations are:

a. An interscholastic scrimmage shall be defined as a contest in sports in which the rules of the sport are not followed in all respects. The length of the scrimmage shall be limited to a maximum of three consecutive hours per squad or individual per day for grades 9-12 and two consecutive hours for grades 7-8.
b. A scrimmage may involve any number of teams from various schools.
c. No admission of money, materials or supplies may be charged for a scrimmage. Voluntary donations of supplies or money may be accepted at a scrimmage, but cannot be required for admission.
d. In short, scrimmages cannot equal or approximate actual game conditions.

Officials

If the coach desires the use of registered officials for a scrimmage, he/she must personally secure their services.

COMMUNITY ATHLETIC PROJECTS (CAP)

Role of the Organization

CAP exists as an organization of parents and community members dedicated to:

1. Supporting, encouraging and advancing the athletic program and related activities of the Eastwood School District, thereby cultivating clean, wholesome school spirit, promoting good sportsmanship, and developing high ideals of character.
2. The club shall promote projects to improve facilities and equipment necessary to provide an adequate athletic program for the school district.
3. The club shall not seek to influence or direct the technical activities or policies of the school administration or of the school officials who are charged with the responsibility of conducting the athletic program of the schools of the district.
4. The club shall do nothing which violates the rules of the Ohio High School Athletic Association or in any way jeopardizes the membership of the school in this association.

Financial

CAP contributes many thousands of dollars to the athletic department for capital improvements to the athletic facility.

Relationship with Coaches

Coaches are encouraged to take advantage of every opportunity to work with CAP in their many fund-raising projects during the course of the year, especially in the annual reverse raffle. The more coaches become involved in CAP, the more it will strengthen good-will between the community and the athletic department.

Relationship with the Athletic Director

The high school Athletic Director will attend CAP meetings and act as official liaison between the club and the school.

EASTWOOD HIGH SCHOOL/MIDDLE SCHOOL
ATHLETIC CODE OF CONDUCT

Revised June 2008

Athletic Code of Conduct

The athletic department, administration, and Board of Education of the Eastwood Local School District believe that participation in athletics is a privilege. Athletes are those individuals that participate in interscholastic competition and cheerleading. Additionally, since athletes are in positions of influence among their peers and with younger students as well as others within the community, they should be positive role models and demonstrate appropriate leadership. Therefore, student-athletes are expected to accept seriously the privilege and responsibility of representing Eastwood Local Schools and its community while participating in interscholastic athletics. All athletes should act in a manner, which will bring honor to themselves, their team, squad, or school as opposed to putting themselves, their team, squad, or school in a position of disrepute, unfavorable regard, or disdain. This means that high standards of sportsmanship will be the prevailing hallmark of Eastwood athletes at all times while they are engaged in athletic competition or activity. Additionally, high standards of civility, decency, and behavior need to be maintained in school, at home, and in the community. To that end, all athletes must conform to the guidelines and directives of the Ohio High School Athletic Association (OHSSA), Eastwood High School's Athletic Code of Conduct and Student Code of Conduct, and laws of the community.

Specifically, with regard to the above, all athletes are directed to refrain from the use, possession, or transmitting of drugs, alcohol, narcotics, intoxicants, or any mind altering substance in any form. Athletes are also directed to refrain from the use or possession of any tobacco products or materials.

This drug/alcohol and tobacco regulation will be enforced twenty-four hours a day for one calendar year (starting with the first day of practice in the fall). Only referrals from coaches, other Eastwood staff members, and law enforcement agencies will be used as sources to initiate an investigation, which could lead to a student being denied participation in an athletic program.

The following procedures will be followed and consequences assessed by the Athletic Director or Principal when an athlete is found to be in violation of the athletic code of conduct:

Drug/Alcohol/Tobacco/Steroid Violation

Definitions

1. Self-Referral
   a. Athlete turns self in before being confronted by a coach or school official. Parent/Guardian of athlete turns son/daughter in before athlete is confronted and admission results.
2. Non-Self Referral:
   a. Matter of public record. Police log or report.
   b. School personnel or government official with first hand knowledge reports violation to any coach, athletic director, or principal.
   c. School officials, upon investigation, determine that in his/her best judgment, a violation of the conduct code has taken place.
3. Denial of Participation

a. Students who violate the Athletic Code of Conduct may be denied the privilege of participating in athletics. The "denial of participation" will be completed by the athletic director or principal.

b. The number of games an athlete can be denied will be determined as a percentage of the OHSAA formula for determining the number of regular season contests a student may participate in. For example: 20 contests in basketball, 10 football games, 20 wrestling points, 16 cross country meets, etc. Coaches may allow an athlete to participate with the approval of the athletic director.

c. Any player who has received an in-school reassignment at the SSSP program at the Wood County Juvenile Detention Center or who received a suspension from school is not eligible for practices or contests.

First Offense

1. First Offense/Self Referral to any coach, athletic director or principal. This is to be taken as a "Cry for Help". An administrator will meet with the athlete and the parents to determine steps for assessment. This is to be paid for by the parent/guardians. This may be done internally.
2. First Offense/Non-Self Referral - This will result in the athlete being denied participation for 20% of their season. There is no opportunity for reduction. The athlete will forfeit all leaderships on their team.

Second Offense

1. Self-referral for the 2nd, 3rd and 4th offenses is not an option.
2. Non Self-Referral – This will result in 100% denial of participation in that season or the equivalent of. It can be reduced to 50% if the student/athlete and their parents agree to have the student/athlete evaluated by a certified drug/alcohol/tobacco counselor and the student/athlete complies with the recommendations of the counselor. Must be done at parents' expense and evaluation must occur before reduction of denial of participation goes into effect. A copy of the evaluation and recommendations of the evaluation must be released to the athletic director in order to qualify for the reduction provided for in this paragraph.
3. All awards and leadership roles will be forfeited.

Third Offense

1. Non Self-Referral - This will result in the athlete being suspended for one calendar year for all extra-curricular activities from the date of suspension as determined by the administrator. Can be reduced to 100% of season if the student/athlete and their parents agree to have the student/athlete evaluated by a certified drug/alcohol/tobacco counselor and the student/athlete complies with the recommendations of the counselor. This must be done at the parents' expense and the evaluation must occur before reduction of denial of participation goes into effect. A copy of the evaluation and recommendations must be released to the Athletic Director in order to qualify for the reduction provided for in this paragraph. All awards and leadership roles will be forfeited.

Fourth Offense

1. Non Self-Referral – This will result in denial of participation for the remainder of the student/athletes' high school career. There will be no opportunity for reduction.

*****After one calendar year from the 4th offense the student/athlete and his parents can appeal to the Athletic Council for reinstatement to the athletic program.**

Violations of Student Behavior Code

First Offense

1. Notification of parent/guardian.
2. The team member may be denied participation by the coach or school administration for a total of 20% of the regularly scheduled games, meets, or matches. Denial of participation will begin immediately with the next scheduled contest. The team member may practice at the discretion of the coach. If the infraction occurs near the end of the season, the number shall be applied to the remaining games including tournament games.
3. This may be carried over to another sports season, which must be completed by the athlete to qualify.

Second Offense

1. Notification of parent/guardian.
2. Removal from athletic participation for the remainder of that sports season.

Criminal Violations

First Misdemeanor Offense

1. Notification of parent/guardian
2. The team member may be denied participation by the coach or school administration for a minimum of 20% of the regularly scheduled games, meets, or matches depending upon the severity of the violation. Denial of participation will begin immediately with the next scheduled contest. The team member may practice at the discretion of the coach. If the infraction occurs near the end of the season, the number shall be applied to the remaining games including tournament games.
3. This may be carried over to another sports season, which must be completed by the athlete to qualify.

Second Misdemeanor Offense or Felony Offense

1. Notification of parent/guardian
2. Removal from athletic participation for one calendar year.

Player Responsibilities

1. All equipment issued to a player is to be worn only at practice sessions or scheduled games.

2. Each player and his/her parents are individually responsible for all equipment issued. Equipment lost or not returned at the end of the season will be charged to the athlete at current replacement prices. Until all equipment is returned or restitution made, the athlete will not be eligible to participate in the following sports season.
3. In order to participate in a game or practice session, a player must be in school a minimum of four periods and it must be the last four periods of the day (in by 10:07am). The building principal may waive these restrictions under certain circumstances. Circumstances could include, but are limited to, doctor appointments, funerals, court dates or family emergencies.
4. All players must uphold the traditions of sportsmanship and fair play.
5. An athlete must be enrolled in at least (or the equivalent of) five (5) credits and he/she must pass all five subjects. Eligibility will be determined on a quarterly (9 week) basis. An athlete's eligibility status will become effective on the fifth day of school of a new term. An athlete will remain eligible/ ineligible for the entire quarter. No special recitations or tests shall be given for the purpose of making a pupil eligible.
6. When it is necessary for an athlete to leave school early because of a tournament or match, it is the responsibility of the athlete to complete, prior to the event, all homework or assignments.
7. As a matter of respect to a coach and other members of a team, an athlete is expected to attend the awards banquet or other awards presentations.
8. If an athlete decides to quit a team, he/she has the responsibility to return all equipment immediately to the coach and to explain the reasons for his/her quitting.
9. An athlete will not be allowed to practice or participate in a succeeding sports season until he/she has returned all equipment or uniforms from the preceding season and paid all related fees for that sport. The athlete also will not receive any Eastwood awards; and will not (in the case of seniors) receive grades at the end of the school year until all equipment is turned in and fees paid.
10. An athlete will not engage in criminal activity or violations of civil law. See preceding Code of Conduct for consequences of violation of this policy.

DUE PROCESS PROCEDURE

The due process rights of athletes are recognized and protected by this policy. The following due process procedures are guaranteed to all athletes when an infraction is reported:

1. All alleged infractions, which could result in an athlete's denial of participation, shall be investigated by the Athletic Director in conjunction with the appropriate parties.
2. When an alleged infraction of the training policy becomes known, the athlete shall be given a written notice of "Denial of Participation" by the Athletic Director. This notice will outline the reason(s) he/she may receive punitive action.
3. An informal hearing will take place and the athlete and his/her parents will be informed of the findings and subsequent punishments by the Athletic Director.

4. If requested and at all possible, an appeal hearing will be scheduled with the building principal, parents/guardians, athletic director and coach within 24 hours of the decision.
5. The building principal will make the final decision regarding denial of participation.

ELIGIBILITY

For a student athlete to be eligible to participate in extra-curricular activities, all of the following must be followed:

1. Completed OHSAA physical examination and Code of Conduct on file with parent/guardian and student signature.
2. Payment of the student participation fee (see attachment for details of this fee)
3. Completed Athletic Emergency Medical form, with all portions completed, to include information regarding insurance coverage.
4. Those in football - a helmet warning signed by athlete and parent/guardian.
5. Scholastically eligible.
6. Adhere to all regulations as set forth by the OHSAA.
7. An athlete must be in attendance at school at least the last four periods the day (10:07am) of a game or a practice session. The building principal may waive these restrictions under certain circumstances. Circumstances could include, but are not limited to, doctor's appointments, funerals, court dates or family emergencies.
8. Adhere to the Eastwood Athletic/Academic Policy as listed below.

Scholarship Eligibility Requirements

1. Eastwood athletics shall be governed by all the rules and regulations of the Ohio High School Athletic Association (OHSAA).
2. Eastwood athletics shall conform to the adopted polices of the Eastwood Board of Education. These policies may be in addition to, but not to conflict with the bylaws of the OHSAA.

OHSAA Bylaw 4-4 Scholarship

High School: A student must enroll in at least (the equivalent of) 5 credits and he/she must pass all five subjects. Eligibility will be determined on a quarterly basis. An athlete's eligibility status will become effective the fifth school day of the new term. An athlete will remain eligible/ineligible for the entire quarter. No special recitations or tests shall be given for the purpose of making a pupil eligible.

Any student entering their Freshmen year, must pass 75% of their classes in the fourth quarter of their 8th grade year.

A student enrolled in the first quarter after advancement from eighth grade must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled.

An ineligible student may practice at the pleasure of the coach, but may not dress nor participate in any interscholastic scrimmages or games during the period of his/her ineligibility.

Middle School: A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic performance. Thereafter, in order to eligible, a student in grades seven or eight must be currently enrolled and must have been enrolled in school the immediately preceding grading period and receive passing grades in that grading period in 75% of those subjects carried the preceding grading period in which the student was enrolled.

Eastwood Board Adopted Policy

The Eastwood Board of Education, in compliance with the 1997 House Budget Bill, has adopted an Academic Eligibility Policy. A grade point average (GPA) of 1.5 must be established and maintained throughout an athlete's career at Eastwood. The GPA will be based on the preceding grading period. Students not meeting this requirement will be allowed a probation period. (For requirements/restrictions of probation period see Probation below.)

Probation: Students will be allowed a probation period if they should fall below a 1.5 GPA. Students will be allowed three probation periods: (1) one for a student's seventh and eight grade years, (2) one for a student's ninth and tenth grade years, and (3) one for a student's eleven and twelfth grade years. The use of the Probation Period will occur automatically whenever a student's GPA falls below 1.5 and will occur regardless of whether or not an athlete is in season.

Example: Jon Smith is a freshmen track athlete. At the end of his first nine weeks Jon's grades fell below the required 1.5 GPA. Jon is now on probation for the second nine weeks (Jon has used his one probation period for freshmen and sophomore years.) Track season approaches and Jon's grades fall below a 1.5 for the third nine weeks. Jon is ineligible to compete on the track team.

Pass/Fail Policy

No student shall be eligible if he/she receives more than one failing grade in the preceding grading period. (A student becomes ineligible on the second failing grade.)

TWO SPORTS IN ONE SEASON

Any athlete may play two sports in one season given that the following guidelines are adhered to:

1. The coaches agree on practice/game schedule for the athlete prior to the season

2. The athlete's parents and coaches meet with the athletic director prior to the season's beginning.
3. One sport must be chosen as a primary sport and it would take precedence should there be a conflict in game schedules

ATHLETIC AWARD SYSTEM

The award system at Eastwood is structured to honor participation and performance in sports. The coach has the privilege of adding to or detracting from this rule. The coach must be sure his decision is best for the individual, the sport, and the school.

1. A student may receive only one varsity block (E) letter for all sports in which he/she participates and successfully meets the requirements necessary to win the award.
2. A student will receive an insert, which can be placed on the letter, for each sport in which he/she may receive a letter.
3. The second year award is a certificate and a bar insert.
4. The third year award is a certificate and a bar insert.
5. The fourth year award is an informational plaque, lifetime athletic pass and a bar insert. (Change made 6/03)
6. A manager may receive a letter at the discretion of the coach. It is recommended that a letter be awarded after two seasons of varsity work. The seasons do not have to be consecutive.
7. The giving of awards to an individual is based on the individual's meeting the necessary requirements in each sport set by the coach and on the recommendation of the respective coach.

The requirements for an athlete to earn a varsity letter award are established by the head coach of each sport. The coach's criteria for such awards must be submitted and approved by the athletic director or principal prior to the beginning of the season. If no changes or additions are submitted by a coach, the requirements as listed in this policy manual shall be in effect.

TEAM AWARDS

In the event a Varsity team is recognized as NBC Champions, the Athletic Boosters will purchase championship T-shirts up to $8.00 per item and championship chenille patches for each varsity letter winner and coach.

GUIDELINES FOR AWARDS NIGHT

Head Coach

1. Thank everyone who helped with your season.
2. Keep comments about season brief and positive
3. Make sure every player is introduced by name.
4. Comments about each player should be brief and positive. Keep most comments for seniors.
5. Do the talking for your team. You run the awards part of the program.

Jr. Varsity/Freshman Coach

1. Thank people special to your season.
2. Comments about your season should be brief, positive. Save time for the varsity coach to make most of the comments.
3. Introduce each player by name. Save time by calling the entire team forward together, then introducing each player.

General Guidelines

1. Unexcused players - no comments.
2. Public predictions or announcements of next year's varsity players are unfair to underclassmen.
3. There are parents in the audience who care only about their athlete. Play by play descriptions of a season makes your presentation drag and takes time away from honoring the teams.
4. Be positive - no excuses need to be made for anything.
5. Double check names, grade level, numbers - people pick up on this.

Comments to Avoid

1. Talking about the past (players or coaches).
2. Predictions about the future (they can haunt you).
3. Anecdotes not appropriate for a more formal awards ceremony.
4. Recruiting for next year's team - it makes this year's players feel inadequate.
5. Talking about other teams or schools.
6. We are not inferior to any team we play - especially St. Johns, Perrysburg, etc.
7. Season review - keep it short and positive.
8. If you plan to resign from your coaching position, please do not announce this at the awards banquet.

VARSITY TRACK

A boy or girl will receive a varsity award if he or she:

1. Participates in 50% of all meets.

2. Averages one and one quarter scheduled meet. Relay points will be divided among the members of the team. During invitational meets, each member of the relay team will get credit for the place points.

3. Meets one of the following standards under meet conditions: (no practice performances allowed)

Field Events		Boys	Boys	Girls	Girls
	Shot Put	39'		30' 0"	
	Discus	115'		95' 0"	

High Jump	5'6"		4' 6"	
Long Jump	18'3"		14'3"	
Triple Jump	37'		28'6"	
Pole Vault	11'0"		7' 6"	

Running Events	HAND	FAT HAND		FAT
110 M. High Hurdles	17.0	17.24		
100 M. Hurdles			18.7	18.94
100 M. Dash	11.7	11.94	13.8	14.04
1600 M. Run	5:00.0		6:00.9	6:00.24
400 M. Dash	56.0	56.14	67.0	67.24
300 M. Hurdles	44.0	44.14	56.1	56.34
800 M. Run	2:12.0		2:41.9	2:41.24
200 M. Dash	24.5	24.74	29.1	29.34
3200 M. Run	11:00.0	13:06.9		13:06.24

4. All varsity awards will require recommendations of the coaches even though the above standards may be met. Particular attention will be given to the athlete's attendance at all practice sessions and at varsity meets.

5. All others not lettering will receive a Jr. Varsity certificate or participation certificate upon recommendation by the coach.

BOYS SOCCER

1. Varsity E Award - The participant must:
(1) Attend 90 per cent of all games and practices,
(2) Must play in at least 50 per cent of the possible number of quarters during the season, and
(3) Be a senior and has participated at least two years if they did not meet the 50 per cent of the quarters requirement.

2. The coach, may at his discretion and with the approval of the athletic director, waive the above requirement if, because of illness, injury, or another extenuating circumstance, deem it to be in the best interest of the athlete. An athlete who does not qualify for the above awards will be presented with either a reserve certificate or a participation certificate.

GIRLS SOCCER

A Varsity Letter is awarded to any player who meets the following requirements:

1. Any player who is classified as a full varsity from the start of the season.

2. Played (appeared) in 10 halves during the season.

The coach, may at his/her discretion and with the approval of the athletic director, waive the above requirement if, because of illness, injury, or another extenuating circumstance, deem it to be in the best interest of the athlete. An athlete who does not qualify for the above awards will be presented with either a reserve certificate or a participation certificate.

FOOTBALL AWARDS

A boy will qualify for a varsity football award according to the following: Modified 5/10

1. The player must start and finish the season with the team, unless kept from doing so by illness or injury

2. The player must be considered a starter – offense, defense, special teams or work with the first offensive or defensive unit

3. Senior who has been with the program for two or more years.

CROSS COUNTRY AWARDS

A boy or girl will qualify for a varsity award when:

1. He or she averages in the top seven (7) runners or better in all the meets.

2. Run 18:30 or faster at least twice in the season, for male runners.

3. Run 22:30 or faster at least twice in the season, for female runners.

4. Be in the top 5 in 20% of the meets.

5. Run varsity in 50% of the meets. "Run varsity" means either:
    a. Run in the varsity race at invitationals. (If there is unlimited participation, then this option is invalid.)
    b. Be in the top 7 Eastwood runners.

BASKETBALL AWARDS

A boy or girl will qualify for a varsity award when:

1. The player must start and finish the season with the team, unless kept from doing so by illness, injury, home crisis, or a move to or from another district, etc.

2. Must play in at least 1/2 the number of quarters played by the team during the course of the season, including tournament play. A quarter is designated as having signed into the official scorer for one or more times.

3. A varsity award is to be granted to any senior who has participated in the program for two or more years at the high school level, even though he or she may not meet criteria number two above.

4. Jr. Varsity awards will be given on the same basis as varsity awards. Anyone not receiving a varsity or jr. varsity award will be given a participation award.

WRESTLING AWARDS

A boy will qualify for a varsity wrestling award when:

1. He has a proper attitude and dedication to the sport at all times and must attend all practices except when previously excused.

2. He must make a contribution to the team.

3. The coach has the final decision in the determination of letters.

4. Is a senior and is participating.

5. Jr. Varsity awards are based on the same guidelines. Anyone not receiving a varsity or Jr. Varsity award will receive a participation certificate.

BASEBALL AWARDS

A boy will qualify for a varsity baseball award when:

1. He participates in 1/2 of the total innings played unless he is a part-time or full-time pitcher (by recommendation of the baseball coach with approval by the athletic director)

2. Is a senior and has participated at least two years.

3. Jr. Varsity awards are based on the same criteria. Anyone not qualifying for a varsity or Jr. Varsity award will receive a participation certificate.

SOFTBALL AWARDS

A girl will qualify for a varsity softball award when:

1. She participates in 1/2 of the total innings played.

2. Is a senior and has participated at least three years.

3. Anyone not receiving a varsity award will receive a participation award.

VOLLEYBALL AWARDS

A girl will qualify for a varsity volleyball award when

1. The athlete has had a significant amount of playing time at the varsity level. This is at the discretion of the Head Volleyball coach.

2. If she is a junior varsity player and has been moved up to play varsity and contributed to the team.

3. If they have been injured part way through the season and would have lettered.

4. Is a senior and has participated at least two years.

5. Jr. Varsity awards will be given on the same basis as varsity awards. Anyone not receiving a varsity or jr. varsity award will be awarded a Certificate of Participation.

GOLF AWARDS

1. Played in at least half of the Varsity matches.

2. Averaged in the top seven golfers in terms of average nine-hole score.

3. A Senior that has been a member of the Golf team for three years.

4. Those not receiving Varsity awards will receive Reserve awards or participation awards based on similar criteria and coach's discretion.

MANAGER AWARDS

A boy or girl will qualify for a varsity manager's award when:

1. A manager for a varsity team shall receive a certificate after one season; a varsity letter after two seasons; a plaque after three seasons; a plaque or trophy after four or more seasons.

2. A manager for a junior high, freshman, or reserve team shall receive a certificate after each season.

3. All managers at the high school level shall receive identifying shirts.

4. The coach will decide if the manager qualifies for the award.
(Adopted-Athletic Council March 1984)

CHEERLEADING AWARDS

A girl will qualify for a varsity cheerleading award when:

1. She participates in at least 90% of contests as a member of the varsity football team and/or, basketball squad.

2. Jr. Varsity and freshman awards are based on the same criteria. Anyone not qualifying for a varsity or jr. varsity award will receive a participation certificate.

INDIVIDUAL SPORTS AWARDS

Football
Most Valuable Defensive Back
Most Valuable Offensive Back
Most Valuable Offensive Linemen
Most Valuable Defensive Lineman
Most Valuable Player
Outstanding Specialist

B & G Golf
Most Valuable Player
Most Improved Player
Golden Eagle

Volleyball
Most Valuable Player
Coach's Award
Defensive Specialist
Golden Eagle
Serving Award

Boys Track
Outstanding Field Events
Outstanding Running Events
Most Valuable Track & Field
Most Improved
Coaches Award

Baseball
Most Valuable Player
Golden Glove

Girls Basketball
Most Valuable Player
Most Improved Player
Coach's Award
Golden Eagle
Rebounding Award
Free Throw Award

Wrestling
Most Outstanding Wrestler
Most Improved Wrestler
Most Take Downs
Coach's Award
Most Pins
Fastest Pin

Cross Country
Most Valuable Runner
Most Improved Runner
Golden Eagle

Boys/Girls Soccer
Most Valuable Player
Best Offensive Player
Best Defensive Player
Coach's Award

Girls Track
Most Valuable Performer
Outstanding Field Athlete

Most Improved Player
Outstanding Pitcher
Highest Batting Average

Outstanding Track Athlete
Golden Eagle
Coach's Award

Boys Basketball
Most Valuable Player
Best Foul Shooter
Most Improved
Leading Rebounder
Coach's Award

Cheerleading
Spirit Award
Coach's Award
Most Improved

Softball
Highest Batting Avg.
Golden Glove
MVP
Coach's Award Most Improved

Swimming
Most Valuable
Coach's Award
Most Improved

Dance
Most Valuable
Most Improved
Coach's Award

ANNUAL SPECIAL AWARDS

1. SCHOLAR ATHLETE AWARD

These awards go to a senior boy and girl selected by the Athletic Council or designated committee. To be eligible, an athlete must have (A) a 3.0 or better scholastic accumulative average, (B) earned at least three varsity letters in one or any combination of sports, and (C) lettered in at least one sport during the current school year in which the award is given. (Adopted-Athletic Council March 1984)

2. MR. & MISS EAGLE AWARDS

These awards go automatically to the boy and girl who have earned the greatest number of varsity letters during his or her career at Eastwood. To be eligible, an athlete must (A) be a senior and (B) have earned at least one varsity letter as a senior.

3. MALE & FEMALE ATHLETE OF THE YEAR AWARD

These awards are presented by a vote of all the head coaches to the boy and girl athletes who have excelled during the current year. To be eligible, an athlete must (A) be a senior and (B) earned a letter as a senior.

4. OHSAA ARCHIE GRIFFIN SPORTSMANSHIP AWARD

This award goes to one male and one female student who demonstrate outstanding traits of sportsmanship.

5. 1ST TEAM ALL-STATE HALLWAY

The criteria for inclusion in the 1st Team All-State Hallway are as follows:

Voted Sports
In sports such as Football, Volleyball, Soccer, Basketball, and Softball respective coaches associations are involved in a voting process. An athlete is named All-Ohio through this process. If they are voted to the 1st Team, they have qualified for this award. In Baseball, there are two ways to gain inclusion: 1) be voted to the 1st team by position by the coaches association, 2) be selected to represent your District in the State Coaches All-Star Game now called the Mizuno Classic.

Qualification Sports
In sports such as: Golf, Cross Country, Wrestling and Track & Field, an athlete obtains all-state honors based upon performance. Traditionally, the top six athletes in each individual
event are considered 1st Team All-Ohio; however the respective coaches associations may modify this structure.

Additional Criteria
In all sports, an athlete should qualify for the All-State Hallway if the Coaches Association in that sport designates an athlete to the 1st Team All-Ohio.

Representation
Any athlete who has met the above criteria shall have a plaque in the shape of Ohio embossed with their accomplishment placed in the hallway near the gymnasium. Whenever, possible a picture of the athlete will be placed on the plaque and when a picture is not possible, a plate with the OHSAA or Caches Association logo will appear in its place.

Plaques will be placed on the Wall following the completion of the student's senior year.

(Adopted by Athletic Council 1994)

REFERENCES

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Forsythe, C. E. & Keller, I. A. (1977). Administration of High School Athletics. Englewood Cliffs, N. J: Prentice-Hall.

Heuer, D. (Athletic Director). (1982). Westland High School Athletic Policy Manual . (Manual). Galloway, Oh: Westland High School.

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Zaborniak, H. (Athletic Director). (1988). Eastwood High School Game Plan. (Manual). Pemberville, Oh: Eastwood High School.

ATHLETIC DEPARTMENT FORMS

Pay to Participate Guidelines (pages 46-47)
Emergency Medical Form/Athletic Participation Form (pages 48-49)
Check-out List for Coaches (page 50)
Ticket Accountability (page 51)
Fund Raiser Form (page 52)
Grounds/Facilities Permit (page 53)
Return to Play Form (page 54)
Athletic Injury Report Form (page 55)
Football Warning Letter (page 56)
Coaching Intent Form (page 57)
Equipment Notice Form (page 58)
Coach's Checklist (pages 59-60)
Season Summary (page 61)
Athletic Awards Form (pages 62-63)
Athletic Inventory (page 64)
Head Coach Evaluation (pages 65-66)
Volunteer Coaching Application (page 67)
Coaching Application (page 68-69)
Request for Change of Transportation (page 70)

Pay To Participate Guidelines for the 2012-2013 School Year

The participation fees for the 2012-2013 school year at the HIGH SCHOOL are as follows:

1st Sport - $100.00

2nd Sport - $75.00

3rd Sport - $50.00

*****$500 Cap Per Household*****

CHEERLEADING **- $50.00 PER SEASON**

*****Those students who have qualified for free and reduced lunches will also qualify for a reduced rate for the athletic participation fees. Those students who qualify for a *free* lunch will not pay any participation fees. Those students who qualify for a *reduced* lunch will pay half of the participation fee for that season/sport.**

All athletic participation fees must be paid no later than 3:00pm on the day of their first contest in order to be able to participate in that contest or any further contests.

Parents can contact the athletic director to make arrangements for payment options in the case of extenuating circumstances.

2012-2013 MIDDLE SCHOOL Athletic Participation Fees

As a part of the district's financial plan, the Eastwood Athletic Council has added a middle school athletic participation fee for the 2010-2011 school year. This fee will go into the General Fund and be used to offset the rising cost of the athletic programs (athletic trainer, facilities, transportation, etc). Fees for the middle school are as follows:

1st Sport of the school year:	$50
2nd Sport of the school year:	$25
3rd Sport of the school year:	No cost

*Cheerleaders will pay $25 per season.

The participation fee MUST BE PAID BEFORE THE FIRST CONTEST.
Your son / daughter will not be permitted to travel, participate, or dress with the team until this fee is paid in full.

1. Make checks payable to Eastwood Local Schools. This is NOT a part of the middle school academic fees, so a separate check must be written.

2. In the "Memo" line please write the athlete's name, grade and sport.

3. Please turn payment in to the middle school office – ***coaches are not to accept any money.***

If you are approved for and receive free or reduced lunch, you are eligible for free/reduced participation fees. Families under the reduced lunch plan would pay $25 for the 1st sport and $12.50 for the second; families under the free lunch plan would have all participation fees waived. If you have any questions about the fees, please call the Middle School at 419-833-6011.

Eastwood High School / Middle School Athletic Medical Form

Grade_____

Parent E-Mail _____

EMERGENCY MEDICAL AUTHORIZATION

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

_____ _____ _____

Student Name M or F Birthdate Home Phone

_____ _____

Parent/Guardian Name P.O. Box No./Street Address

_____ _____ _____

Cell Phone Work Phone Number City Zip E-Mail

THE FOLLOWING INDIVIDUALS ARE TO BE CONTACTED IN THE ORDER SPECIFIED:

1. Name: _____Relationship: _____ Cell Phone: _____
   Home Phone: _____ Work Phone: _____
2. Name:_____Relationship: _____ Cell Phone: _____
   Home Phone: _____ Work Phone: _____
3. Name: _____Relationship: _____Cell Phone: _____
   Home Phone: _____ Work Phone: _____

_____

Please check only ONE of the options listed below for treatment:

_____1). **REFUSAL OF CONSENT FOR TREATMENT** _____ _____

Parent Signature **refusing** treatment Date

I do not give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take no action or to:

_____

OR

_____2). **CONSENT FOR TREATMENT** _____ _____

Parent Signature **granting** consent for treatment Date

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for: (1.) the administration of any treatment deemed necessary by the athletic trainer, EMT or by Dr. _____ Phone No. _____(Physician) or Dr. Phone No._____(Dentist) or (2.) the **transfe**r of the child to _____ (hospital) or closest available hospital.. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

I hereby authorize the **Athletic Trainers** at Eastwood Schools to render to my student any preventative measures for injuries, first aid treatment, rehabilitation care, or emergency treatment that they deem reasonable and necessary to the health and well being of the athlete. This includes practice, games, and travel. The Athletic Trainers are under the guidance of the medical directors of the Sport Medicine Department at Wood County Hospital.

MEDICAL HISTORY - Please list important facts concerning the students medical history including allergies, medications being taken, and any impairments for which a physician or athletic trainer should be alerted.

_____

_____

Date of last DPT or Tetanus Booster: _____

INSURANCE INFORMATION

Policy Holder Name: _____ Group Number: _____
Insurance Company: _____ Policy Number: _____
X_____ _____
Parent/ Guardian Signature Date

Secondary Insurance (if applicable):
Policy Holder Name: _____ Group Number: _____
Insurance Company: _____ Policy Number: _____
X_____ _____
Parent/ Guardian Signature Date

Student athletes are reminded they must have a Physical, complete an Emergency Medical Form, and have read with their parents the Athletic Eligibility Form, Athletic Code of Conduct, and Athletic Participation Form. The signature of the student athlete and their parents indicate acceptance and consent of the rules governing Eastwood athletics.

ALL FORMS MUST BE TURNED IN PRIOR TO ANY STUDENT PARTICIPATING IN ATHLETIC.

ATHLETIC PARTICIPATION/ATHLETIC ELIGIBILITY

I hereby certify to each of the following:

a. Our child has permission to participate in the athletic program and to travel with the team by bus or car.
b. The address listed above is our permanent home address and we will notify the school of any change.
c. We understand that through participation in sports our child may suffer physical injury. We will not hold the school liable for injuries, or for the cost of medical care resulting from participation in the athletic program. We have adequate insurance coverage or we will enroll our child in the school accident insurance program.
d. We have read the **athletic code of conduct** and related information in the athletic information pamphlet provided. Furthermore, we agree to comply with the rules and regulations set forth.
e. We have read the entire OHSAA Athletic Eligibility Information Bulletin and have had the opportunity to review its contents with our student. We understand the information contained within this bulletin, and we realize that we will be expected to fulfill the responsibilities in compliance with the rules set forth.
f. We have read and understand the athletic eligibility rules established by the Eastwood Board of Education. We acknowledge that the student has the responsibility to meet these standards

Signing below indicates you have read, understand, and agree to comply with all of the above rules.

X_____ X_____
Signature of Parent/Guardian Date Signature of Student Date

RETURN THIS SHEET TO THE ATHLETIC OFFICE

EASTWOOD HIGH SCHOOL
CHECK OUT LIST FOR COACHES

(Certified and Non-Certified)

This form must be completed and returned to the Athletic Office at the conclusion of the season. For both Certified and Non-certified coaches, this completed form will serve

as certification that you have completed your coaching assignment and therefore are entitled to be paid for your services.

1._____ Equipment collected and stored.

2._____ Inventory of equipment to Athletic Director

3._____Names of athletes who have lost equipment or have outstanding bills.

4._____ Equipment in need of repair or reconditioning boxed and ready for shipment.

5._____List of projected needs for the next season (uniforms, equipment, etc.).

6._____Personnel appraisal and recommendations to Athletic Director or Principal (Head Coach only).

7._____ Scouting mileage forms returned to Athletic Director.

8._____ Keys turned in to Athletic Director (retired & non-certified coaches).

9._____ Emergency medical forms and season summary to Athletic Director.

10.____ Medical Kits to athletic trainer.

_____ Coach

_____ Sport

_____ Season

_____ Date

_____ Coach's Signature

_____ Athletic Director

EASTWOOD TICKET ACCOUNTABILITY

Sport _____ Grade _____ B or G

Eastwood vs. _____

Adults _____ End # _____

(color)

Price _____ Beg # _____

Total _____ = _____

Students _____ End # _____
(color)

Beg # _____

Price _____

Total _____ = _____

Ticket Total _____

Actual Total _____

Difference _____

Ath. Director _____

Pass List

1._____	2._____	3._____
4._____	5._____	6._____
7._____	8._____	9._____
10._____	11._____	12._____
13._____	14._____	15._____
16._____	17._____	18._____
19._____	20._____	21._____
22._____	23._____	24._____
25._____	26._____	27._____
28._____	29._____	30._____
31._____	32._____	33._____
34._____	35._____	36._____

FUND RAISING PROJECT

Requisition Must Accompany This Form!

P.O. # _____
P.O. Date _____

Complete following BEFORE fund raising project is approved:

Name of Organization/Club _____
Type of Project _____
Proposed Starting Date _____
Proposed Ending Date _____

A. Number of Units to be Ordered _____
B. Total Cost of All Items Ordered _____
C. Proposed Sale Price Per Unit _____
D. Anticipated Sales (A x C) _____

Requested by _____ Date _____

Approved by _____ Date _____

_____ _____
Signature of the Superintendent Signature of Treasurer

Complete the following AFTER fund raising project is completed:

E. Number of Units Sold _____
F. Less Returns (A minus E) _____
G. Total to be Accounted for _____
H. Total Sales (C x E) $_____
I. Amount turned into Treasurer's Office $_____
(Amounts for H. and I. should be the same. If not, explain discrepancy) _____
_____
J. Gross Profit from Project (H minus B) $_____

Submitted by _____ Date _____
(Faculty Sponsor Signature)

Reviewed by _____ Date _____
(Principal's Signature)

EASTWOOD SCHOOL FACILITIES "COST FREE" PERMIT

Three (3) copies of the permit must be filled out completely. After approval by principal, one is given to the custodian, one is kept in the school office, and the third copy is to be sent to the superintendent's office.

SCHOOL: _____ DATE & TIME OF ACTIVITY: _____

APPLICATION ON BEHALF OF: _____

APPROXIMATE NUMBER TO ATTEND: _____ PURPOSE OF MEETING: _____

SCHOOL EQUIPMENT NEEDED: _____

SPACE REQUIRED: _____
(Kitchen, Cafeteria, Gym, Classrooms)

RULES GOVERNING THE FREE USE OF SCHOOL FACILITIES

1. The adult in charge of the group agrees to be responsible to the Board of Education for the proper use of the building and grounds.

2. Groups will be charged for any damage caused by their members and for any preparation or undue clean-up necessary because of the activities of the group. If such charge is not paid, the group shall be deprived of further use of the building. Such charges will be paid to the Eastwood Board of Education.

3. The person in charge agrees to prohibit smoking and unbecoming conduct within the building and upon the grounds and to prohibit alcoholic beverages being brought into the building or on the site.

4. It is understood that the doors of the building will not be opened for the group or the meeting to be permitted to start until the adult in charge of the group arrives at the building. It is requested that leaders be prompt, and they are to see that persons not directly involved in the program are denied entrance to the building.

5. The placing of posters, placard, or other material on walls or woodwork is forbidden

6. Proper shoes are to be worn by players using the gymnasium.

7. All persons in the group must be out of the building b y the time agreed upon. The adult in charge of the group must be the last member of the group to leave the building.

8. All persons participating must remain in the building area which has been assigned to them and under the careful supervision of an adult.

9. The use of any building or any part thereof, is granted on the condition that if the building is needed for school functions on any of the listed dates, grantee agrees to forego its use on such date or dates.

10. In an emergency closing of the schools, all activities for the day also close.

I have read all rules governing the free use of school facilities and hereby agree to all terms and conditions.

APPLICANT'S SIGNATURE: _____
ADDRESS: _____

PHONE NUMBER: _____ DATE: _____

_____APPROVED _____DENIED

KEY ISSUED: Yes No Principal's Signature: _____

RETURN TO PLAY FORM

Student Name _____

Address _____

City _____ Zip _____

School _____

Date of Injury _____

Location: practice _____
Competition _____
Other _____

Sport _____ Position Played _____

Coach _____ Phone _____

Description of injury _____

Medical procedures _____

Recommendations

No restrictions as of _____

No practice of play until _____

Expected return to activity _____

Light running only ---- no contact _____

Regular Practice but no contact _____

Return for further care? No _____ Yes _____

Other _____

Physician _____

Phone _____ Date _____

ATHLETIC INJURY REPORT

The school employee either witnessing or supervising at the time, should complete and submit this form within 24 hours of the injury.
IN CASE OF SERIOUS INJURIES, A TELEPHONE REPORT IS TO BE MADE IMMEDIATELY

1. School District _____

2. School _____ Address _____

3. Injurer's Name _____ Age _____ Grade _____

4. Injurer's Address _____ City _____ Zip _____

5. Where did accident occur? _____ Date _____ Time _____

6. Describe how accident occurred:
   _____
   _____

7. Who was the person in charge _____ Was he/she present? _____
   Did the injury violate any school rules? _____

8. Witnesses: _____ Address _____

   Witnesses: _____ Address _____

9. Apparent Nature of Injury;

___Abrasion	___Fracture	___Strain/Sprain
___Contusion	___Cut	___Dislocation
___Internal	___Concussion	_____Other (explain)

10. Injured Part of Body:

___Head	___Finger	___Arm	___Abdomen
___Neck	___Eye	___Leg	___Hand
___Back	___Chest	___Face	___Foot

11. First Aid Procedures Used _____ By Whom _____

12. Disposition of Injured after Accident: ____ Home ____Doctor ____Hospital ____Stayed

13. Who was notified? _____ Relationship to Injured?_____

14. If injured Pupil left school, to whom were they released? _____

15. Name and Attitude of Anyone Contacting the School _____
    _____

16. Student Accident Benefits Available? Name Co. _____

17. Remarks _____

18. Report Completed by _____ Approved by _____

Date _____ Date of report _____

IMPORTANT
INFORMATION LETTER

FOOTBALL MAY BE HAZARDOUS

There have been many improvements made in protective equipment to reduce injuries in the game of football. There have been rules changes, changes in coaching techniques and advances in sports medicine, all for the purpose of decreasing injuries.

Football causes fewer injuries and deaths than caused by highway accidents. Sports like swimming, rafting, boating, and racing all produce more catastrophic injuries than football.

However, it is important for you to know that injuries do occur in football and that some of these injuries are catastrophic. Catastrophic injury means permanent, serious injury such as total paralysis, partial paralysis and even death. It is possible for this to happen to you and you should fully understand this before participating in the sport.

.....

I have read the above statement and fully understand its implications. I recognize the risks of participating and waive any and all claims against Eastwood School District, and its Athletic Department and staff.

Signed: _____ Date: _____
Player

Signed: _____ Date: _____
Parent/Guardian

COACHING INTENT FORM
EASTWOOD LOCAL SCHOOL DISTRICT

Date _____

Coach _____

Coaching Assignment _____

In order to make coaching recommendations for the _____ school year, I would appreciate any indication at this time concerning your plans for next year. Please check the appropriate statement(s) and return to me by _____.

___ I would like the same assignment.
___I would like a change in assignment.
___I would like a conference to discuss coaching assignments.
___I do not plan on coaching next year.
___Plans are indefinite. Please explain _____

_____

_____
Athletic Director

EASTWOOD ATHLETIC DEPARTMENT
EQUIPMENT NOTIFICATION

DATE_____

NAME _____ GRADE _____ SPORT_____

Our records indicate that you still have athletic equipment that has not been returned. If you still have the equipment, your must return it to your coach or the Athletic Director immediately. If you have lost the equipment, you must pay the replacement cost listed below.

Number _____ Item _____ Replacement Cost _____

Your help in returning borrowed equipment promptly is greatly appreciated.

COACH'S CHECKLIST
BEFORE THE FIRST PRACTICE:

_____ Check with AD on new equipment purchases.

_____ Communicate with your assistant coaches concerning their responsibilities and your expectations.

_____ Check to make sure all coaches have completed the necessary sports medicine, OHSAA Coaching Certification, CPR requirements and all necessary fingerprinting.

_____ Join any coaches associations that may be applicable.

_____ Publicize and hold an organizational meeting for your sport, including a meeting with incoming freshmen, if applicable.

_____Discuss with the AD the athletic budgets.

_____ Check with AD on any athletic department policies, if needed.

_____ Pass out the athlete/parent information brochures. Explain information to all athletes.

_____ Assure all athletic emergency medical forms and OHSAA physical forms are properly filled out and turned in to the office, prior to allowing them to practice.

_____ Check on practice time schedules with AD, if applicable.

_____ Check on picture day times, if applicable.

_____ Check on picture day times, if applicable.

BEFORE THE FIRST GAME

_____ Attend rules interpretation meetings, if required.

_____ Discuss with your team the Code of Conduct and Disciplinary Procedures.

_____ Record equipment that each athlete receives making sure that all equipment is marked.

_____ Turn in rosters with numbers and positions, if applicable, to the AD and secretary as soon as possible.

_____ Communicate with AD on any problems with athletes or parents.

DURING SEASON

_____ Verify accuracy of provided eligibility list.

_____ Call results in to the local newspapers, win or lose.

_____ Check daily absence list on all days of practices and games and check for ineligible athletes.

_____ Communicate with AD on any problems with athletes or parents.

_____ Fill out an injury report form on any athletes that are injured during practice or a game. Do this within 24 hours of incident.

_____ Have a conference with any athletes that decide to quit the team. Make sure all equipment is turned in.

BEFORE THE ATHLETIC BANQUET:

_____ Attend any meetings for the selection of all-conference or all-district players.

_____ Turn in awards list to AD and secretary.

_____ Collect all equipment from your athletes, inventory and store.

_____ Turn in your inventory list, lost equipment list, and season summary report to AD.

_____ Turn in season summary list, list of special awards, and letter awards to the secretary promptly, after the conclusion of your season.

_____ Turn in scouting vouchers, if permitted by the budget.

_____ Evaluate your staff and complete self-evaluation.

DURING THE OFF SEASON:

_____ Complete the budget requisition for the next school year.

_____ Consult with the AD on purchases for next year.

_____ Attend clinics to improve as a coach. Reimbursement may be made if the budget allows for it.

_____ Encourage your athletes to stay involved with off season training (ex. Weight training, open gym, etc.).

_____ Plan a camp for your athletes, if applicable.

_____ Attend and support other sport and school functions.

SEASON SUMMARY

SPORT_____ LEVEL _____ GIRLS _____ BOYS _____

COACH _____ LEAGUE RECORD _____ OVERALL _____

	Opponents	Home	Opp.		Opponents	Home	Opp.
1.				16.			
2.				17.			
3.				18.			
4.				19.			
5.				20.			
6.				21.			
7.				22.			
8.				23.			
9.				24.			
10.				25.			
11.				26.			
12.				27.			
13.				28.			
14.				29.			
15.				30.			

SPECIAL AWARDS OR HONORS (TEAM AND INDIVIDUAL, ALL LEAGUE, COUNTY, AND STATE)

_____

_____

_____

_____

_____

SPECIAL AWARDS*

NAME OF RECIPIENT	NAME OF AWARD
1.	
2.	
3.	
4.	
5.	
6.	

*PLEASE CHECK THE HANDBOOK TO FIND OUT WHAT AWARDS YOU ARE TO GIVE

PARTICIPATION AWARDS	FRESHMAN AWARDS

EASTWOOD HIGH SCHOOL ATHLETIC AWARDS

SPORT _____ **COACH** _____

YEAR _____ **RETURN FORM BY:** _____

Please list name/grade of athletes to receive awards (or attach on a separate document).

<table>
<tr><td rowspan="2">1st Year Letter Award Grade</td><td rowspan="2">2nd Year Letter Award Grade</td><td>3rd Year Letter Award Grade</td></tr>
<tr><td>4th Year Letter Award Grade</td></tr>
<tr><td>1st Year JV Grade</td><td>2nd Year JV Grade</td><td>3rd Year JV Grade</td></tr>
</table>

		4th Year JV Grade

EASTWOOD ATHLETICS
INVENTORY

SPORT _____ DATE _____

COACH _____ SEASON _____

Amount	Item	Cost per Unit to Replace	Total	Stored

Storage Places: Please write exact location of this item in case we need to locate them after you have left.

EASTWOOD ATHLETIC DEPARTMENT

Coach Evaluation Criteria

Coach Sport Date

PERSONAL CHARACTER	*Exceeds Expectations*	*Meets Expectations*	*Below Expectations*	*Not Observed*
Self Control				
Initiative				
Punctuality				
Enthusiasm				
Tolerance for Stress				
Appropriate Role Model				
Appearance				

LEADERSHIP QUALITIES	*Exceeds Expectations*	*Meets Expectations*	*Below Expectations*	*Not Observed*
Attention to Duties Assigned				
Develop/Implement Well-planned Program				
Implement Policies, Including Eligibility				
Cooperation with Co-workers/Supervision				
Relationship with Parents				
ORGANIZATION/COMMUNICATION SKILLS	*Exceeds Expectations*	*Meets Expectations*	*Below Expectations*	*Not Observed*
Preparation of Written Reports (on time & organized)				
Attendance @ Coaches Clinics/Rules Meetings				
Public Relations: Cooperation with Media				
Relationship with Staff Members				
Involvement in Professional Organization				

Technical and Professional Knowledge				
Care of Equipment and Facilities				
Ability to Recruit and Keep Students Participating				
COACHING PERFORMANCE	*Exceeds Expectations*	*Meets Expectations*	*Below Expectations*	*Not Observed*
High Expectations for all Athletes				
Fairness, Communication, and Patience w/ Athletes				
Sideline Conduct with Officials and Players				
Execution of Specific Assignments for Asst. Coaches				
Exhibits and Demands Good Sportsmanship				
Works Towards Improving Program				

Explanation of "Below Expectations"

II Comments by Evaluator

III. Comments by Coach

Signature of Evaluator Date

_____

Coach's Signature Date

VOLUNTEER COACHING APPLICATION
EASTWOOD LOCAL SCHOOLS

Name _____

Address _____ Phone _____

Position Applying for: _____

High School Attended: _____

Sports Participation Letters Earned Other Honors

_____

_____

_____

College Attended: _____

Sports Participation Letters Earned Other honors

_____

_____

_____

Other Sports Participation:

_____

_____

_____

Any Paid Coaching Experiences:

_____

_____

_____

Do you have a valid First Aid Certificate? Yes ___ & Date _____ No____

REFERENCES: Give name, address and telephone number.

_____

_____

_____

COACHING APPLICATION

EASTWOOD LOCAL SCHOOLS
4900 Sugar Ridge Rd
Pemberville, OH 43450
Phone: 419 833-3611 or 1-877-287-3217

Name _____

Address _____

City, State, Zip _____

Phone _____

Position Desired _____

COACHING EXPERIENCE (Use extra sheet if necessary)

School	Level	Position	From	To	Reason for Leaving

COACHING REFERENCES

Name	Position	School	Address	Phone

PHILOSOPHY (Explain briefly your philosophy as it applies to the following areas)

1. Winning

   _____
   _____
   _____

2. Sportsmanship

3. Discipline

4. Any other information relevant to this position:

RELATED COACHING RESPONSIBILITIES:

1. Submits requisitions for equipment and supplies through the Athletic Director.
2. Is responsible for care of equipment including: inventory, issue to athletes, and storage.
3. Informs athletes of the possible dangers involved in sport participation.
4. Submits to the Athletic Director a year-end season summary and list of award winners.

EASTWOOD ATHLETIC DEPARTMENT
REQUEST FOR CHANGE OF TRANSPORTATION

Date of Request _____ Sport _____

Date of Contest _____ Location _____

Athlete's Name _____ Grade _____

Parent's/Guardian's Name _____

Reason for Request _____

_____

_____

Parent's/Guardian' Signature _____ Date _____

Coach's Signature _____ Date _____

Guidelines for Change of Transportation Request

1. All team members are expected to ride school transportation to and from the contest. Under special circumstances, if an athlete must return home with a parent rather than ride the school transportation, the athlete must request this note from the coach in advance.

2. Athletes that request to ride non-school transportation must ride with their parent/guardian. Athletes will not be permitted to ride with another parent/guardian unless specifically approved by the parent/guardian in writing.

3. Under no circumstances with athletes drive their own vehicles to or from contests.

4. The parent/guardian must present this note to the coach prior to the start of the athletic contest.