Wildcats

Athletic Department Handbook

Board Approved – June Meeting
2026 – 2027 School Year

DELPHOS CITY SCHOOLS
JEFFERSON ATHLETIC HANDBOOK

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MISSION STATEMENT

The Delphos Jefferson Athletic Department strives to provide a program of interscholastic athletics from which participating students can take advantage of all benefits that participation can offer. Athletics at Delphos Jefferson endeavors to have one goal: **Excellence!** Through participation in the athletic program, a student-athlete should strive to maintain excellence academically and socially, as well as setting the standard for excellence in dedication to sportsmanship, putting forth effort, the will to win, the understanding of losing, and the development of individual and team skills.

PHILOSOPHY

The basic educational philosophy of the Delphos Jefferson Schools is to prepare our students to become productive, contributing citizens of our community and society. We believe that a comprehensive program of student activities is vital to the education of our students. The athletic program of Delphos Jefferson Schools is open to **ALL** students who are enrolled, attend, and who meet the academic and residential standards of the Delphos City Schools District. The athletic programs should provide additional experiences that may not be fostered in the normal classroom setting. However, participation in athletics at Jefferson is **not a right, but an extension** to those that follow the rules of the code of conduct.

Within this context, the purpose of the school's activity program is to foster and promote:

- Age appropriate physical, social, mental, and emotional development.
- Competition, teamwork, and sportsmanship while achieving the goals of success and participation.
- An integral relationship between a sound mind and a sound body leading to a lifetime appreciation of physical fitness and good health habits.
- A positive feeling of school loyalty and pride which can be shared by all participants, other students, parents, coaches, and the community as a whole.

OBJECTIVES

1. To provide for our students a series of experiences which will provide wholesome and friendly participation, improved playing skills, good sportsmanship, new friends, and better community relationships.
2. To provide a fine school-community relationship, creating for the school and community a program of education and entertainment through athletics.
3. To realize the value of hard work, the participant's experience in a planning program is nurtured on the fundamental that hard work is the key to success but does not guarantee to the student that hard work is the only means of realizing any objective.
4. To develop an appreciation for individual excellence. To make the maximum contribution to the team, school, job, or profession requires the individual to deliver his or her full potential. Activities place a premium on the students being prepared to do their best.

ATTENDANCE / ELIGIBILITY POLICY FOR ATHLETES

ATHLETIC ELIGIBILITY REQUIREMENTS

1. To participate in extra-curricular activities, a student must have at least a **1.25** grade point average in the preceding Grading period **and** earned a passing grade in **5 academic classes**.
2. Eligibility is determined at the end of each grading period (Quarter grade cards).
3. An athlete must be in by 11:30AM and remain until 2:55 pm to be eligible to participate in sports.
   If you report late and have early release, you must remain at school till 2:55 to be eligible that day.
   A pre-arranged excused absence must be cleared with the principal and will permit the student to be out of school and still retain eligibility that day.
4. An unexcused absence results in being ineligible to participate that day.
5. During a student's ineligibility, the athlete may practice and accompany team to contests, however, the athlete may not dress or participate in the event.

7th and 8th grade students must have received passing grades in a minimum of **four** subjects in which they were enrolled the preceding grading period to participate in following athletic season.

Eligibility is determined at the end of each grading period (Quarter grading cards).

During a student's ineligibility, the athlete may practice and accompany team to contests; however, the athlete may not dress or participate in the event.

TEAM NAMES AND MASCOT

Authorization will be given permission to use the **Jefferson** name and **Wildcats** mascot for those sports or organizations that are approved by the Delphos Board of Education.

Teams that are under the supervision of an employed or approved coach and are extensions of an approved program are also granted permission to use **Jefferson** and **Wildcats** as the team/squad name.

The Delphos Board of Education has granted permission for authorized Club Teams to use Delphos City Schools Facilities for the use of practices and games. Permission for the use of facilities by Club Teams could be revoked at any time by the Delphos Board of Education.

GYM AVAILABILTIY

1. A sport in season (varsity, junior varsity, and junior high) shall have first use of scheduling of the gym. Every effort will be made to schedule gym time and practice schedules to accommodate Jr. High sports as early as possible.
2. Contact the athletic director as soon as possible if the gym is not going to be used at the assigned time so that someone else may use the practice time.
3. The athletic director will schedule gym use times in cooperation with the building principals and coaches. The usage / times will be kept on a calendar by the Athletic Director online.

REQUIRED FORMS TO BE COMPLETED BEFORE PARTICIPATION

The athlete will not be permitted to practice / tryout / participate in contests until all forms and physical are completed in FINAL FORMS, or returned the Athletic Office / School Office

ATHLETIC FORMS

FOUND IN THE ATHLETES FINAL FORMS ACCOUNT

1. **Physical Form**
   - *** Form may be printed off or picked up in the Athletic office or School Office**
   - *** It must be returned to the athletic office / School Office**
   - ***OR Uploaded to Final Forms**

   a. Every athlete must have returned the completed physical exam form before practice / tryouts /contests by the first day of practice as determined by the OHSAA.

   b. One physical is required Every 13 Months

2. **All Forms on Final Forms must be read / watched and signed off on.**

SQUAD SELECTION

It is the philosophy of the Delphos Jefferson Athletic Department that athletic participation is open to as many students as possible. However, due to the nature of some athletic programs, it is sometimes necessary to limit the number of athletes on a particular squad. When such squad selections are necessary, the following guidelines will apply:

1. The head coach will establish criteria for team selection. Student participated in an off-season program will have no bearing on squad selection.

2. These criteria will be explained to all squad candidates at the very beginning of the season before tryouts.

3. The coach will notify the athletes, in advance, of the date of the squad selections and of the approximate number to be kept on the squad.

4. Explanation of the selection procedures:
    a. Coach will meet with all candidates;
    b. Candidates will be told of their failure to make the team and why;
    c. A posted list may be used to show team assignments but should not be used to show team selection.

Athletes and parents should note that squad selection is, by its very nature, subjective in judgment. As long as the coach follows the principals listed above, the administration will not intervene.

GRIEVANCE POLICY

Any grievances athletes or parents have must be channeled through the following people in the following order:

1. **Head Coach**
2. **Athletic Director**
3. **Principal**
4. **Superintendent**
5. **Board of Education.**

JEFFERSON ATHLETIC CODE OF CONDUCT

ELIGIBILITY AND TRAINING RULES FOR ATHLETES

By participating in athletics at Delphos Jefferson Junior-Senior High School, students are accepting the responsibilities of an athlete and will abide by all policies, rules, and regulations established by the Delphos Jefferson Board of Education, the Ohio High School Athletic Association, the Northwest Conference, and the coach. The Code of Conduct takes effect the first day of practice and continues to the end of the season as described by OHSAA.

The following rules and regulations have been developed to serve as a basis for all sports offered at Delphos Jefferson. Some violations will result in penalties. Violations must be reported by members of the coaching staff, athletic director, and administration.

1. Participation

An athlete may be a participant in up to two sports during the assigned OHSAA season. **He / She must complete the DUAL SPORT PARTICPATION FORM BEFORE THE START OF PRACTICES**.

If an athlete is on the squad after the first game in a sport, he or she cannot be a candidate for another sport during the same OHSAA season. For example, a boy could not quit or be dismissed from one team after the first game and participate for another team during the same OHSAA season.

2. **Athlete**

An athlete is any student in grades 7 – 12 who is currently participating, who has participated, and who will be participating in the future for any of Jefferson interscholastic athlete team.

3. **Eligibility**

The Jefferson athlete will meet the standards by the Ohio High School Athletic Association and the Delphos Jefferson Board of Education.

4. **Scholarship**

All athletes must maintain the standards of scholarship as defined by the OHSAA and Delphos Jefferson. Coaches are expected to work with teachers in encouraging athletes to strive for good scholarship.

5. **Citizenship**

Athletes are expected to maintain proper character traits during school and while attending all school activities. The coach shall work with the other staff members in an effort to maintain acceptable attitudes, behavior, respect, and character for all athletes under their jurisdiction. Consistent violations of good citizenship, or a single gross violation, may be grounds for denying participation from the team. Unsportsmanlike conduct and profanity are prohibited. Acts of misbehavior requiring ejection from a contest must be reported to the State Athletic Association and could result in the student being denied the privilege of further competition. Repeated violations will result in dismissal. Fighting, immoral conduct, public profanity or obscenity, vandalism, and criminal acts may result in dismissal from the team. Penalties will be determined by the type of infraction. This will be determined by a committee of the athletic director, head coach of the violator, another coach, and principal.

6. **Violations**

Violations are based on a Graduated Continuum. Violations are from August through June (During Participation). Attendance at all practice sessions and games are required unless prior permission has been obtained.

Smoking/Drinking/Drug Violations/E Cigarettes/Etc.:

- 1st Offense: The Athlete will be suspended for a number of dates as described below with the suspension starting immediately. The suspension does not allow scrimmages to count as one of the contests.
- Suspension must be served at the same level your primary level of participation.
- If a contest is not played (Cancelled – Weather – etc) it DOES NOT count towards a game served on the suspension.
- Incomplete suspensions will be carried over to the following season. Cheerleader violations will be applied based on the sport season in which the violation occurred.

    - **2 DATE Suspensions**

Varsity Football	JH Wrestling	Varsity Track
JV Football	JH Basketball	JH Track
JH Football	Varsity Wrestling	
JH Volleyball		
Golf		
Soccer		

    - **3 DATE Suspensions**

Varsity Volleyball	Varsity Basketball	Varsity Baseball
JV Volleyball	JV Basketball	JV Baseball
	Bowling	Varsity Softball
		JV Softball

- 2nd Offense: The athlete will be suspended from participating in any school sponsored sport for (1) calendar year.
- 3rd Offense: The athlete will be suspended from participating in any school sponsored sport for the remaining years of high school eligibility.

While under Suspension

While under suspension, the athlete will be permitted to practice with the team but will NOT be permitted to dress for the games.

Dual Sports Athletes Suspension

Will serve a total game suspension equal to the higher number of games denied. Will be split between both sports. Must sit a minimum of one contest in each sport. Cannot serve total suspension in one sport.

Attendance

Team rules involving attendance should be discussed at pre-season parent meeting.

7. **Physical Examinations**

Physical examinations are required by rules established by the Ohio High School Athletic Association. These must be obtained before a participant will be allowed to practice with a team.

8. **Insurance**

Delphos Jefferson City Schools / Athletic Department do not carry any type of insurance for its Athletes. Insurance is the responsibility of the family.

9. **Transportation of Athletic Teams**

- All athletic teams and coaches will travel in Board-owned vehicles unless prior approval is granted. Other than Board-owned vehicle transportation must be approved by the Athletic Director or Principal. In no circumstances will students be approved as drivers for the transportation of athletic teams.
- The head coach and assistants will assume all responsibility for conduct and discipline. Dress must be appropriate.
- Coaches should have a definite time for starting a trip.
- Requests for busses should be submitted to the athletic director. Any changes in plans should be immediately reported to the athletic director. Every attempt will be made to have busses available as soon as possible.
- Alternate transportation may be provided by other means than Board –owned vehicles by completing a Private Transportation Trip Request Form, providing proof of insurance and having a valid driver's license. This must be on file in the school office preceding the planned trip.
- A permission slip signed by the parent/guardian must be completed and submitted to the Coach or Athletic Director for each athlete being transported by Private Transportation prior to the trip.

ATHLETIC DEPARTMENT PASS POLICY

Scheduling of athletic contests will be under the direction of the athletic director. Tickets for games will be made available under the direction of the athletic director. Rules for distribution of tickets and passes will be according to the following:

1. No admission charge to an athletic contest will be made for attending team physicians, working game crew personnel.
2. Reserved seats can be obtained by contacting the Administration Building
3. Cost of these pass/tickets will be approved by the Board of Education.
4. Each Board of Education member, superintendent, principals, athletic director, and athletic personnel will be admitted at no charge by showing their Pass Card and having it punched.
5. Delphos St. Johns will receive 4 free admission passes to Delphos Jefferson home contests
6. The Athletic Ticket Prices/Policy is included in the Appendix.
7. Staff member may receive a pass to all contest admitting staff member + one

OTHER PASSES

The athletic department will distribute any NWC passes provided by the league
These will be issued to coaches who are in-season and other athletic personnel for away games.
Violation or abuse of the policy may result in coaches forfeiting rights to league passes.

PRACTICE SESSIONS

1. There shall be supervision and control at all times by an approved coach.
2. In the event of cancellation of school:
   HS practices / games with be allowed if traveling conditions have improved with administration approval
   JH practices & games will be cancelled – Fog cancellations will be evaluated separately.
3. At the **OHSAA Pre Season meeting** coaches will cover rules, obligations, and expectations for the season.
4. Practice sessions starting dates will be no sooner than allowable dates set by the Ohio High School Athletic Association.
5. The weight room must be supervised at all times.

QUITING A SPORT

1. If an athlete quits a sport after the first interscholastic contest, said athlete may not participate in another sport until the end of the current OHSAA season of the sport the athlete quit. Exception: The athlete left a sport for a medical reason – Verified by family physician or other medical personnel OR is a dual sport athlete
2. If an athlete quits a sport before the first interscholastic contest, he may go out for another sport only if both coaches approve.
3. If a player is cut before the first interscholastic contest, the athlete may go out for another sport.
4. If an athlete quits a sport before the end of the season – they will receive no awards for that sport

Delphos City School District

PARENT/SPECTATOR CODE OF CONDUCT AND SPORTSMANSHIP

As fans of the athletic teams of the Delphos City Schools you should acknowledge that you, as an adult, are a role model for our student athletes. We all need to remind ourselves that athletics are an extension of the classroom, offering learning experiences for our students. It is the hope and expectation of the Delphos City School District that our spectators have an understanding of the spirit of fair play, sportsmanship, and respect for others.

Parent/Spectator Conduct Guidelines

- Demonstrate good sportsmanship by being a good role model
- Treat players, coaches, game officials and other fans with respect
- If you as a parent have a concern, speak with the coach at an appropriate time and piace — never before, during or immediately after a contest. Make an appointment at a later time. The chain of command for concerns is the coach, athletic director/principal, superintendent and BOE.
- Refrain from booing or heckling officials. Always remember, this contest is just a game
- Refrain from displays of anger and the use of profanity. These displays cannot be accepted
- Do not attend games while under the influence of alcohol or drugs
- Do not attempt to coach or give direction to players during a contest. This undermines the objectives of the coaches and will likely embarrass your son or daughter
- Always remember that your ticket to a Wildcat athletic event provides you with the "privilege" of observing the contest and supporting your team, not berating the game officials, coaches or players.

Please understand that a failure to comply by the Code of Conduct may subject fans to disciplinary actions that could include, but not limited to, the following:

- Verbal Warning
- Written Warning
- Game Suspension
- Season Suspension

Please help to make attending Delphos Wildcat Athletic Contests an enjoyable experience for all of our fans and student athletes.

Delphos City Schools BOE School Administrators and Athletic Dept.

BOARD OF EDUCATION REQUIREMENTS FOR COACHES

To show evidence of good moral character and competence to perform the duties of the position, the Delphos Board of Education requires the following criteria from all paid and volunteer coaches for grades 7 – 12:

1. **Pupil Activity Permit:**
   - Must be completed every (3) years minimum or matching teaching license
   - Activity Permits must be on file with the Superintendent's Office before coaching can begin.
   - Pupil Activity Permit Applications can be obtained from the Superintendent's Office.
2. **NFHS Fundamentals of Coaching Course**
   - Required to complete (1) time (On line from OHSAA)
3. **Concussion Course**
   - Required to complete every 3 years (On line from OHSAA)
4. **CPR Certification**
   - Must hold current CPR Certification
5. **BCI & FBI Background Check (Finger Printing)**
   - BCI – One time for as long as you are employed by Delphos City Schools
   - FBI - Must be completed every (5) years to obtain Pupil Activity Permit
6. **Sudden Cardiac Arrest Certification**
   Must present completion certificate (On line from OHSAA)
   This must be done each year
7. **Mental Heath** – Certification (when renewing – 1st PAV)
8. **Fraud Training** – For Paid Coaches

Any & All Additional Certifications Required by the OHSAA

Volunteer Coaches:

1. Volunteer Coaches – Must be Board Approved and complete requirements listed above.
2. Any athletic programs that are not sponsored by the Board of Education will be constantly supervised and monitored by the head coach of that sport. (Grades 6 and younger)

GUIDELINES FOR THE USE OF VOLUNTEERS

A volunteer is an individual who assists in the coaching, supervision, or direction of students in a specific program and is not under contract with the Delphos Jefferson Board of Education.

1. Any person desiring to serve as a volunteer, prior to serving, must be recommended by the head coach of the program and with the permission of the Athletic Director or building Principal under whom the program operates. All volunteer guidelines must be followed.
2. All volunteer coaches (grades 7-12) must complete board of education requirements to coach.

COACHES' PRE-SEASON RESPONSIBILITIES

All forms need to be on file with the athletic director or downloaded to FINAL FORMS
The administration will **not** permit athletes to participate in any capacity if all forms are not submitted. The athlete needs to complete only one set of forms for the entire school year. These will cover all sports seasons.

1. Before the first day of practice an athlete is required to have:
    a. Current Physical
    b. Mercy Health / St. Rita's Information Release Form
    c. Pre-participation Physical Release Form
    d. Impact Information Sheet and Signature Form
    e. Sudden Cardiac Arrest Form
    Any & All other Forms required b the OHSAA or Delphos Jefferson

2. All coaches are required to have parent/student meetings before the season begins.

3. Team rosters shall be completed as soon as possible and turned into the athletic director.

4. Team policy and Code of Conduct should be discussed at Pre Season Meeting

COACHES' POST-SEASON RESPONSIBILITIES

Coaches must complete the following items and submit to the athletic director at soon as possible after their last contest or when requested by the Athletic Director.

1. Final squad list with letter and certificate winners
2. Special awards to be ordered
3. Season record and statistics
4. Inventory of equipment and location of storage
    a. Names of students who have not returned equipment
5. Scheduling suggestions

COACHES EVALUATION POLICY

The Delphos Jefferson High School Athletic Department has implemented an evaluation program for all coaches. With the cooperation, assistance, and consent of the coaches, an evaluation instrument has been established.

The Board of Education has the final decision in the employment of coaches. The athletic director and / or principal will conduct an evaluation on coaches which will be available to the Superintendent and the Board of Education.

HEAD COACHES

1. The Head Coach will meet Principal and / or Athletic director for their and program evaluation The principal and / or athletic director will complete an evaluation With the Head Coach
2. Head coach will sign the evaluation form.
3. Head coach will have the opportunity to disagree with the evaluation and state reasons for disagreement.
4. Copies of the evaluation will be available for: coach, principal, athletic director, and superintendent of schools.

ASSISTANT COACHES

1. The Head Coach evaluate all of their assistants – Paid & Volunteer and submit it to the Principal and / or Athletic Director at their evaluation.

BOARD SPONSORED AND APPROVED ATHLETIC PROGRAMS

Per Participation Numbers Chart

If numbers indicate a need for said program

Fall Sports	Winter Sports	Spring Sports
Cheer – Varsity Football	Cheer – Varsity Basketball	Baseball – Varsity
Cheer – JV Football	Cheer – JV Basketball	Baseball – JV
Cheer – Freshmen Football	Cheer – Freshmen Basketball	Softball – Varsity
Cheer – Jr. High Football	Cheer – Jr. High Basketball	Softball – JV
Golf – Girls & Boys Varsity	Boys Bowling	Track – Varsity
Golf – JV	Girls Bowling – With Boys	Track – Jr. High
Football – Varsity	Boys Basketball – Varsity	
Football – JV	Boys Basketball – JV	
Football – Freshmen	Boys Basketball – Freshmen	
Football – Jr. High	Boys Basketball – Jr. High	
Soccer – Varsity	Girls Basketball – Varsity	
Soccer – JV	Girls Basketball – JV	
Volleyball – Varsity	Girls Basketball – Jr. High	
Volleyball – JV	Wrestling – Varsity	
Volleyball – Freshmen	Wrestling – JV	
Volleyball – Jr. High	Wrestling – Jr. High	

PAID COACHING POSITIONS

Per Participation Numbers Chart

Fall Sports	Winter Sports	Spring Sports
FOOTBALL CHEER	**BASKETBALL CHEER**	**BASEBALL**
Varsity Coach	Varsity Coach	Head Coach
JV Coach	JV Coach	JV Coach
Freshmen Coach	Freshmen Coach	**SOFTBALL**
Jr. High Coach	Jr. High Coach	Head Coach
Jr. High Coach	**BOYS BASKETBALL**	JV Coach
FOOTBALL	Head Coach	**TRACK AND FIELD**
Head Coach	JV Coach	Boys Head Coach
(2) Varsity Assistants	Freshmen Coach	Girls Head Coach
JV Coach	8th Grade Coach	Assistant Varsity Coach
Freshmen Coach	7th Grade Coach	Jr. High Track Coach
Head Jr. High Coach	**GIRLS BASKETBALL**	Jr. High Track Coach
Assistant Jr. High Coach	Head Coach	
GOLF	JV Coach	
Head Coach – Boy / Girls	8th Grade Coach	
JV Coach	7th Grade Coach	
SOCCER	**WRESTLING**	
Varsity Coach	Head Coach	
JV Coach	JV Coach	
VOLLEYBALL	Jr. High Coach	
Head Coach	**BOWLING**	
JV Coach	Head Coach	
Freshmen Coach		
8th Grade Coach		
7th Grade Coach		

BASIS FOR ATLETIC AWARDS

Criteria:

1. Coaches Recommendation

1. Coaches Individual Requirements for each specific sport

Varsity Letters will be awarded to all seniors on the successful completion of the season and the coaches recommendation.

Varsity Letters may be awarded at the discretion of the Head Coach if an athlete is injured and may not be able to fulfill the requirements specified in the awards criteria.

ATHLETIC DEPARTMENT AWARDS

Christy Award	One / Team - MPV –Voted on by Team & Coaches (Plaque)
Senior Award	Coaches Recommendation – Must have played same sport for 3 years (Plaque)

Lettering

4 years	=	Trophy & Chevron
3 years	=	Wood Plaque & Chevron
2 years	=	Certificate & Chevron
1st year	=	Certificate – Chevron & 6” D

NO LETTER

4” D	=	1 Time
Bar	=	1 each year
Insert	=	(Sport Pin) 1 Time
Numerals	=	1 set first year – 1st sport

Northwest Conference Academic Recognition

Gold NWC = 3.5 – 4.0
MUST HAVE EARNED A VARSITY LETTER

Silver NWC = 3.0 – 3.49 NWC = No longer recognizes Silver

Delphos Jefferson will explore a school award

Delphos Jefferson - Guidelines for Coaches

1. Clinics / Tournaments 2. State – Regional

Leave

Clinic

Cost covered by Athletic Department (If money is available)

- High School Team Coaches will be excused as a Professional Day

  2 Days Maximum
- If no Professional days remain and request is denied - May use Personal Days if any remain
- **Attach a copy of the clinic information with receipts**

State Tournament - No Participants

Cost covered by Athletic Department (If money is available)

- High School Team Coaches will be excused as a Professional Day
  2 Days Maximum
- If no Professional days remain and request is denied - May use Personal Days if any remain
- **With Team / Team Members competing = Professional Days**

Expenses:

Lodging

- Paid by Athletic Department **(Need Requisition)**
- Max $ 200.00 / coach
- Minimum 2 Coaches / Room

** Reserve Room - Can hold with Personal Credit Card
- Give information to Kendra she will call Hotel to send Tax Exempt Information

Meals

- $ 40 / Day

(Need Requisition)

** MUST be an overnight stay

Mileage

- Coaches are to use school transportation if available

Need: Requisition – Map Quest & School Mileage form Signed and returned after trip

- **If School transportation (Vans) are unavailable**
- **Athletic Dept. will reimburse at** - Paid at Board approved Rate for use of your private vehicle (If school Van not available)
- Must attach a Google Maps Mileage Page to destination

Parking

- **Must return receipt to be Reimbursed**

Delphos Jefferson - Guidelines for Competing Athletes

State – Regional Tournaments - Qualifiers

Expenses

Lodging

(Need Requisition) – Put on with Coaches

- Max $ 2000.00 / Athlete
- Minimum 4 Athletes / Room
  * Unless less than 4 participating **OR** Male / Female Numbers less than 4

Meals

- Booster Supplied Team Money - $ 40 / Day

(Need Requisition) Example Attached

- **Do this as a total cost for your athletes**
- **Check will be made out to coach and they will disperse to athletes who will sign for it**

* **Must sign on Meal – Money Allowance sheet showing how much money they received (Attached)**

Equipment:

Uniforms:
To enable the athletic department to project uniform purchases over a span of years and to ensure each team the best possible equipment, the department has established:

1. School colors are Red with Black as a highlight
2. Uniforms of all Jefferson teams will be of those colors

Four Year Rotation:
Varsity Uniforms are rotated down to JV teams whenever possible. We would like to get a minimum of 8 years' total use out of uniforms

We would like to get 8 years out of Football & Wrestling uniforms. Replacements of worn or purchased uniforms will be made on a yearly basis.

Special arrangements can be made with the athletic director when uniforms need to be ordered. Quantities and cost will be discussed before ordering.

Purchase of Equipment

1. Members of the coaching staff must make requests for equipment through the athletic director. The athletic department must sanction all equipment purchases. Unauthorized purchases become the responsibility of the purchaser.

2. All major purchases shall have the approval of the athletic director before ordering. Coaches shall provide cost on items by completing a requisition form. He athletic director will the obtain a purchase order number to be used for the purchase.

3. Purchases from individual sports accounts shall have the approval of the athletic director before ordering.

Care of Equipment:

1. All uniforms must be collected following the sports season and inventoried
2. Equipment should be cleaned and stored in a proper location

Appendix

High School Athletic Director Job Description

Boys Faculty Manager Job Description

Girls Faculty Manager Job Description

Head Coach Job Description

Assistant Coach Job Description

Jr. High Coach Job Description

Private Transportation Trip Request

Co-Curricular / Extra Curricular Event – Trip Request

Athletic Ticket Prices / Policy

Head Coaching Evaluation Form

Head Coach – Assistant Coach Review

Expense Requisition

HIGH SCHOOL ATHLETIC DIRECTOR
Job Description

1. Major Functions

a. The Athletic Director shall be directly responsible for the smooth and efficient operation of the total athletic program of the Delphos Jefferson School System.
b. The Athletic Director shall work directly under the supervision of the high school Principal.
c. The Athletic Director shall work with the high school principal, junior high principal, varsity coaches, and junior high coaches to insure the smooth functioning of the program in grades 7 through 12.
d. The Athletic Director shall become familiar with and uphold all policies adopted by the Board of Education, the OHSAA, and the Northwest Conference.

1. Major Duties and Responsibilities

a. Assist and cooperate with the Boys and Girls Faculty Managers.
    a. Supervise required contests
    b. Help find game workers
    c. Assist in preparing facilities for interscholastic competitions
b. Assist the Athletic Trainer in fulfillment of his/her duties.
c. Ensure physical examinations and insurance waivers of all participants are on file before the first scheduled practice.
d. Preparation of Eligibility Information to conform to the OHSAA requirements.
e. Monitor that the requirements of attendance at sports medicine clinics and CPR courses are completed by the coaching staff.
f. Assist in the scheduling and use of facilities.
g. See that all financial obligations are met within a reasonable time.
h. Work closely with the Athletic Booster Club.
i. Meet with parents and athletes concerning the training rules, regulations, and athletic code of conduct when necessary.
j. Demand adherence to the Athletic Code of Conduct and individual training rules for all sports by team members.
k. Order equipment and supplies for all sports.
l. Cooperate with the cheerleader advisor and spirit club advisor in participating in pep assemblies.
m. Attend all league meetings.
n. Stress sportsmanship on the part of student body, players, and community.
o. Improve his/her professional skills by attending clinics and maintaining membership in professional organizations.
p. Have knowledge of collegiate recruiting rules and lines of communications.
q. Responsible for the scheduling of athletic contests
r. Shall hire all necessary officials – which are not league assigned

BOYS HIGH SCHOOL FACULTY MANAGER
Job Description

1. Major Functions

a. The faculty manager shall operate at all times within the scope of the educational philosophy of our schools. The faculty manager's first responsibility is the welfare, safety, and growth of the men/women under his/her supervision. In expediting this responsibility, he/she shall work closely with the Athletic Director for the interpretation of policy and financial feasibility of all proposals relating to the athletic program.
b. The faculty manager will work closely with the building principals and custodial staff in the preparation and fulfillment of their duties.

2. Major Duties and Responsibilities

a. Assist and cooperate with the Athletic Director, Principals, and coaches.
b. Prepare and breakdown game sites (Varsity/Jr. High Football and Varsity/Jr. High Basketball).
c. Help organize tickets, reports, money for the selling of game tickets.
d. Help to arrange special events and times (Parents Night and Homecoming).
e. When the school buildings are used, arrange for securing all building facilities.
f. Submit to the Athletic Director all reports by the required deadlines.
    a. Complete and deposit all game receipts
g. Attend all meetings of the Athletic Director.
h. Pay officials
i. Supervision responsibilities including hiring workers
    - Varsity Football
    - Junior Varsity Football
    - Jr. High Football
    - Varsity Basketball
    - Jr. High Basketball
    - Soccer

3 This position <u>cannot</u> be held if it conflicts with other supplemental duties

GIRLS HIGH SCHOOL FACULTY MANAGER
Job Description

1. Major Functions

a. The faculty manager shall operate at all times within the scope of the educational philosophy of our schools. The faculty manager's first responsibility is the welfare, safety, and growth of the men/women under his/her supervision. In expediting this responsibility, he/she shall work closely with the Athletic Director for the interpretation of policy and financial feasibility of all proposals relating to the athletic program.

b. The faculty manager will work closely with the building principals and custodial staff in the preparation and fulfillment of their duties.

2. Major Duties and Responsibilities

a. Assist and cooperate with the Athletic Director, Principals, and coaches.
b. Prepare and breakdown game sites (Varsity/Jr. High Football and Varsity/Jr. High Basketball).
c. Help organize tickets, reports, money for the selling of game tickets.
d. Help to arrange special events and times (Parents Night and Homecoming).
e. When the school buildings are used, arrange for securing all building facilities.
f. Submit to the Athletic Director all reports by the required deadlines.
    i. Complete and deposit all game receipts
g. Attend all meetings of the Athletic Director.
h. Pay officials
i. Supervision responsibilities including hiring workers
    - Varsity Football
    - Junior Varsity Football
    - Jr. High Football
    - Varsity Basketball
    - Jr. High Basketball
    - Soccer

3 This position <u>cannot</u> be held if it conflicts with other supplemental duties

HIGH SCHOOL HEAD COACHES
Job Description

1. Major Functions

a. The head coach shall operate at all times within the scope of the educational philosophy of our schools. The coach's first responsibility is the welfare, safety, and growth of the men/women under his/her supervision.
b. The head coach of each varsity sport is responsible for the coordination of all athletic activities as they relate to his/her sport. The head coach supervises the actions of all coaches, participants, and managers involved in the program.
c. The head coach shall work closely with the high school Principal, junior high Principal, Athletic Director, and junior high coaches to insure the smooth functioning of the program in grades 7 through 12.
d. The head coach shall become familiar with and uphold all policies adopted by the Board of Education, the OHSAA, and the Northwest Conference.

2. Major Duties and Responsibilities

a. Assist and cooperate with the Athletic Director, Faculty Manager, and Athletic Trainer in fulfillment of his/her duties.
b. Demand adherence to the Athletic Code of Conduct and individual training rules for his/her sport by team members.
c. When the school buildings are used, assume responsibility for securing all building facilities.
d. Supervise or assign supervision for all members of the team until they have dressed and left the building.
e. Accompany team in buses to and from all athletic events.
f. Give careful attention to all injuries and report them to the Athletic Trainer.
g. Ensure all required paperwork for participation is on file before first scheduled practice.
h. Carry the emergency medical authorization forms as required by Ohio Revised Code to practices and contests.
i. Meet with parents and athletes concerning the training rules, regulations, and athletic code of conduct on a yearly basis.
j. Cooperate with the Athletic Director in the development of schedule for his/her sport.
k. Request transportation for practices and games as necessary.
l. Report game results to the media and Athletic Director for all games played.
m. Attend all league meetings for his/her sport.
n. Attend all meetings of the Athletic Director.
o. Assist in preparing the facility for interscholastic contests.
p. Assist in planning of special events.
q. Attend the required OHSAA rules interpretation meetings.
r. Publish individual sport rules and regulations and submit to the Athletic Director for approval. These rules shall be given to the squad members and read them prior to the beginning of the sport season.
s. Have knowledge of collegiate recruiting rules and lines of communications.

HIGH SCHOOL ASSISTANT COACHES
Job Description

1. Major Functions

a. The assistant coach of any particular sport shall be responsible for supporting the total athletic program and Head Coach. The assistant coach shall become familiar with and adhere to the rules and regulations of the OHSAA and the Northwest Conference.
b. The assistant coach is responsible for performing duties as assigned by the head coach.
c. Through appearance, personal speech, and actions, the assistant coach shall exemplify the highest type of role model for the community, his/her squad, and coaching staff.
d. In the absence of the head coach, if assigned, the assistant will assume all responsibilities herein designated to the head coach as assigned.

2. Major Duties and Responsibilities

a. Attend all staff meetings when required by the head coach.
b. Report all injuries that require medical attention to the head coach and athletic trainer and follow the procedure for reporting.
c. Practice acceptable personal conduct before, during, and after games and practices.
d. Assist with the supervision of athletes.
e. Teach the philosophy, fundamentals, techniques, and style of play described by the high school head coach.
f. Perform proper athletic training, first aid, and safety as required.
g. Comply with all other duties as requested by the head coach of his/her respective sport.
h. Demonstrate loyalty to the head coach and team.
i. Be responsible for the conduct of athletes.
j. Accompany team in buses to and from all athlete events.
k. Assist in preparing the facility for interscholastic contests.
l. Ensure at all times that players are wearing proper equipment that is safe and that meets NOCSAE standards.
m. Instruct the team in proper use equipment.
n. Have a thorough knowledge of the rules of his/her sport and shall be responsible for instructing his/her squad members in these rules.
o. Have a good working relationship with all players
p. Assistant in any and all team activities
q. Be a vocal assistance to the head coach with ideas and support

JUNIOR HIGH COACHES
Job Description

1. Major Functions

a. The Junior High coach shall operate at all times within the scope of the educational philosophy of our schools. The coach's first responsibility is the welfare, safety, and growth of the students under his/her supervision.
b. The coach of each sport is responsible for the coordination of all athletic activities as they relate to his/her sport. The coach supervises the actions of all players and managers involved with the program.
c. Through appearance, personal speech, and actions, shall exemplify the highest type of role model for the community, his/her squad, and coaching staff.

2. Major Duties and Responsibilities

a. Become familiar with and uphold all policies adopted by the Board of Education, the OHSAA, and the Northwest Conference.
b. Assist and cooperate with the Athletic Director.
c. Demand adherence to the Athletic Code of Conduct and Individual training rules for his/her sport by team members.
d. When the school buildings are used, assume responsibility for securing all building facilities.
e. Supervise and assign supervision for all members of the team until they have dressed and left the building.
f. Accompany team in buses to and from all athletic events.
g. Give careful attention to all injuries and report them to the Athletic Trainer.
h. Ensure all required paperwork for participation is on file before first scheduled practice.
i. Carry the emergency medical authorization forms as required by Ohio Revised Code to practices and contests.
j. Meet with parents and students concerning the training rules, regulations, and athletic code of conduct on a yearly basis.
k. Cooperate with the Athletic Director in the development of a schedule of his/her sport.
l. Request transportation for practices and games as necessary.
m. Attend all meetings of the Athletic department.
n. Assist in preparing the facility for interscholastic contests.
o. Ensure at all times that players are wearing proper equipment that is safe and that meets NOCSAE standards.
p. Establish philosophy, fundamentals, and techniques of play that will be carried out by his/her assistants.
q. Implement the philosophy, fundamentals, and techniques of play as prescribed by the high school head coach.
r. Submit player information to the high school coach as requested.
s. Complete scouting assignments as designated by the high school coach.
t. Have a good working relationship with all players
u. Assistant in any and all team activities
v. Be a vocal assistance to the head coach with ideas and

Private Transportation Trip Request
Co-Curricular/Extra-Curricular

Section A: **Travel Information**

Advisor _____ Activity _____

Date of Request _____ Date of Trip _____

Destination _____ Total Students _____

Purpose of Trip _____

Departure Time _____ Return Time _____

Driver(s) _____ _____

_____ _____

Section B: **Administrative Approval**

Principal ( ) Approved ( ) Not Approved _____

Section C: **Emergency Medical Forms**

The staff member in charge will have a COMPLETED or COPIED EMERGENCY MEDICAL FORM for each student on the trip. The staff member in charge will also have a list of those students for whom medication is to be administered while on the trip, and will make the necessary arrangements to, in fact, take the necessary medications and administer same.

Advisor Signature _____

Section D: **Parental Permission**

I give my permission to allow my son/daughter to **ride** **drive** (circle one) to _____, a school event being held off-campus from the Delphos City School District.

_____ _____

(Parent Signature) (date)

Notes:

- Sections A-C to be filled out prior to being distributed to students for parental approval and a copy maintained in appropriate principal office. **Each student or adult wishing to drive or provide transportation must attach insurance information to this form including, "…that the vehicle and driver are covered for liability, medical payments, physical damage, and uninsured motorist liability."**

- Advisor/Coach collects permission slips for each trip prior to leaving school property and records are to be kept for each trip throughout the sport or activity season.

Delphos City Schools District

Co-Curricular / Extra-Curricular Events - Trip Request

Section A: (To be completed by the trip originator and returned to Transportation Supervisor)

Advisor: **Group:** **School:** Jefferson

Date Requested **Date of Trip:** **Destination:**

Activity: **# Buses:**

Departure: **Pick Up Location:**

 # Staff: **# Students:**

Planned Meal Stop Yes / **No** **Location:**

Note: The staff member in charge will have a **COMPLETED EMERGENCY MEDICAL FORM** for each student on the trip. The staff member in charge will also have a list of those students for whom medication is to be administered while on the trip, and will make the necessary arrangements to, in fact, take the necessary medications and administer same.

Section B: (To be completed by the transportation supervisor prior to the trip.)

Driver: **Date:** **Bus #**

Trip Approved: *Kent Smelser*

Section C: (To be completed by the driver.)

Total Time Required: _____ **Total Miles: _____**

Drivers Signature: _____

Notes:

1. Driver must have a map of the route to be taken for all non-routine (non route) trips. If you do not have access to a map please contact the transportation department at least please contact the transportation department 24 hours in advance of the trip.
2. Beginning mileage will be taken from the garage unless a trip is taking place directly after your route, in that case your beginning mileage will be taken from the requesting school. Ending mileage will be at the garage.

Section D: (To be completed by the Central Office – Superintendent and Accounts Payable)

Total Time Required: _____ (Hrs.) X $ _____ (Rate/Hr.) = $ _____

Under 3 hours rate = $_____ Over 3 hours rate = $_____

Amount Paid = $_____ Approval: _____

Delphos Jefferson Athletic Ticket Prices / Policy
2026 - 2027

Fall Season:

Pre Sale: Sold @ Administration Office – High School

Football Only	**$ 6.00 - Adult**	
	$ 4.00 - Student	
Gate Tickets:		
Varsity Football -	**$ 8.00 - Adult**	
	$ 7.00 - Student	
Volleyball -	**$ 6.00 - Adult**	
	$ 4.00 - Student	
Soccer -	**$ 6.00 - Adult**	
	$ 4.00 - Student	
All Jr. High Events -	**$ 4.00 - Adult**	
	$ 3.00 - Student	

Winter Season:

Pre-Sale: Sold @ Administration Building

Boys Basketball	**$ 6.00 - Adult**	
	$ 4.00 - Students	
Gate Tickets:		
Varsity Basketball -	**$ 8.00 - Adult**	
	$ 7.00 - Student	
Girls Basketball -	**$ 6.00 - Adult**	
	$ 4.00 - Student	
Wrestling -	**$ 6.00 - Adult**	
	$ 6.00 - Student	
All Jr. High Events -	**$ 4.00 - Adult**	
	$ 3.00 - Student	

Spring Season:

Track:	**Adult**	**$ 4.00**
	Student	**$ 2.00**

Does Not include NWC League Meets or Invitational Hosted by Jefferson & St. Johns - Prices TBA

Student All Season Sports Pass - $ 50.00

Adult All Season Sports Pass - $ 125.00

Employees

- **Can Receive a Staff Pass – Good for 1 Staff Member & 1 Guest**

Coaches - Administration

Will receive the Punch Card –

It will have 30 punch spots and must be shown and punched for admission.

Delphos Jefferson High School

Head Coach Evaluation Sport: _____

Coach Name: _____
Season/Year: _____
Evaluator: _____
Level (Varsity/JV/Freshman): _____

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5 – Exemplary

- Consistently exceeds expectations
- Demonstrates leadership, initiative, and professionalism at all times
- Serves as a model for players, staff, and the school community
- Proactively improves the program beyond basic requirements

4 – Strong

- Frequently exceeds expectations
- Reliable, organized, and effective in most areas
- Shows initiative and positive leadership
- Minor areas for improvement, but overall high performance

3 – Meets Expectations

- Adequately fulfills job responsibilities
- Consistent but not exceptional
- Meets program and school standards
- Improvement needed in specific areas to reach higher effectiveness

2 – Needs Improvement

- Inconsistent performance or effort
- Falls short in key responsibilities
- Limited initiative or follow-through
- Requires support or intervention to meet expectations

1 – Unsatisfactory

- Does not meet expectations
- Lack of commitment, preparation, or professionalism
- Negatively impacts program or student-athletes
- Immediate improvement required

1. Head Coach - Time Commitment & Program Investment

Rating (1–5): ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Evaluation Focus:

- Presence and punctuality at practices, games, and school events
- Preparation and organization of practices and game plans
- Commitment to off-season development opportunities
- Availability to student-athletes for additional support
- Effective use of practice time

Comments:

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2. Assistant Coaches – Commitment & Engagement

Rating (1–5): ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Evaluation Focus:

- Reliability and attendance of assistant coaches
- Active participation during practices and games
- Willingness to fulfill assigned responsibilities
- Professional conduct and support of the program

Comments:

---

3. Head Coaches use of Assistant Coaches – Input & Collaboration

Rating (1–5): ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Evaluation Focus:

- Communication among coaching staff
- Inclusion of assistants in planning and decision-making
- Use of assistants' strengths and experience
- Collaboration during practices and games

Comments:

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4. Program Leadership & School Alignment

Rating (1–5): ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Evaluation Focus:

- Promotion of sportsmanship, accountability, and character
- Alignment with Delphos Jefferson High School expectations and standards
- Communication with players, parents, and administration
- Development of team culture and program identity
- Representation of the school and community

Comments:

---

5. Youth Program Involvement

Rating (1–5): ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Evaluation Focus:

- Active involvement in youth basketball programs (camps, clinics, tournaments)
- Efforts to build relationships with younger players and families
- Promotion and support of feeder program development
- Alignment of youth program philosophy with high school program goals
- Visibility and leadership within the local basketball community

Comments:

---

6. Junior High Program Oversight

Rating (1–5): ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Evaluation Focus:

- Active supervision and mentorship of the junior high basketball program
- Coordination with junior high coaches on practice plans, team development, and game strategy
- Ensuring alignment of coaching philosophy and skill development with the high school program
- Communication with players, parents, and staff to support a seamless transition to high school basketball
- Monitoring program growth, player participation, and overall program culture

Comments:

7. Program Strengths

8. Areas for Growth

9. Recommendations / Next Steps

Signatures

Evaluator: _____ Date: _____

Coach: _____ Date: _____

Assistant Coach
By Head Coach

Name: _____
Sport: _____

1	**Loyalty to the Head Coach**
2	**Knowledge of Sport**
3	**Rapport between Coach & Players**
4	**Supervision of Players**
5	**Rapport between Coach and rest of staff**
6	**Care of Equipment**
7	**Willingness to assume extra duties**
8	**Intensity of Interest in Coaching this sport**
9	**Ability to Coach in a Positive Manner**
10	**Conducts oneself in a professional manner**

Recommendation

_____ Satisfactory
_____ Unsatisfactory
_____ Probationary

Assistant Signature: _____

Head Coach Signature: _____

AD / Principal Signature: _____

Date: _____