



Athletic Handbook

Tri-Valley High School

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Philosophy

The general philosophy underlying Tri-Valley Local Schools athletic program emphasizes the development of self-discipline, positive attitudes, cooperation, teamwork, and sportsmanship on the part of the student athletes, the faculty, and the residents of the Tri-Valley Local School District.

A primary duty of the Tri-Valley Local School is to provide experiences, to assist all students to realize their full potential in life, to recognize their duties as a citizen of the school and community, and to understand the rights of others. Toward this end, opportunity for every student to participate in a structured, wholesome, amateur athletic program is offered as an integral part of the Tri-Valley Local Schools educational program.

Tri-Valley Local School is a member of the Muskingum Valley League and the Ohio High School Athletic Association and will conform to the principles, policies, and regulations governing amateur athletics as prescribed by these organizations.

Tri-Valley Local School Athletic Committee

The Tri-Valley Local Schools Athletic Committee will be composed of the following members.

1. The executive committee of the council will be the Principal, Assistant Principal, Athletic Director, Assistant Athletic Director and any other person as deemed appropriate.
2. The TVLSAC will meet as needed to establish policy.

Tri-Valley Local Schools Athletic Committee Bylaws

1. Tri-Valley Local Schools athletic policies and revisions must be within the constitution, rules, and regulations of the Ohio High School Athletic Association and the Tri-Valley Board of Education.
2. All changes or revisions of the established athletic policies are subject to approval of the Tri-Valley Local Schools Board of Education.
3. The Executive Committee will determine the time of meetings, agenda for meetings, and collect information concerning agenda.
4. The high school principal will serve as chairman. The assistant principal will serve as vice-chairman and secretary.
5. The purpose of the Tri-Valley Local School Athletic Committee is to recommend the establishment and revision of the athletic policies.
6. Quorum for a committee meeting will be at least 2/3 of total membership.

7. Any member may make a motion for consideration by the committee, and with a second, the vote may be recorded.
8. Recommendations of establishing new policy, changing policy or revising policy will require majority approval of those attending the meeting.
9. Each representative and executive member of the athletic committee has one vote per issue.
10. The athletic committee will meet within the first Academic Quarter of each school year, and or on a contracted day prior to the opening of school.
11. Special meetings of the Athletic Committee may be called by the chairman or by request of any member upon approval of the chairman.
12. These bylaws shall in no way infringe upon the responsibilities of the administration to make decisions regarding the routine operation of the athletic program.

Coach-Athlete Relationship

Coaches should demand a great deal from athletes. Only by doing so will Tri-Valley athletic programs be successful. Athletes must be prepared to sacrifice in order to benefit from athletics.

Coaches also need to give a great deal to the athletes. A relationship where each party is called on to give of oneself must be founded on trust and respect. The following statements are most important.

1. Coaches will notify athletes at the beginning of the season of all rules, regulations, game and practice schedules, procedures for squad selection, and other information that will help avoid possible conflict during the season.
2. Athletes will follow all such rules and procedures established by the coach, or face denial of participation.
3. When concerned or confused about such rules and procedures, the athlete is encouraged to approach the coach first for interpretations.
4. The coach will respond to questions from athletes concerning such rules and procedures and explain when necessary the purpose and reasons behind the rules.
5. Student-athletes are expected to follow the Chain of Command when addressing concerns or issues related to the athletic program. The Chain on command is as follows:
 - a. The student-athlete should first discuss the problem with the coach involved.
 - b. If the issue remains unresolved, the student-athlete and/or parent should seek assistance from the Athletic Director.
 - c. If the concern still exists, a meeting may be requested with the building Principal.The Chain of Command concludes with the building Principal.

Coach-Parent Relationship

Coaches and parents must have an open and honest relationship because each is directly involved in the athletes who are the center of the athletic program. This relationship should be characterized by the following standards:

1. Coaches will notify parents at the beginning of the season of all rules, procedures, game and practice schedules, and other information the parents will need in order to help their child meet his/her obligations to the team.
2. Coaches will explain such rules and other information to parents when they need clarification. However, coaches will not meet with parents during a practice, a game, or other times when the coach has a duty of care for other students or athletes.
3. Coaches should seek to be as cooperative as possible with parents when the parents have questions concerning the type of information referred to above. However, no coach should be subjected to questions and criticisms from parents concerning starting line-ups, play-calling, skill techniques, and other items that by their very nature can only be determined by the objective and/or subjective judgement of the head coach.
4. Parents/guardians are expected to follow the established Chain of Command when addressing concerns or issues related to the athletic program. The Chain of Command is as follows:
 - a. The student-athlete and/or parent/guardian should first discuss the concern with the coach involved.
 - b. If the issue remains unresolved, the student-athlete and/or parent/guardian should seek assistance from the Athletic Director.
 - c. If the concern still exists, a meeting may be requested with the building Principal.The Chain of Command concludes with the building Principal.

Use of the above strategies for open, honest communication will create the mutual trust and respect necessary for the coach and athlete to work together for success.

Related Duties - Athletic Director

The Athletic Director Shall:

1. Approve and/or arrange athletic schedules for all sports.
2. Be responsible for all recommendations for the improvement of facilities.
3. Support head coaches with duties related to end-of-season athletic awards programs and banquets.
4. Provide for cleaning, repair, storage and inventory of all equipment.
5. Maintain records of each sport.
6. Complete Athletic Director required OHSAA paperwork.
7. Represent the school at all meetings, and in absence of the building administrator, act as spokesperson with a vote.
8. See that all coaches meet all required OHSAA certifications.
9. Hire the necessary law enforcement people for athletic events.
10. Handle the scheduling of the high school athletic facilities.
11. Keep all coaches informed regarding administrative procedures and responsibilities.
12. Make transportation arrangements for all sports.
13. Make arrangements for courteous treatment of visiting teams, coaches, and officials.
14. Establish master schedule for ticket takers (major and minor events)
15. Organize pre-season ticket sale program for major sports (develop a news release).
16. Maintain inventory and submit order for following year.

Related Duties - Assistant Athletic Director

The Assistant Athletic Director Shall:

1. Assist with the coordination and organization of athletic schedules for all sports.
2. Support the Athletic Director with recommendations related to the improvement of athletic facilities.
3. Assist head coaches and the Athletic Director with duties related to end-of-season athletic awards programs and banquets.
4. Help oversee the cleaning, repair, storage, and inventory of athletic equipment.
5. Assist in maintaining records for each sport.
6. Support completion and organization of required OHSAA paperwork and compliance forms.
7. Represent the athletic department at meetings and events as assigned by the Athletic Director.
8. Assist in verifying that all coaches have completed required OHSAA certifications.
9. Help coordinate game management responsibilities for athletic events.
10. Assist with the scheduling and supervision of high school athletic facilities.

11. Help communicate administrative procedures, expectations, and responsibilities to coaches and staff.
12. Assist with transportation arrangements for athletic teams when necessary.
13. Help ensure visiting teams, coaches, officials, and spectators are treated in a courteous and professional manner.
14. Assist with organizing and supervising ticket takers and event workers for athletic contests.
15. Support the organization and implementation of preseason ticket sale programs for major sports.
16. Assist with maintaining athletic department inventories and preparing orders for future needs.

The Principal, Athletic Director, and Assistant Athletic Director together shall:

1. Be responsible for the cancellation or postponement of contracted contests.
2. Work out a budget for each sport and supervise the spending.
3. The Principal shall be responsible for: all expenditure and encumbrances according to the State of Ohio Auditor's Office.
4. Will be responsible for evaluation of head coaches.

The Ticket Taker will:

1. Count money following the event and provide a game sheet.

Tri-Valley Local Schools Job Description

Title: Head Coach - All Sports

Qualifications:

1. The head coach shall be an approved certificated employee if available.
2. High school diploma required of all approved non-certificated personnel.
3. Possess skills related to the coaching of the sport employed to coach.
4. Demonstrate leadership and organizational skills.
5. Such alternatives to the above qualifications as the board of education may find appropriate and acceptable.
6. Will acquire and maintain all required OHSAA certificates.

Reports to: Athletic Director - School Administration

Job Goal Provide the school with a well-organized program that has concern for the development of athletes as individuals and team members. The coach shall provide a team which is representative of the district philosophy of sportsmanship and fair play.

Performance Responsibilities:

1. Appropriately coordinate the particular sport program, grades seven (7) through twelve (12), in terms of goals, instruction and program philosophy.
2. Assist in the recruitment of assistants throughout the program.
3. Provide the proper documents, as requested by the athletic director and the school administration in order to maintain the operation of the program.
4. Maintain records, accounts, inventories, and collect and account for all uniforms & equipment of all team activities.
5. Attend such meetings, workshops, clinics and in-service required to maintain a working knowledge of local, state and national rules and designed to provide a constant awareness of skills in sport to be coached.
6. Perform all other related duties assigned by the athletic director and/or the school administration.

Terms of Employment:

One (1) year supplemental contract. Salary to be determined by the board of education.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Head Coach - Other Related Duties

The Head Coach should:

1. Cooperate with the administration and athletic director regarding team rosters, transportation needs, required OHSAA documentation, eligibility, program information, and the end of the season report.
2. Provide the athletic director with a written list of rules the players are to follow other than those listed in the athletic handbook, before the season begins.
3. Arrange for pep assemblies with the athletic director and principal.
4. Attend state sanctioned sports medicine seminars and rules interpretation.
5. Provide a monthly practice schedule to the Athletic Director when requested or when necessary due to shared facility usage and schedule coordination.
6. Organize practice and tryouts so that each student has an equal chance to show his/her ability.

7. Be sure all players have left the building after practices and games.
8. Keep parents and media informed about the program.
9. Set a date for the athletic banquet on master schedule as soon as possible.
10. Provide a written list of awards to be given out at the athletic banquet to the athletic director no later than two weeks before the banquet.
11. Enforce all rules in the school and athletic handbooks.
12. Be informed of the attendance and academic performance of all players and managers
13. Each coach shall submit to the Athletic Director, at the conclusion of the season, an emailed report including the team's final record along with a list of letter winners and award recipients.
14. Evaluate all assistant and volunteer assistant coaches using an evaluation form provided by the Athletic Director.

Tri-Valley Local Schools Job Description

Title: Assistant Coach - All Sports

Qualifications:

1. An assistant coach shall be an approved certified employee if available.
2. High school diploma required of approved non-certified personnel.
3. Possess skills related to coaching of the sport employed to assist.
4. Demonstrates a desire to coach and provide support and loyalty to the head coach and the established program.
5. Such alternatives to the above qualifications as the board of education may find appropriate and acceptable.
6. Will acquire and maintain all required OHSAA certifications.

Reports to: Head Coach - Athletic Director - School Administration

Job Goal: Provide the head coach with the necessary assistance to instruct athletes in sport skills. Help formulate program policy and philosophy in accordance with the directives of the head coach, school administration and the board of education.

Performance Responsibilities

1. Appropriately provide instruction as directed by the head coach.
2. Assist with the supervision of individuals on the team as a group.
3. Assume a leadership role when the head coach is absent or when the need arises.
4. Provide scouting reports when requested by the head coach.
5. All other related duties as assigned by the head coach, athletic director, and/or the school administration.

Terms of Employment

One (1) year supplemental contract. Salary to be determined by the board of education.

Evaluation:

1. Performance of this job will be evaluated annually in accordance with the provisions of the board's policy. This evaluation will be completed by the Head Coach and submitted to the Athletic Director.
2. Assistant coaches will be evaluated by the head coach and athletic director.

Assistant Coach - Other Related Duties

The Assistant Coach should:

1. Accept and carry out all instructions of the head coach.
2. Be responsible for all equipment/uniforms and forms for players under his/her supervision.
3. Be loyal and supportive to the head coach and be aware of the proper channels of authority.
4. Be informed of the attendance and academic performance of players and managers.
5. Enforce all rules in the school and athletic handbook.

Tri-Valley Local Schools Job Description

Title: Volunteer Coaches - All Sports

Qualifications:

1. A volunteer coach shall be approved certified employee if available.
2. High school diploma required of approved non-certificated personnel.

3. Possess the necessary skills to coach the particular sport employed to coach.
4. Demonstrate a desire to coach and the necessary leadership qualities to direct a sport program.
5. Such alternatives to the above qualifications as the board of education may find appropriate and acceptable.
6. Will acquire and maintain all required OHSAA certifications if applicable.

Reports to: Head Coach - Athletic Director - School Administration

Job Goal: Provide the head coach with the necessary assistance to instruct athletes in sport skills. Help formulate program policy and philosophy in accordance with the directives of the head coach, school administration and the board of education.

Performance Responsibilities

1. Appropriately provide instruction of fundamentals as directed by the head coach.
2. Supervise and direct the program at the level assigned.
3. Provide scouting reports as directed by the head coach.
4. Provide the proper documents, as requested by the head coach, athletic director and the school administration, in order to maintain the operation of the program.
5. Maintain records, accounts and inventories of all team activities.
6. All other related duties as assigned by the head coach, athletic director and or the school administration.

Terms of Employment

One (1) year supplemental contract. Salary to be determined by the board of education.
(Volunteer Coaches receive no salary.)

Evaluation

1. Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.
2. Volunteer coaches will be evaluated by the Head Coach.

Volunteer Coach - Other Related Duties

The Volunteer Coach should:

1. Be responsible for all equipment/uniforms and forms for players under his/her supervision.
2. Be loyal and supportive to the head coach and be aware of the proper channels of authority.
3. Be informed of the attendance and academic performance of players and managers.
4. Enforce all rules in the school and athletic handbook.
5. Be sure all players have left the school before leaving.

Ohio High School Athletic Association Eligibility Information for High School Athletes

1. Scholarship

Do not change your course schedule without first consulting with your school Principal, Athletic Director, or School Counselor to determine whether it will affect your eligibility.

Eligibility for each grading period is determined by grades received the preceding grading period. Semester average and yearly average have no effect on eligibility.

Grades 9-12: You must be currently enrolled in a school and have received passing grades in a minimum of five (5) one credit courses or the equivalent, in the immediately preceding grading period. You must also follow the district requirement of maintaining a 1.0 minimum grade point average and receive no more than one failing grade in the preceding grading period.

Grades 7-8: You must be currently enrolled in school and have received passing grades in the immediately preceding grading period in four (4) courses in which enrolled (this also applies to beginning ninth grade students). You must also follow the district requirement of maintaining a 1.0 minimum grade point average and receive no more than one failing grade in the preceding grading period.

Summer school grades, CCP and other educational options may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough subjects taken the preceding grading period.

****In addition to the OHSAA Eligibility requirements, the district eligibility requirements must be met as well. The district policy for extracurricular activities requires a minimum GPA of 1.0 and receive no more than one failing grade in the previous grading period.**

2. Residence

Your eligibility is determined by the school district of residence of your parents or legal guardian.

3. OHSAA Transfer Bylaws

*Eligibility is established at the school where the student begins 9th grade.

If you change schools and your parents do not move to your new school district, you will be ineligible according to OHSAA Bylaws unless you meet one of the approved exemptions.

Always check with your school principal before you change schools to determine whether it will affect your eligibility.

4. Semester of Eligibility

Grades 9-12: When you enroll in grade 9 the first time, you have eight (8) semesters of athletic eligibility taken in order of attendance whether you participate or don't participate.

Grades 7-8: When you enroll in grade 7 the first time, you will have (4) semesters of athletic eligibility taken in order of attendance whether you participate or don't participate.

5. Age Limitations

Grades 9-12: When a high school student turns twenty (20) years of age they are no longer eligible for Inter Scholastic Athletics.

Grades 7-8: If a student attains the age of 15 before August 1, the student will be ineligible to participate in 7/8 interscholastic athletics for that school year.

6. Awards

You may receive an award or merchandise as a result of your participation in interscholastic athletics from any source, provided the value does not exceed \$400.00 per award. You may never accept cash awards. Consult www.ohsaa.org for additional information.

7. Competing under a name other than your own.

If you compete under a name other than your own or provide false information in an attempt to establish athletic eligibility you may immediately become ineligible.

8. Non-School Teams

Your interscholastic athletic eligibility may be affected by your participation in non-school athletic competition such as a church team or school intramural or club team or an All-Star Contest. The number of athletes on the roster from the same school is limited to a maximum of 50% of a team as defined in the playing rules of that sport.

50% maximum/participation chart

Baseball 4

Basketball 3

Football 5

Soccer	5
Softball	4
Volleyball	3

If you compete on a non-school team or in non-school competition as an individual in the same sport during your school team's season you may lose eligibility. Consult www.ohsaa.org for additional information. You are advised to consult with your school principal or athletic director prior to any such participation.

9. Recruiting of Athletes

You will be ineligible if you are influenced by a person or group of persons to change schools. It may also affect the eligibility of the schools' athletic teams.

10. OHSAA Regulations on Instruction

There are restrictions on the instruction you can receive from school coaches outside of your season. Some of these regulations are also different for team sports vs. individual sports. Before receiving instruction outside the season from your school coaches, visit www.ohsaa.org, go to the General Sports Regulations and review the section on Individual Skill Instruction to ensure all regulations are being followed. Some other key notes on these regulations:

- Besides during the season of your sport, school coaches may also provide team instruction for a maximum of 10 days between June 1 and July 31. This would include such activities as volleyball, field hockey, soccer, basketball, ice hockey, lacrosse, baseball, or softball teams competing in tournaments or shootouts; football teams participating in 7-on7's, or coaches conducting or taking teams to instructional camps.
- Between August 1 and May 31 and outside defined "no contact periods," school coaches may also provide individual instruction outside the season of play. There are restrictions for team sports and some individual sports, so review the OHSAA's Individual Skill Instruction regulations to ensure all standards are being followed.
- Individual skill instruction from non-school coaches may be received in any sport by a squad member at any time in individual or group lessons provided that this instruction does not violate any Board of Education, school administrators' or coaches policies.
- It is a violation if a coach suggests your participation in instructional programs outside the school season is mandatory.

11. Use of Alcohol, Tobacco and Illegal Drugs

Student athletes are prohibited from using any form of alcohol, tobacco and illegal drugs at the playing site of an interscholastic contest. The penalty is disqualification from the contest.

12. Sporting Behavior

The OHSAA has established a policy for students ejected for unsporting behavior or flagrant fouls. If you are ejected:

- You will be ineligible for all contest for the remainder of that day, and
- You will be ineligible for all contests at all levels in that sport until two regular season/tournament contests are played at the same level as the ejection (one contest in football).

If you are ejected a second time in a season, you are subject to additional, more stringent penalties, including a maximum penalty of suspension from play for the remainder of the season in that sport.

All athletes participating in counseling programs must have prior approval by the Administration. Counseling must be conducted by an approved outside agency.

13. Student Participation and Physical Examination Forms

You must complete all OHSAA required forms and pass a physical examination before you may practice for a school sport.

Physical Examination Forms - (Athletes must use OHSAA approved form)

Athletic participation forms for participants in grades 9-12 shall be signed by a physician, the participant and by a parent or guardian and must be on file with the principal before any candidate for a team may participate in a practice. These forms necessitate the physician's certification of the individual's physical fitness.

Athletic participation forms for participants in grades 7-8 shall be signed by a physician, the participant and by a parent or guardian and must be on file with the principal before any candidate for a team may participate in a practice. These forms necessitate the physician's certification of the individual's physical fitness.

14. Mandatory No Contact Periods –Coaches (Bylaw 11)

- 11.1 Any coach, paid or volunteer, approved by the Board of Education to coach basketball, field hockey, football, ice hockey, soccer or volleyball is prohibited from providing coaching, providing instruction or supervising conditioning and physical fitness programs or open gyms to members of a school team in their sport for the period of time starting with the first day after the school's last interscholastic contest and ending 28 days later. This includes any type of tryouts in or out of school for purposes of non- interscholastic competition.
- 11.2 Any coach, paid or volunteer, approved by the Board of Education to coach baseball, basketball, ice hockey, lacrosse or softball is prohibited from providing coaching, providing instruction or supervising conditioning and physical fitness programs or open gyms to members of a school team in their sport for the period of time between August 1-August 31.

This includes any type of tryouts in or out of school for purposes of non-inter-scholastic competition. **EXCEPTIONS** – Activities which may be conducted by a coach with members of a school team in their sport during the mandatory no-contact period include: all-star contests; awards ceremonies; fund-raisers; providing oversight during weight training; verbal contact with underclass athletes for the purpose of reviewing the season that just concluded and goal setting for the next season; verbal contact with a senior athlete for the purpose of facilitating the college recruitment process; contact as a faculty member assigned to teach in the regular curriculum (ex.: physical education courses such as weight training, fitness, etc.); contact as a certified athletic trainer involved with athlete rehabilitation and treatment, pick up and return of school-issued equipment, and attendance at OHSAA tournaments.

PENALTY – Any coach who violates the mandatory no contact periods regulations may be prohibited for one calendar year from out-of-school season contact with athletes from the school where employed. A school whose coach violates the mandatory no contact periods regulations is subject to penalty as specified in Bylaw 11. **SPORTS REGULATIONS 83**
2018-2019 GENERAL SPORTS REGULATIONS

Attendance Requirements for Extracurricular Participation

Athletes must attend school regularly to demonstrate the responsibility and dedication that are rewarded by the privilege of interscholastic competition. Regular attendance is also important in maintaining scholastic eligibility. Students must always remember that school work comes before athletics.

To demonstrate the importance of school work relative to athletic competition, the following attendance rules apply to all Tri-Valley athletes.

1. A student who is absent from school for the entire day will not participate in a contest or practice on that day without prior administrative approval.
2. A student arriving late to school or not attending school the day following a contest without permission from the school authority, MAY not be permitted to participate in the next scheduled contest.
3. A student-athlete must be in attendance for at least half of their scheduled academic classes (excluding study hall and lunch) in order to participate in any game, practice, or school-related extracurricular activity, including pep rallies, parades, and similar events.
4. A student leaving school for personal illness prior to the end of the school day will not be permitted to participate in a contest or practice that day.
5. All situations will be reviewed by the school administration for proper dispensation.

Tri-Valley Local School

Athletic Discipline Policy

The athletic department at Tri-Valley believes that one of the major objectives of interscholastic athletics is to aid the character formation of the student athletes so they become healthy and productive citizens in later life. All student-athletes have a serious responsibility to themselves, their teammates, and the school community to be physically prepared for competition and to serve as a positive representative of the Tri-Valley Local Schools.

Participation in athletic competition is not guaranteed by the laws of the State of Ohio and the policies of the Tri-Valley Board of Education. It is a privilege given to students which may be revoked if the student does not abide by the rules established to meet the responsibility defined above.

1. All student-athletes are granted the right to due process of law.
2. Violation of rules and regulations must be verified by a member of the coaching staff or school administration.
3. Any student-athlete who is the subject of an active law enforcement investigation shall not be permitted to participate in any athletic workout, practice, scrimmage, contest, or team activity until the investigation has been completed.

TRI-VALLEY ATHLETIC DEPARTMENT

Tri-Valley School District Athletic Policy Rules and Regulations

I. Athletes shall not exhibit conduct that has a negative reflection on the athlete or school. Any athlete violating this conduct policy may be subject to the following disciplinary consequences.

First offense	Second offense
Denial of participation for 20% of the next scheduled contests in which the athlete is a participant. (The athlete may practice with the team but may not dress, travel, or participate in contests.)	Removal as a participating member of the team. The Athlete may be denied the privilege of participating in interscholastic sports for a period of one calendar year and will forfeit all awards.

II. Athletes shall not use or possess alcohol, illegal drugs, steroids, and/or any other performance enhancing drugs.

First offense	Second offense	Third offense
Suspension from participation for 40% of the team's total scheduled contests, regardless of when the violation occurs during the season.	The student-athlete shall be suspended from participation in interscholastic athletics for a period of 18 weeks and shall forfeit all athletic awards and honors earned during that time.	Removal as a participating member of the team. The Athlete may be denied the privilege of participating in interscholastic sports for a period of one calendar year and will forfeit all awards.
If the student-athlete agrees to complete a counseling program, the penalty may be reduced to 20% of the team's total scheduled contests, regardless of when the violation occurs during the season.	In order for the student-athlete to regain eligibility following an 18-week suspension from participation, he or she MUST successfully complete a drug counseling program approved by the school administration.	In order for the athlete to become eligible after serving a one year denial of participation he/she is required to complete a drug counseling program as approved by the school administration.
During the suspension period, the student-athlete shall not be permitted to travel with the team, dress in uniform, or sit on the team bench during contests. The student-athlete may continue to practice and participate in scrimmages if permitted by the coach and/or Athletic Director.	During the suspension period, the student-athlete shall not be permitted to travel with the team. The coach may require the student-athlete to attend team practices and scrimmages during the suspension period.	During the suspension period, the student-athlete shall not be permitted to travel with the team. The coach may require the student-athlete to attend team practices and scrimmages during the suspension period.

- III.** Athletes shall not use or possess tobacco products or electronic cigarettes or similar devices. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other substance that contains tobacco or nicotine. Smoking of electronic, “vapor”, other forms of cigarettes, or clove cigarettes is also prohibited.

First offense	Second offense	Third offense
Suspension from participation for 20% of the team’s total scheduled contests, regardless of when the violation occurs during the season.	Denial of participation for 40% of the team’s total scheduled contests, regardless of when the violation occurs during the season. (The athlete may practice with the team but may not dress, travel, or participate in contests.)	Removal as a participating member of the team. The Athlete may be denied the privilege of participating in interscholastic sports for a period of one calendar year and will forfeit all awards.
If the student-athlete agrees to complete a Tobacco Education Program, the penalty may be reduced to 10% of the team’s total scheduled contests, regardless of when the violation occurs during the season.	In order for the athlete to become eligible he/she will be required to complete a Tobacco Education Program as approved by the school administration.	In order for the athlete to become eligible after serving a one year denial of participation he/she is required to complete a Tobacco Education Program as approved by the school administration.
During the suspension period, the student-athlete shall not be permitted to travel with the team, dress in uniform, or sit on the team bench during contests. The student-athlete may continue to practice and participate in scrimmages if permitted by the coach and/or Athletic Director.	During the suspension period, the student-athlete shall not be permitted to travel with the team, dress in uniform, or sit on the team bench during contests. The student-athlete may continue to practice and participate in scrimmages if permitted by the coach and/or Athletic Director.	During the denial of participation, the athlete is not permitted to travel with the team. The coach may require the athlete to attend practice including scrimmages.

- IV.** Violations may be detected by any coach, administrator, teacher, school personnel, law enforcement person, during drug testing, or by a parent/guardian of the player
- V.** The rules and regulations of the athletic discipline policy apply for a full calendar year (365 days).
- VI.** Removal from a sport or contest will carry over to the next sport if the season ends before the assigned time is served. Athletes not finishing a season will not be considered team members of that sport unless failure to complete the season is due to an injury or acceptable circumstances.
- VII.** Scrimmages **do not** count as athletic contests.
- VIII.** Coaches may assign additional consequences on top of the athletic department’s Policy.

- IX.** Violations are accumulative in nature. Consequences for a second and third offense are not based on whether the violations are the same as the first. First offense, regardless of action, is a first offense. Second offense, regardless of action, is a second offense, and so on.

Absence from Games or Practices

Student athletes have a responsibility to their teammates to be at all practices and games. This is consistent with the goals of responsibility, selflessness, and teamwork that are such an important part of the athletic program. Athletes must remember that participation in sports is a privilege and that the head coach will make the decision on who plays according to what is best for the team and the athletic program.

Student athletes who miss practices or games for no justifiable reason may expect to be denied interscholastic competition. Whether absences are justifiable will be at the coaches' discretion.

General Rules and Regulations

1. A student athlete serving an in-school or out-of-school suspension or expulsion from school for violation of the Student Code of Conduct is automatically denied participation in all school activities during the time of the suspension or expulsion. They can attend contests, but must do so as a spectator only.
2. A student athlete shall not cause or attempt to take into possession the public property or equipment of the school district or another school district, or personal property of another student, teacher, visitor, or employee of Tri-Valley Local Schools.
 - a. **First Offense:** The athlete may be denied participation in up to the next two scheduled contests. The athlete may practice with the team, but may not dress during the contests.
 - b. **Second Offense:** Removal as a participating member of the team. The athlete may be denied the privilege of participating in interscholastic sports for a period of one calendar year and may forfeit all awards.
3. Any equipment issued to an athlete must be turned in at the conclusion of the season. This equipment is due within 5 school days. Athletes not returning equipment will not be permitted to compete in another sport until all outstanding equipment is returned or paid for at new replacement cost. No athletic awards will be given until all equipment is returned. There will be no equipment issued for another sport until everything is either paid for or returned.

Care of Uniforms

Tri-Valley athletes will be issued uniforms that are the property of the athletic department. These uniforms also denote the wearer to be a Tri-Valley athlete who is representing all the athletes at Tri-Valley. Uniforms are to be worn only to athletic contests in which the wearer is a participant. Uniforms are not to be worn in school or in public unless approved by the coach or administrator. Under no conditions should any athlete ever allow another person to wear his/her uniform unless approved by the coach, Athletic Director, or school administrator.

Extracurricular

The high quality of extracurricular programs in the Tri-Valley School is well known and is based largely on a firm disciplinary foundation. In the rare cases when it becomes necessary to deny a student the right to participate in an extracurricular activity because of behavior problems, it is important that such a strong measure is implemented fairly and firmly both as a learning experience for the child and for the disciplinary integrity of the activity program as a whole.

The following guidelines are offered in order to protect the student's right to due process in disciplinary actions, to insure that the intent of the action is fully understood and to protect the advisor and the school against charges of unfairness and against reversals stemming from technicalities and in the handling of such cases. Please attempt to follow these guidelines as closely as possible.

1. Each extracurricular activity should have written bylaws, regulations, training rules, etc. governing the behavior and expectations of the student participating. If a student is denied participation for certain violations, this should be so stated.
2. All participants must be made aware of the regulations, preferably through the distribution, discussions, and posting of the document at the beginning of activity season.
3. The group regulations should contain a general article pertaining to repeated minor violation of the rules, insubordination and flagrant violation of school rules and the law outside the scope of the extracurricular activity.
4. Avoid inflexible statements in the regulations such as . . . "you will be suspended or removed" . . . in favor of language which allows more discretion in individual cases. An acceptable statement might be "violation of these regulations may result in your denial of participation."
5. Whenever it becomes necessary to deny a student participation in an activity regarding the Athletic Code of Conduct, the following conditions should be met:
 - a. The student should be given written notice that he/she is to be denied participation.
 - b. The reasons for the action should be listed and should pertain to a violation of the written rules. Cite the specific rule(s) in the notice.

- c. The notice should also state that the student has a right to be heard against the denial of participation at an informal hearing before the coach or athletic director which may be held immediately after the notice is served.
- d. The notice should also advise that the decision can be appealed to the principal within five school days. In all cases, the principal has final authority over such denials of participation.
- e. The student should sign the notice only to indicate that he has received the original. Copies should then be sent to the parent and to the principal for the student's file.
- f. An emergency removal of a student may be made without going through the above process only if the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the activity. In this case, the above provisions should be implemented after the removal. A special form is available from the office to report this type of removal.

Minimum Letter Requirements to Obtain a Varsity Letter

Football and Basketball:	Play in one-half of the total quarters.
Baseball and Softball:	Play in one-half of the total innings, unless the player is the pitcher.
Golf:	Play in one-half of the total matches or place in MVL.
Cross Country:	Score 25% of the total points available during the year or place in MVL.
Volleyball:	Play in one-half of the total matches.
Wrestling:	Participate in one half of the total matches or place in the Sectional or MVL Tournament.
Track:	Score an average of one point per scored meet or place in the MVL or District.
Soccer:	Play in one-half of the total games.
Swimming:	Score 25 Varsity Team (relay or individual) points during the season.
Cheerleader:	Cheer in more than one-half of varsity contests.
Archery:	Score in the top 12 in at least three of the scheduled matches.
* A senior on a squad will be given a letter providing the senior is in good standing and was involved with the same sport for more than one year.	
* Coaches have the discretion to letter athletes with the approval of the Athletic Director in the event of illness, injury or unforeseen circumstances that are determined to be in the best interest of our student athletes. Obtaining a letter in a Sport or Club not listed above (Band, Bowling, etc...) will be at the discretion of the coach or advisor.	

- * All athletes must be recommended by the head coach and approved by the Athletic Director that they have met the requirements before they can receive their letter or awards.

Transportation

It is the responsibility of all coaches to inform the athletic director in writing of all departure times that require school transportation. Departure times should be turned into the athletic director as far in advance as possible. All requests must be approved by the principal/athletic director.

All athletes, student managers, student trainers, statisticians, and other student participants are required to travel to and from all athletic contests and events using school-authorized transportation. Requests for parent/guardian transportation may be considered on a case-by-case basis and must receive prior approval from school administration. If approved, the parent/guardian must complete and submit a Parent Transport Release Form prior to the student being released from school-authorized transportation. School administration reserves the right to deny any transportation request based on team, safety, or supervisory considerations.

Athletes, student managers, student trainers, statisticians, and other student participants may be signed out by a parent/guardian following the conclusion of an athletic contest or event. Students may also be released to another adult if the student provides a signed note from a parent/guardian granting permission for that adult to transport the student home. Under no circumstances will a current student from Tri-Valley or any other high school be permitted to transport a student participant home from an away contest or event, regardless of the student's age.

Locker Rooms and Practice Areas

The athletic program will benefit from locker rooms and practice areas that are kept clean, orderly, and secure. Coaches are expected to lock any door at any time they find it open. Students or other persons found in our facilities under questionable circumstances should be brought to the high school office. Coaches should stay in the area while students are in the building to be available when needed. Coaches are to be the last to leave so they can lock the doors and turn off the lights.

Equipment will also be secured at the end of practices. Items left on the practice field or gym floor may not be replaced if lost due to the negligence of the coaching staff. Coaches should see the athletic director if they feel conditions cannot be made secure.

Athletes will not be permitted to abuse the condition of the locker room. The custodial staff will perform regular maintenance in these areas but will not be asked to clean up after irresponsible athletes who deliberately leave a mess.

Key Control

Keys will not be given to any student except the team manager and then only for very short periods of time. Any coach giving keys to a student who was subsequently injured in the gym, weight room, whirlpool, etc., would be guilty of an act of negligence. No keys may be given to any member of the public. Possession of keys is an important responsibility that will be taken most seriously.

Varsity Team Trophy Awards

Only one trophy to be awarded in each of the areas listed below. Any exceptions must be decided by the Tri-Valley Athletic Director/Principal. No special trophies may be awarded unless purchased or approved by the athletic department.

Football	4 Awards	
Cross County	4 Awards	for both Boys and Girls
Golf	4 Awards	
Volleyball	4 Awards	
Basketball	4 Awards	for both Boys and Girls
Wrestling	4 Awards	
Baseball/Softball	4 Awards	
Track	4 Awards	for both Boys and Girls
Swimming	4 Awards	for both Boys and Girls
Soccer	4 Awards	for both Boys and Girls

*Award names are subject to head coach's discretion

Varsity letters to be awarded to students other than team players as follows:

- Minimum of two years statisticians and other related types of activities regardless of sport
- Minimum of two years as manager regardless of sport
- Minimum of two years as mat-aid
- Minimum of two years as trainer
- 3rd year award - small plaque
- 4th year award - large plaque

Tri-Valley High School Weight Room

Coaches of all programs are encouraged to use the weight room facilities.

Under no conditions may any student use the weight room without adult supervision. Supervision in this case is defined as being in the immediate area of the weights and taking active interest in the workout. Coaches will not schedule team workouts in the weight room unless a coach is there to supervise. There are no exceptions to this policy.

Use of Practice Facilities

Use of practice facilities will be scheduled through the Athletic Director. Coaches will not allow students to use these facilities without proper supervision and prior approval.

Scrimmages

All scrimmages will be in compliance with the rules of the OHSA. They will be scheduled, including officials, and arranged by the head coach after consultation with the athletic director. Transportation to away scrimmages will be by school transportation only and will be scheduled through the athletic director.

Scouting

All scouting assignments will come from the head coaches. If possible, a MVL pass will be issued for that purpose. Mileage reimbursement will be paid at the approved per-mile rate established by the school district.

*Coaches must have an approved purchase order before the start of the season. Also, verification of mileage must be approved by the Athletic Director for reimbursement.

Coaches Clinics

The head coaches are to use their discretion in the selection of clinics and state tournaments they want to attend. The following are maximums they are not to exceed:

1. The head coach may get up to three days off for clinics and/or State Tournaments.
2. The assistant coach may get up to two days off for clinics and/or State Tournaments.
3. All requests must be submitted to the Athletic Director as soon as possible.
4. If a coach resigns, his/her clinic privileges are no longer available.
5. State Tournament Tickets - the athletic department will purchase up to four sets of football, basketball, and wrestling tickets for the respective coaches. The Athletic Director has the option to purchase the same number of tickets.
6. A head varsity coach who is an assistant in another sport will be given four days for clinics and/or State Tournaments. An assistant coaching more than one sport will be given three days.
7. A limit of any combination of two coaching clinics and/or State Tournaments can be approved by the Athletic Director.

Practice Time and Schedule

Practice times and practice schedules should be well planned. A copy of each should be kept by the head coach.

1. Practice times are expected to be held within posted schedules with alterations limited to uncontrollable circumstances when possible.
2. Unscheduled practice sessions should be communicated to all parties involved as soon as possible.
3. Junior high and freshman coaches and extra-activity advisors will not be permitted to practice on calamity days.
4. Junior high and freshman coaches and extra-activity advisors shall limit all practice sessions to no more than two hours in length.
5. Junior high coaches will not be permitted to practice during and holiday or vacation break unless there is a scheduled contest on the first day back from the break. These practices must be approved by the building Principal
6. All practices permitted on calamity days shall receive prior approval of the building principal and athletic director and shall be approved based upon weather conditions at the anticipated practice time. Participant attendance at calamity day practices is purely voluntary and no participant may be penalized for nonattendance.
7. Varsity and reserve coaches and extra-activity advisors will not be permitted to schedule practice sessions on the following holidays unless approved by an Administrator.

Fourth of July
Thanksgiving
Christmas
New Year's Day
Easter

Contest Schedules

1. All scheduled junior high activity events shall be cancelled on any declared calamity day.
2. The superintendent, high school principal, and athletic director shall collectively make the decision to cancel or participate in any varsity, reserve, and freshman athletic contest or other extra-activity event scheduled on any declared calamity day.

Supervision of Athletics and Extra-Curricular Activities

1. Athletic and intramural coaches must supervise students in the locker room before and after practice or games, see that showers are turned off and all students involved in their activity have dressed and left the building. Athletes are not to wander through the building after practice.
2. Extra-activity advisors must supervise all activities of their group, are responsible for orderliness of their meeting rooms, and must see that participants in the activity leave the building promptly.
3. Students will not be permitted to enter the faculty rooms before, during or after athletic or extracurricular activities. Activity advisors may secure special permission to use the faculty rooms from the principal.

Procedures for New Sport/Club/Activity Requests

I. Request for Consideration

- A. All requests for consideration must be submitted by December 1 and will be considered once a year.
- B. The December 1 deadline may be waived if the sport in question is recognized by the MVL.
- C. A written petition with at least 20 interested adult signatures who are residents of the Tri-Valley Local School District must be submitted. (The petition is to be developed by school personnel)
- D. The following list of research items must be submitted:
 - 1. Financial
 - a. Cost of equipment and supplies*
 - b. Cost of Officials*
 - c. Cost of transportation*
 - d. Cost of Coaches*
 - e. What revenue will the sport generate?*
 - 2. Other
 - a. Availability of Coaches
 - b. Facility (availability of practice/game area)
 - c. Number of available competitions within a 50-mile radius
 - d. Liability Issues

II. Interest Survey

- A. The survey will be prepared by the Athletic Director and will include both high school and middle school students.
- B. The survey will gather the following information of interested students:
 - 1. Name
 - 2. Grade
 - 3. Sex
 - 4. Other extracurricular Activities and sports
 - 5. Parent/Guardian signature
- C. The base number of students for consideration is two times the number to field a team.

III. Committee Review

- A. The committee shall be comprised of three administrators (Athletic Director, High School Principal, and Middle School Principal), two coaches, and five community people. Of the five-community people, one will be the person who is requesting the addition of the new sport, one will be a member of the booster group, and three will be appointed by the Athletic Director.
- B. Questions to be considered:
 - 1. Are there sufficient numbers to warrant starting a new sport?
 - 2. Is starting a new sport financially feasible?
 - 3. Is there a Title IX Issue?
 - 4. Is the new sport recognized by the league?
 - 5. If feasible, can requests be prioritized?
 - 6. Do we add new sports or expand existing sports at the middle school?
- C. The committee will consider the data and present the final decision to the Board of Education. If feasible, this should be done by the February meeting.

IV. Recommendation to the Board

- A. If the sport is added, it is placed on a five-year probation with a yearly review. The sport may be dropped at any time during the probationary period.
- B. The criteria for dropping the sport shall include but not be limited to participation, costs, lack of qualified coaches, lack of competition, etc.
- C. If the sport is dropped, it will be eliminated for at least a three-year period.