



Holgate Local Schools

Athletic Handbook

Table of Contents

Introduction	1
General Rules	3
Athletic Eligibility Understanding	7
Code of Conduct	10
Drug/Alcohol Testing Policy	14
Social Media Policy	26
Social Media Guidelines	27
Sports Rules and Definitions	28
Emergency Medical Form	29
Student/ Visitor Incident Report Form	31
Coach's Checklist	32
Student Athlete's Checklist	34
Job Descriptions	35
Approval for Supplemental Pay	38
Evaluations	39

Educational Value of Athletics

The Holgate Local Schools:

Believe there are substantial educational outcomes from a soundly conceived and executed program for the players, the student body and the school as a whole.

Believe the potential values to the participants are genuine. Rigorous competition under prescribed regulations and policies provide for adolescents the opportunity to develop ideas and habits of health, fair play, initiative, self discipline, achievement, and emotional control.

Believe that many athletes have found a purpose in their school work and in their lives through the program of athletics.

Believe the athletic program, though differing in nature from the academic program, does justify its existence by providing a profitable educational experience for the participant.

Believe the welfare of the individual athlete is always to be the primary concern. The game exists for the athlete—never the athlete for the game.

Ohio High School Athletic Association

The object of this Association shall be to promote pure, wholesome, amateur athletics in the schools of Ohio. In carrying out this objective, the Association shall regulate, supervise and administer interscholastic competition among its member schools to the end that the interscholastic program be an integral factor in the total educational program of the schools. This shall be accomplished by cooperating with all agencies vitally concerned with the health and educational welfare of secondary and junior high students; determining qualifications of individual contestants, coaches and officials; furnishing protection against exploitation of school or students.

The management of the affairs of the Association shall be vested in a Board of Control, a Commissioner and Assistant Commissioners, and our high school is a member of the Association. Holgate Local Schools is in the North-Western District. Rules and regulations of the Ohio High School Athletic Association are strictly adhered to by all concerned in our athletic program.

Green Meadows Conference

The purpose of the League is to promote clean wholesome athletics, sponsor athletic contests, create a spirit of friendly rivalry, and promote good will among the members. The league shall also foster the exchange and discussion of professional ideas.

Members of the GMC are Holgate, Edgerton, Hicksville, Tinora, Antwerp, Wayne Trace, Ayersville, and Fairview.

The GMC is governed by the Executive Committee which is composed Principals of the member schools.

The Commissioner of the GMC is hired by the Executive Committee. The Commissioner collects assessments as determined by the Executive Committee, appoints officials for certain league contests and submits an account of all financial transactions. The Commissioner prepares and submits an annual budget for approval by the Executive Committee.

Athletic Booster Club

The Booster Club is an independent group whose sole purpose is to promote interest in all sports. Many worthwhile projects have been accomplished through financing from the club fundraising efforts. Head coaches should assist the club with various projects as much as possible. Head coaches should go through the Athletic Director to request financial aid or services of the club.

Senior High Sports

Athletic competition for boys include: football, golf, basketball, track, baseball, cross country.

Athletic Competition for girls include: volleyball, golf, basketball, gymnastics, track, softball, and cross country.

Junior High Sports

Athletic competition for boys include: football, basketball, track, cross country.

Athletic Competition for girls include: volleyball, basketball, track, and cross country.

Other Activities and Club Sports

Other activities and club sports for boys include: indoor track, gymnastics, and cheerleading

Other activities and club sports for girls include: indoor track and cheerleading

General Rules

Pre-Season Parent's Meeting

Each Head Coach shall set up and conduct a pre-season meeting with the parents of his/her team. This meeting should inform the parents of the coaching staff's expectations for their children, as well as to go over school/team policies. Items to discuss are (but not limited to): coaching philosophy, Code of Conduct policy, eligibility requirements, attendance policy, doubling policy (if applicable), lettering requirements, and training rules of the coach. Items not appropriate to discuss include (but are not limited to): other athletes, and other sports.

Training Rules

All athletes and parents must sign a Code of Conduct form. This must be on file in the AD's office before an athlete will be allowed to participate. Athletes will only need to sign the form every year of their career, unless any additional changes are made to the form. All incoming 7th graders and any new student/athletes will need to sign a form. All Head Coaches may establish additional training rules for his/her sport (i.e. curfew hours, dress, school conduct, etc.). Any additional rules will be subject to approval of the AD and Principal. These rules shall be placed in writing and given to athletes and parents for signatures verifying the knowledge of their existence. The Code of Conduct is included in this packet.

Participation/Doubling

All junior/senior high school students at Holgate Junior/Senior High School who qualify under OHSAA rules and the policies of the Holgate Board of Education will be given the opportunity to participate in the athletic program. Permitting an athlete to participate in more than one sport in a season is based on the philosophy that we need to allow the athlete to fully develop his/her interests and talents. Coaches must place the good of the individual and the total athletic program ahead of any felt need "to win" a single contest. Coaches are expected not to discourage students from broadening their athletic interests and abilities by participating in more than one sport. A student will be permitted to participate in two sports in one season provided that:

1. The participant must declare to the coaches of the involved sports his/her intention to participate in two sports and must declare which sport is to be their major sport.
2. The participant must attend practices in both sports.

In all cases of schedule conflicts, the participant will be expected to participate in his/her declared major sport. The only exception to this will be if a major sport non-league or non-tournament contest conflicts with a secondary sport's league contest (in sports where each contest counts toward league title) or an OHSAA tourney contest. The participant will be expected to miss a practice of his/her major sport to compete in a contest in the secondary sport.

Squad Selections

It is the philosophy of Holgate High School that athletic participation be open to as many students as possible. However, due to limitations of space, equipment, and numbers of players needed, it is sometimes necessary to limit the number of athletes on a particular squad. The criteria and date for squad selections will be established by the Head Coach and explained to all candidates

Physical Examinations

All athletes and cheerleaders grades 7-12 must pass a physical examination yearly. The physical examination form must be signed by the parent or guardian. It is the responsibility of the coaching staff to see that no athlete or cheerleader participates until the proper proof of the physical examination is on file.

Insurance

The parent/guardian should provide evidence of health or accident insurance coverage. If the parent/guardian does not have health or accident insurance for the student athlete, the parent can ask the Athletic Director to inform them of the availability of coverage through a carrier approved by the Board of Education.

Emergency Medical Forms

All students must have this form on file in the office. Each coach will be given copies of the forms of his/her athletes. These forms must be with the teams at all times.

Emergency Medical Attention

Injuries that appear to be serious will be handled by the trainer (coach if no trainer is available) who will stay with the athlete until the parent/guardian arrives. If there is danger due to loss of blood, unconsciousness, severe pain, or other dangerous symptoms, the rescue squad will be called. In all cases, the parent/guardian will be called as soon as possible. **Coaches should have copies of emergency medical forms of all players with them at all contests/practices.**

Summer Camps

In order to avoid conflict with other sports activities and events, all sports camps coordinated by a Head Coach will be scheduled in cooperation with the Athletic Director. Summer camps and programs can cause some student/athletes to be pressured to be involved in as many as three different sports activities at once. With the cooperation between coaches and the Athletic Director, we will be able to prevent any conflicts between programs. Any coach planning a summer camp or summer program will submit a schedule of this to the Athletic Director prior to the end of the school year.

Dress Code

School wide dress code policies apply to all athletic contests. Coaches may require guidelines that exceed this policy. Exceptions or deviations to this policy may be permitted by teams that dress at home or do not appear publicly; only with the express permission of the Athletic Director.

Uniforms

Holgate athletes will be issued uniforms that are the property of the Athletic Department. Uniforms are to be worn only in athletic contests in which the athlete is a participant. Jackets issued by the Athletic Department may be worn during the season at the discretion of the Athletic Department.

Athletes who fail to turn in any uniform or equipment at the end of the season will be billed accordingly. Coaches should encourage athletes to keep uniforms at home where they are safe and keep them locked when they are brought to school.

Sportsmanship Guidelines

The Holgate Local School District believes that interscholastic competition involving member schools should be governed by the basic principles of good sportsmanship. Players/Staff/Team Personnel are governed by the sportsmanship policy established by the Ohio High School Athletic Association. Any team member or staff member ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection. If the ejection occurs in that last contest of the season, the student or staff member shall be ineligible for the same period of time in the next sport in which the member participates. A student or staff member under suspension may not sit on the bench, enter the locker room or be affiliated with the team in any way traveling to or from a contest. A student who is ejected a second time will be denied participation for the remainder of the season in that sport. Holgate Middle School/ High School is committed to upholding the ideals of good sportsmanship, ethics and integrity. It is important that the actions of the participants, coaches, and spectators be a positive reflection on the school community.

Hazing

It is the position of the Holgate High School Athletic Department and the Holgate Local Board of Education that hazing activities of any type are inconsistent with the educational process and shall be prohibited. Under no circumstances will hazing be tolerated. Hazing is defined as any act of coercion or harassment toward another, including the victim, into actions that create substantial risk of mental or physical harm to any person as part of an initiation.

Travel

It is the position of the Holgate Athletic Department and the Holgate Local Board of Education that student/ athletes are to travel with their team to and from events. A student-athlete may be permitted to ride home with their parent/ guardian only with written consent from a parent/ guardian.

Varsity Letters

Holgate Local Schools believe varsity letters should be earned not given. It is an expectation that the coach of each sport will give out guidelines at the beginning of each sports season as to how a student athlete can obtain a varsity letter in that particular sport. Any student athlete meeting the criteria will receive a varsity letter. A coach reserves the right to award a student a varsity letter if the guideline criteria was not met due to extenuating circumstances.

Parent/Coach Relationship

A clear line of communication is important between a coach and a parent. Parenting and coaching are extremely difficult vocations. The Holgate Local School District in conjunction with its Athletic Department follows the chain of command listed below. We ask that you observe the order of this line of communication.

- Assistant Coach (if applicable)
- Head Coach
- Athletic Director
- Building Principal
- Superintendent
- Board of Education

If the Coach cannot be reached, contact Anthony Jackson, Athletic Director at 419-264-2521. An appointment with the Coach will be arranged. Please do not attempt to confront the Coach before or after a contest or practice session. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution.

The Role of Parents in Interscholastic Athletics

As a parent, make sure no matter what happens; win or lose, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Try your best to be completely honest about your child's athletic ability, competitive attitude, and actual skill level. Don't coach them. Love them. Teach them to enjoy the thrill of competition. Try not to relive your athletic life through your child in a way that creates pressure. Don't pressure your child because of your pride. If they are comfortable whether winning or losing, they are on their way to maximum achievement and enjoyment. Don't compare the skill, courage or attitude of your child with other members of the team.

HOLGATE HIGH SCHOOL
ATHLETIC ELIGIBILITY UNDERSTANDING

Purpose: The following information consists of Holgate High School's guidelines for athletic eligibility for extracurricular participation. The policies of the Holgate Board of Education are created with the premise that academic success in school is a priority and that extracurricular participation is a privilege granted by continued academic success.

YEARLY ELIGIBILITY:

*Student-athlete must be currently enrolled and have received passing grades in a minimum of five (5) one-credit courses, or the equivalent, in the immediately preceding grading period. Students taking post-secondary options must also comply with these standards.

GRADING PERIOD ELIGIBILITY:

*Students enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement.

*Students in grades 7 – 12 are prohibited from participating in extracurricular activities for the grading period if...

-They receive two (2) or more failing grades in the previous grading period

OR

-They have less than a 1.5 G.P.A. on a 4.0 grading scale during the previous grading period

*Eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. Exception: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

*Students must also meet academic eligibility requirements of the Ohio High School Athletic Association.

WEEKLY ELIGIBILITY REQUIREMENTS

(Eligibility checked every Friday)

In order to be eligible, a student in grades 7, 8, 9, 10, 11, or 12 must not be failing more than one subject or have failing grades in the same subject for three or more consecutive eligibility periods in the same grading period.

A failing average in the same subject for three or more consecutive weeks will result in the student being declared ineligible for the following week. Failing averages in more than one subject during a week will result in the student being declared ineligible for the following week.

There shall be no extra credit work, special tests or other considerations given to individuals to insure their eligibility. Make up policies for tests and other work is at the option of each individual instructor.

The grade is to be computed on a cumulative basis of the work completed, graded, and input into the grading system from the beginning of the grading period to the time the eligibility report is pulled on the last day of each week. (The weekly report from Four County Career Center will be used for weekly eligibility.) The grade is accumulative through the grading period; each grading period will begin a new accumulative grade for the student.

A weekly eligibility period begins at midnight Sunday and ends at midnight the following Sunday.

When a student is declared ineligible, he or she is still expected to attend team activities, to travel with the team to away games and to sit with the team but not in uniform. If any student is declared ineligible prior to the time school is dismissed for vacations, the student remains ineligible until such time as school resumes and eligibility is again determined.

DAILY ELIGIBILITY REQUIREMENTS:

*To be eligible for participation in an athletic event or practice, the student athlete must be in attendance four out of eight academic periods (Academic Assist and lunch are not considered an academic period). The time out of school during the day shall not be unexcused to be eligible to participate.

PROCEDURAL INFORMATION:

Students will be notified by their coach if they become ineligible for the week. Progress reports are available in the afternoon of the last day of the week in the Middle School/High School office.

*For information regarding the rules of eligibility, please contact the Principal or the Athletic Director at the Middle School/ High School office.

*For information regarding the eligibility status of an individual student, contact the Guidance Office.

HOLGATE HIGH SCHOOL ATHLETIC/CHEERLEADING CODE OF CONDUCT

Participating in athletics/cheerleading/managing/and stat activities at Holgate High/Middle School is a privilege, not a right. All students are expected to behave appropriately at all times when taking an active part in the extra-curricular programs. Their behavior is a reflection on themselves, their families, their activity, their school, and their community. If students engage in conduct (i.e. misdemeanor and felony violation of the O.R.C.) on or off school property that is felt to be demeaning to their role as a participant in the extra-curricular programs, they may be denied the right to participate in that activity. The code of conduct is in force year round throughout a student's entire athletic/cheerleading career beginning with the first year the activity is offered. This is inclusive of summer and off season times.

Rules which govern student behavior during school hours will also apply when students participate in the extra-curricular programs both on and off school property. Students may be denied participation for violations of the student conduct code. If a percentage suspension consequence is determined to be in effect, the coach/advisor and administration will determine the effected activities. Concurrent activities will result in concurrent suspensions.

Any student-athlete violating the athletic handbook and/or the student code of conduct will be subject to any and/or all of the following consequences:

Likewise, if a student is using, possessing, selling, dispensing, having the odor on his/her breathe, showing signs of use of any tobacco substance, drugs (including marijuana), hallucinogens, alcohol, volatile chemicals, look alike drugs or any similar substance on or off school property, the student will be subject to the following consequences:

- I. **SELF REFERRAL (a student/athlete turns himself/herself in):**
 - A. A meeting with the student/athlete, parents or guardian, and coach advisor must be held with the athletic director and /or principal attending
 - B. The student/athlete must go through school approved appropriate counseling or attend an insight group (an approved program which would cover many areas including drug education and feelings).

Once self referral occurs, the student/athlete must go through A. and B (B only if tobacco, drugs, hallucinogens, alcohol, chemicals, look alike drugs or any similar substance). Once the student/athlete goes through self referral and a second violation occurs during the student's athletic career, the student/athlete goes directly to the second offense. Program arrangements, transportation and cost are at the expense of the student/parent. Self referral option may only be used once in a student athlete's athletic/activity career.

II. INVESTIGATIVE SELF REFERRAL (a student/athlete admits to a violation to the coach/advisor or administration upon questioning)

- A. A meeting with the student/athlete, parents or guardian, and coach must be held with the athletic director and/or principal attending.
- B. The student/athlete must go through a school approved appropriate counselor or insight group (an approved program which covers many areas including drug education and feelings).
- C. The student/athlete will serve a 10% game/activity suspension with carry over in the next athletic/activity schedule. This suspension may be carried over to a different sport/activity if necessary to complete the suspension requirement.

Once Investigative Self Referral is selected, the student/athlete must go through A, B, and C (B only if tobacco, drugs, hallucinogens, alcohol, chemicals, look alike drugs or any similar substance). Once the student/athlete goes through investigative self referral and a second violation occurs during the next 24 months, the student/athlete goes directly to the second offense. Program arrangements, transportation and cost are at the expense of the student/parent.

III. NON-SELF REFERRAL

- A. First offense occurs when the student/athlete does not self refer (either type) and has broken the code of conduct:
 1. A meeting with the student/athlete, parents or guardian, and coach/advisor must be held with the athletic director and/or principal attending.
 2. The student/athlete will miss 30% of the current season with carryover up to a maximum of 30%. (Post season play such as playoffs, tournaments, etc. count towards working off the penalty and the student/athlete would not be allowed to participate.)
 3. The student/athlete must go through approved counseling or attend an insight group.
 4. A first offender who is not participating in a sport/activity at that time must miss 30% of his/her next sport/activity. The student/athlete must also complete Rule #3. Program arrangements, transportation and cost are at the expense of the student/parent.
- B. Second offense occurs within 24 months of the first infraction (occurs when any type of self referral or a first offender has broken the code of conduct again):
 1. A meeting with the student/athlete, parents or guardian, and coach/advisor must be held with the athletic director and/or principal attending.
 2. The student athlete will miss 60% of the current season with carryover up to a maximum of 60%. (Post season play such as playoffs, tournaments, etc. count toward working off the penalty and the student/athlete would not be allowed to participate.)
 3. The student/athlete must go through approved counseling or insight group. (only if tobacco, drugs, hallucinogens, alcohol, chemicals, look alike drugs or any similar substance).
 4. A second offender who is not participating in a sport/activity at that time must miss 60% of his/her next sport/activity. The student/athlete must also complete Rule #3 (Rule #3 only if tobacco, drugs, hallucinogens, alcohol, chemicals, look alike drugs or any similar substance). Program arrangements, transportation and cost are at the expense of student/parent.
 5. The student/athlete must go through a drug assessment and complete recommendations (only if tobacco, drugs, hallucinogens, alcohol, chemicals, look

alike drugs or any similar substance). Assessment, arrangements, transportation and cost are at the expense of the student/parent.

C. Third (fourth and beyond) offense within 24 months of previous offense.

1. Any third (fourth and beyond) infraction within 24 months of the second (previous) infraction will result in denial of participation (suspension) for twelve months from date of infraction.

All decisions will be reduced to written form for any type of consequence issued.

CLARIFICATIONS

Self-Referral:

--An athlete approaches the coach, advisor, trainer, athletic director or administrator and admits violating the code of conduct. This self-referral must occur before any type of investigation is started by coaches, administration or law enforcement agencies.

--Self-Referral is a first offense option that may be used only once in a student/athlete athletic/activity career.

Investigative Self-Referral:

--A coach/advisor suspects a violation and confronts an athlete and the athlete admits to breaking the code.

--A person tells the coach/advisor that an athlete has been seen violating the code. The coach confronts the athlete and the athlete admits to violating the code.

--Investigative self-referral option may only be used once in 24 months.

Self-Referral and Investigative Self-Referral are first offenses and any type of additional violation is a second offense. An athlete cannot use both types of self-referrals in a 24 month time period.

Non-Self-Referral:

--Any other violations that the athlete does not self-refer or where there is not an investigative self-referral.

The Code of Conduct must be turned in before the first day of organized practice/activity begins. The Code of Conduct will stay in effect for the student's entire athletic/ extracurricular career at Holgate. The Code of Conduct is inclusive of summer and off - season violations.

I have read the above Code of Conduct and agree to comply with the above rules.

Signature of Student Athlete

I have read the above Code of Conduct and I will help my child comply with the above rules.

Signature of Parents/Guardian

Revised and Adopted by the Holgate Board of Education: August 17, 1992,
December 12, 1996,
February 6, 2001, December 12, 2007

Holgate Local Schools Drug Testing Policy

Purpose Statement

The Holgate Local Schools Board of Education hereby implements a drug testing program. This policy is being implemented to accomplish the following goals:

- Providing for the safety of all student participants in athletics, competitive extra-curricular activities, and clubs;
- Providing safety for all students;
- Providing student participants the opportunity to become leaders in the student body for a drug-free/alcohol-free school;
- Deterring the use of drugs/alcohol and providing support for students who test positive for drug/alcohol use; and
- Undermining the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs or consume alcohol.

This policy applies to all student athletes and all students participating in competitive extra-curricular/club activities in grades 7-12.

The Drug Testing Program does not affect the current policies, practices or rights of the District regarding student drug possession or use where reasonable suspicion is established by means other than drug testing through this policy. The drug testing policy is non-disciplinary. Thus, no student shall be suspended or expelled from school as a result of any certified “positive” test conducted by his/her school under this program.

Additionally, no student will be penalized academically for testing positive for banned substances. The results of a drug/alcohol test will not be documented in any student’s academic record. Information regarding the results of a drug test will not be disclosed to criminal or juvenile authorities, absent legal compulsion by valid and binding subpoena or other legal process, which the Holgate Local Schools Board of Education will not solicit. All students and parents/guardians/custodians must sign an “Informed Consent Agreement” for drug testing in order to be eligible to participate in athletics and extra-curricular activities. The principal/designee will make all final decisions regarding any drug testing procedural issues within his/her building.

*Note: For the purpose of this policy, the word “drug” is defined as any illegal/illicit drug and/or alcohol.

1. DEFINITIONS

A. DESIGNATED OFFICIAL

The High School Principal and or the Athletic Director.

B. ATHLETICS

Any student participating in a Holgate Local Schools athletic program which includes, but not limited to: Baseball, Basketball, Cross Country, Football, Golf, Track & Field, Softball, Volleyball and clubs such as Cheerleading, Gymnastics, and Indoor Track.

C. EXTRA-CURRICULAR ACTIVITIES

Any student participating in a Holgate Local Schools competitive extra-curricular activity, which includes, but is not limited to: Quiz Bowl and Sports Managers.

D. RANDOM SELECTION

The Designated Official shall prepare and maintain an updated list of Student Participants and will submit that list to the Vendor. To randomly select Student Participants, the Vendor shall use a computer system designed to ensure Student Participants are selected in a random fashion. The system may include generated random numbers.

A Student Participant may be tested more than once a year. Drug testing is unannounced and is to be randomly conducted. The day and dates are selected by the Designated Official and confirmed by the Vendor.

F. ILLEGAL/ILLICIT DRUGS

Any substance included in 21 U.S.C. s 802(6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute or purchase under State or Federal Law. This definition also includes steroids, all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

G. ALCOHOL

Alcoholic beverages means intoxicating liquor, alcohol, wine, beer, mixed beverages, malt liquor and malt beverages as defined in Ohio Revised Code 4301.01. The term "alcoholic beverages" also means any liquid substance (such as "near beer") which contains alcohol in any proportion or percentage.

H. DRUG ASSESSMENT AND COUNSELING

A program designed to assess the degree of dependence of a student on mood-altering chemicals or other illegal substances. Such a program shall include an educational component designed to teach the harmful nature of the mood-altering chemicals and any follow-up counseling and/or treatment deemed necessary by assessing agency. The cost of any such chemical assessment, educational component, counseling and/or treatment shall be the responsibility of the student and/or his/her parent/guardian/custodian.

2. TYPES OF TESTING

A. RANDOM TESTING

At the beginning of each season and/or school year, all student-athletes and students participating in competitive extra-curricular/club activities will be eligible for the random urine drug testing. The collection process will take place on school property or at the Board of Education approved testing facility. The head coach or advisor/instructor for each competitive extracurricular/club activity and the Designated Official are responsible for ensuring that all student athletes, students participating in competitive extra-curricular/club activities, and their parents/guardians/custodians properly sign the "Informed Consent Agreement" for drug testing. Random testing may be done throughout the season (including summer months) and/or school year. In the event of a non-negative result, the specimen will be sent to a laboratory and a certified Medical Review Officer will verify the results.

1. Random selection of students: The drug testing company will utilize a random number generator to select students for testing. Student Participants may be tested more than once per season and/or school year. The random selection of students will be a number not to exceed 30% of the participants in the selection pool at the time of testing. The Student Participant becomes eligible for the selection pool at the beginning of his/her sport season, and/or involvement in extra-curricular activities.
2. Scheduling random testing: Random testing will be unannounced. The drug testing date and times will be selected by the Designated Official. The frequency and percentage of students tested each time will be determined by the Designated Official. The frequency of drug testing is not to exceed 10 times in a calendar year and the percentage of students tested each time is not to exceed 30% of the testing pool.

B. GROUP TESTING

At the beginning of a season and/or school year, all eligible students in a particular group (groups include athletics and competitive extra-curricular/club activities) may be required to take a drug test. The collection process will take place on school property or at the Board of Education approved testing facility. The head coach or advisor/instructor for each extracurricular/co-curricular activity and Designated Official are responsible for ensuring that all student athletes, students participating in competitive extra-curricular/club activities, and their parents/guardians/custodians properly sign the "Informed Consent Agreement" for drug testing. Random testing may be done throughout the season (including summer months) and/or school year. In the event of a non-negative result, the specimen will be sent to a laboratory and a certified Medical Review Officer will verify the results.

C. REASONABLE SUSPICION TESTING

School officials will have the right to have a student tested for use of drugs when there is “reasonable suspicion” of drug and/or alcohol use that does not rise to the level of discipline under the School Code of Conduct and/or the Student Participant handbook. This applies to all student athletes and all students participating in competitive extra-curricular/club activities in grades 7-12.

D. “OPT IN” STUDENT DRUG TESTING PROGRAM

Parents/Guardians/Custodians who have students not involved in athletics and/or extra-curricular activities may have their students participate in the drug testing program at the expense of the parent. Interested parents/guardians/custodians should contact the Designated Official for additional information.

3. DRUGS FOR WHICH STUDENTS MAY BE TESTED

LSD, alcohol, marijuana, amphetamines, anabolic steroids, methaqualone, barbiturates, nicotine (tobacco), benzodiazepines, opiates, cocaine, propoxyphene (Darvon), or any substances included in 21 U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute or purchase under State or Federal law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for the medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

4. REFUSAL TO TEST

Refusal to submit to a random or reasonable suspicion test will constitute a violation of the drug testing policy and will be treated as a positive test result.

5. COLLECTION PROCESS

The following procedures will occur after students report to the collection site:

- A. All students must have a picture ID or be identified by the Principal/designee. No exceptions will be allowed.
- B. The testing area must be secured during testing.
- C. Only lab technicians, students and designated school personnel will be present for the testing as privacy must be maintained for all students.
- D. The Designated Official is responsible for ensuring that all of the required forms have been completed and signed by parents/guardians/custodians and students. No student is to enter the collection site until forms are completed and proper ID has been presented or student identification has been made by the Principal/designee.

- E. When students arrive at the collection site and cannot give a sample, they will be asked to drink water or juice provided by the Official.
- F. No bags, backpacks, purses, containers or drinks will be allowed to enter the collection area. All extra coats, vest, jackets, sweaters, etc. must be removed before entering the collection site. Any infringement of the rules will result in the student taking the test again.
- G. Students processed by the lab technicians who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test and this will be considered a refusal. They are not to have contact with anyone until after the sample is given.
- H. Students will be asked to hold out their hands and sanitizer will be placed on their hands. The lab technician will add a dye to the toilet.
- I. Students will be asked to urinate directly into the collection cup given to them by the lab technician. The lab technician will stand outside the stall/restroom.
- J. If any adulteration of the specimen is detected, it will be considered a violation of the drug testing policy and the student will receive consequences as outlined in the policy. (The lab checks every sample for adulteration, such as additives that a student might drink or add to urine to change the sample.) They are not called positives but have the same consequences.
Adulteration: Adulteration is the intentional tampering with urine sample by a donor to avoid detection of illicit drug or alcohol use.
- K. Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be sent to the lab for immediate confirmation of tampering.
- L. The sample must be taken in one attempt and be at least 30 ml in size. The student must return the cup to the lab technician.
- M. Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he/she will be required to give a new sample immediately or the sample will be invalid.
- N. While the student is watching, the lab technician will recap the sample and return it to the student who must then return it to the intake technician. The student will note the specimen number and sign the specimen intake sheet verifying the specimen number and student identity. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be given. If the student leaves the collection area the sample is invalid and the student will have to give another sample. The student will wash his/her hands prior to returning to the classroom.
- O. The specimen will be checked by the lab technicians at the time of testing using a rapid screen panel. Any "non-negatives" will be placed in the transport bag and sent to a laboratory and a certified Medical Review Officer will determine the results.
- P. This collection procedure is subject to change because of procedural requirements by the testing agency. The Board of Education reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

6. PROCEDURE IN THE EVENT OF A POSITIVE TEST

- A. The Medical Review Officer will review all “non-negatives” or suspected adulterations.
- B. Depending upon the substance found in the urine specimen, the parent/guardian/custodian will be contacted to determine if the student is taking any prescribed medication from a physician.
- C. If the student is taking medication, the parent/guardian/custodian will be asked to obtain a letter within five (5) school days from the prescribing physician verifying the medication from a physician.
- D. The Medical Review Officer will then determine if any of the prescribed medications resulted in a positive drug screen.
- E. The Medical Review Officer may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of illicit or banned substances from the body. If the Medical Review Officer believes the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result can be reported.
- F. Finally, the Medical Review Officer, based upon the information given, will certify the drug test results as positive or negative. Positive results will be reported to the Principal/designee by telephone.
- G. The Designated Official, within one (1) school day of receiving the test results from the drug testing company, will attempt to notify the parent/guardian/custodian (first and preferably by telephone) of the positive results. Once the parent/guardian/custodian is notified, the student will then be informed of the positive results. The Principal/designee will then provide written notification to the parent/guardian/custodian via U.S. mail.
- H. If the parent/guardian/custodian or student wishes to contest the results, the drug testing company will arrange for a retest of the specimen to be submitted to either the same laboratory or a different laboratory approved by the Principal/designee (if requested by the parent/guardian/custodian). The parent/guardian/custodian or student must pay for this expense. Such a request must be made to the Principal/designee in writing within five (5) school days from the first notification of the positive test results.
- I. Consequences for violations of the Drug Testing Policy are immediate, unless specified otherwise in this policy, and cannot be delayed due to the contesting of drug test results.
- J. If a positive drug test occurs and there is less than the designated suspension period left in the designated season or school year, the suspension will continue into the Student Participant’s next activity, including the following year. If a student chooses to quit before a suspension has been served in its entirety, the suspension will carry over to the next competitive activity in which the student chooses to participate.

7. SELF-REFERRAL

A self-referral occurs when a student admits to using drugs and/or alcohol and asks a coach, advisor, director, counselor, administrator or other school personnel for help and an assessment prior to any known violations of this policy and prior to being called randomly for testing. Self-referral will not be subject to any disciplinary action provided that:

- A. A meeting with the student/athlete, parents or guardian, and coach/advisor must be held with the Athletic Director and /or Principal attending
- B. The student/athlete must go through school-approved appropriate counseling or attend an insight group (an approved program which would cover many areas including drug education and feelings).

Once self-referral occurs, the student/athlete must go through A and B. Once the student/athlete goes through self-referral and a second violation occurs during the student's athletic career, the student/athlete goes directly to the second offense. Program arrangements, transportation and cost are at the expense of the student/parent. Self-referral option may only be used once in a student athlete's athletic/activity career.

A self-referral will become a first offense and subject to consequences if:

- A. A law enforcement agency is involved in the investigation of a potential violation or either formal or informal charges have been filed before the student attempted to self-refer.
- B. Evidence of a violation is known by any staff member before the student attempted to self-refer. A self-referral may be used only once during the 7-12 academic career of a student and may not be used after the student becomes a first offender.

8. CONSEQUENCES FOR VIOLATIONS OF THE DRUG TESTING POLICY

Consequences apply to all competitive extra-curricular activities, athletics, and clubs that a student is involved in simultaneously. For example if a student is a football cheerleader and plays volleyball, the consequence would apply to both activities.

INVESTIGATIVE SELF - REFERRAL (a student/athlete admits to a violation to the coach/advisor or administration upon questioning)

- A. A meeting with the student/athlete, parents or guardian, and coach must be held with the athletic director and/or principal attending.

- B. The student/athlete must go through a school approved appropriate counselor or insight group (an approved program which covers many areas including drug education and feelings).
- C. The student/athlete will serve a 10% game/activity suspension with carry over in the next athletic/activity schedule. This suspension may be carried over to a different sport/activity if necessary to complete the suspension requirement.
- D. For those extra-curricular/club activities that do not have a designated season (i.e. Quiz Team, Competition Cheer, Indoor Track, Gymnastics, and sports managers), the coach/advisor will provide (prior to their first contest/competition) a schedule with all meets/contests/events the team will participate in during their 'season.' The percentage of suspended activity time will be applied to the schedule provided by the coach/advisor. For Club Indoor Track and Gymnastics, the coach/advisor will share the beginning and ending dates of contests available, and the percentage of suspended activity time will be applied in weeks to their designated 'season.' The percentage of suspended games for sports managers will be applied to the season, the same as it would for an athlete of the given sport.

Once Investigative Self-Referral is selected, the student/athlete must go through A, B, and C. Once the student/athlete goes through investigative self-referral and a second violation occurs during the next 24 months, the student/athlete goes directly to the second offense. Program arrangements, transportation and cost are at the expense of the student/parent.

NON-SELF REFERRAL

- A. First offense occurs when the student/athlete does not self-refer (either type) and has broken the Code of Conduct:
 - 1. A meeting with the student/athlete, parents or guardian, and coach/advisor must be held with the athletic director and/or principal attending.
 - 2. The student/athlete will miss 30% of the current season with carryover up to a maximum of 30%. (Post season play such as playoffs, tournaments, etc. count towards working off the penalty and the student/athlete would not be allowed to participate.)
 - 3. The student/athlete must go through approved counseling or attend an insight group.
 - 4. A first offender who is not participating in a sport/activity at that time must miss 30% of his/her next sport/activity. The student/athlete must also complete Rule #3. Program arrangements, transportation and cost are at the expense of the student/parent.
 - 5. For those extra-curricular/club activities that do not have a designated season (i.e. Quiz Team, Competition Cheer, Indoor Track, Gymnastics, and sports managers), the coach/advisor will provide (prior to their first contest/competition) a schedule with all meets/contests/events the team

will participate in during their 'season.' The percentage of suspended activity time will be applied to the schedule provided by the coach/advisor. For Club Indoor Track and Gymnastics, the coach/advisor will share the beginning and ending dates of contests available, and the percentage of suspended activity time will be applied in weeks to their designated 'season.' The percentage of suspended games for sports managers will be applied to the season, the same as it would for an athlete of the given sport.

- B. Second offense occurs within 24 months of the first infraction (occurs when any type of self-referral or a first offender has broken the code of conduct again):
 - 1. A meeting with the student/athlete, parents or guardian, and coach/advisor must be held with the Athletic Director and/or Principal attending.
 - 2. The student athlete will miss 60% of the current season with carryover up to a maximum of 60%. (Post season play such as playoffs, tournaments, etc. count toward working off the penalty and the student/athlete would not be allowed to participate.)
 - 3. The student/athlete must go through approved counseling or insight group.
 - 4. A second offender who is not participating in a sport/activity at that time must miss 60% of his/her next sport/activity. The student/athlete must also complete Rule #3. Program arrangements, transportation and cost are at the expense of student/parent.
 - 5. For those extra-curricular/club activities that do not have a designated season (i.e. Quiz Team, Competition Cheer, Indoor Track, Gymnastics, and sports managers), the coach/advisor will provide (prior to their first contest/competition) a schedule with all meets/contests/events the team will participate in during their 'season.' The percentage of suspended activity time will be applied to the schedule provided by the coach/advisor. For Club Indoor Track and Gymnastics, the coach/advisor will share the beginning and ending dates of contests available, and the percentage of suspended activity time will be applied in weeks to their designated 'season.' The percentage of suspended games for sports managers will be applied to the season, the same as it would for an athlete of the given sport.
 - 6. The student/athlete must go through a drug assessment and complete recommendations. Assessment, arrangements, transportation and cost are at the expense of the student/parent.
- C. Third (fourth and beyond) offense within 24 months of previous offense.
 - 1. Any third (fourth and beyond) infraction within 24 months of the second (previous) infraction will result in denial of participation (suspension) for twelve months from date of infraction.

All decisions will be reduced to written form for any type of consequence issued.

CLARIFICATIONS

Self-Referral:

--An athlete/student approaches the coach, advisor, trainer, Athletic Director or administrator and admits violating the Code of Conduct. This self-referral must occur before any type of investigation is started by coaches/advisors, administration or law enforcement agencies and must occur prior to being called randomly for testing.

--Self-Referral is a first offense option that may be used only once in a student/athlete athletic/activity career.

Investigative Self-Referral:

--A coach/advisor suspects a violation and confronts an athlete/student and the athlete/student admits to breaking the code.

--A person tells the coach/advisor that an athlete has been seen violating the code. The coach confronts the athlete and the athlete admits to violating the code.

--A student admits to using drugs and/or alcohol prior to providing a sample for drug/alcohol testing.

--Investigative self-referral option may only be used once in 24 months.

Self-Referral and Investigative Self-Referral are first offenses and any type of additional violation is a second offense. An athlete/student cannot use both types of self-referrals in a 24 month time period.

Non-Self-Referral:

--Any other violations that the athlete/student does not self-refer or where there is not an investigative self-referral.

**HOLGATE MIDDLE/HIGH SCHOOL INFORMED CONSENT
AGREEMENT**

STUDENT NAME _____

GRADE _____

AS A STUDENT:

- I understand and agree that participation in athletic and/or extra-curricular activities is a privilege that may be withdrawn for violations of the Holgate Middle/High School Drug Testing Policy.
- I have read the Drug Testing Policy and thoroughly understand the consequences that I will face if I do not honor my commitment to the Drug Testing Policy.
- I understand that when I participate in any extra-curricular program I will be subject to initial and random urine drug & alcohol testing, and if I refuse, I will not be allowed to practice or participate in any competitive extra-curricular activities. I have read the informed consent agreement and agree to its terms.
- I understand this agreement is binding while I am a student at Holgate Middle/High School.

STUDENT SIGNATURE

DATE

AS A PARENT/GUARDIAN/CUSTODIAN:

- I have read the Holgate Middle/High School Drug Testing Policy and understand the responsibilities of my son/daughter/ward as a participant in athletic and/or extra-curricular activities in the Holgate Middle/High School.
- I pledge to promote healthy lifestyles for all student participants of Holgate Middle/High School.
- I understand that my son/daughter/ward, when participating in any athletic and/or extra-curricular program, will be subject to initial and random urine drug and alcohol testing, and if he/she refuses, will not be allowed to practice or participate in any athletic and/or extra-curricular activities. I have read the informed Consent Agreement and agree to its terms.
- I understand this agreement is binding while my son/daughter/ward is a participant in extra-curricular activities of Holgate Middle/High School.

PARENT/GUARDIAN/CUSTODIAN SIGNATURE

DATE

PARENT GUARDIAN/CUSTODIAN PRINTED NAME

WORK PHONE

INFORMED CONSENT AGREEMENT

We hereby consent to allow the student named on the reverse side to undergo drug testing for the presence of illicit drugs, alcohol, or banned substances in accordance with the Policy and Procedures for Drug Testing of Holgate Middle/High School.

We understand that testing will be administered in accordance with the guidelines of the Holgate Middle/High School Drug Testing Policy for student participants.

We understand that any sample taken for drug testing will be tested only by a Board-approved company.

We hereby give our consent to the company selected by the Holgate Local Schools Board of Education, its employees, or agents, together with any company, hospital, or laboratory designated to perform testing for the detection of drugs.

We further give our consent to the company selected by the Holgate Local Schools Board of Education, its employees, or agents, to release all results of these tests to designated School District employees or agents. We understand that these results will also be available to us upon request.

I, the student, hereby authorize the release of the results of such testing to my parent/guardian/custodian.

We hereby release the Holgate Local Schools Board of Education, its employees or agents from any legal responsibility or liability for the release of such information and records.

This will be deemed a consent pursuant to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g as amended, and the Ohio Revised Code 3319.321, for the release of the test results as authorized by the Informed Consent Agreement or as required by law.

Social Media Policy

Holgate Local Schools and Athletic Department object to posting on social media sites which are offensive or are in violation of state or federal law, Board policies or OHSAA rules. Student-athletes are considered representatives of the school and their participation in social media forums is subject to scrutiny. The conduct of student-athletes on these sites reflects upon the reputation of the Athletic Department and the school as a whole. In light of this, the Athletic Department has an interest in ensuring that the conduct of student-athletes on social media sites is appropriate and permissible.

Any posting on social media, which is deemed offensive and/or is in violation of State or Federal law(s), and/or is in violation of Board policies, (which include Student Codes of Conduct) or, is in violation of OHSAA rules is strictly prohibited and may be subject to disciplinary action as outlined below.

1. Student-athletes are provided Social Media Guidelines which outline appropriate use of social media. Misuse of social media may violate Federal and/or Ohio State law(s) and/or be in violation of Holgate Local Schools and the Holgate Athletic Department Student Codes of Conduct.

2. In the event that a student-athlete's social media account is found to be in violation of Federal and/or State law(s), or in violation of Holgate Local Schools or the Holgate Athletic Department Student Code of Conduct, the Holgate Athletic Department can impose discipline which may include one or more of the following:

- a. A conference with the student-athlete's coach and/or Athletic Director to discuss the infraction
- b. A written reprimand
- c. A suspension from competition
- d. A suspension from all team activities
- e. Removing the student-athlete from the team

The severity of the discipline will be based on the seriousness of the infraction and whether there have been previous offenses by the student-athlete.

- Student athletes who are in violation of the social media guidelines may be subject to, but not limited to, disciplinary action from Federal and State Authority as well as Holgate Local Schools and the Holgate Athletic Department.

By signing below, you acknowledge that you have reviewed the Holgate Athletics Social Media Policy and have received a copy of the Social Media Guidelines. You acknowledge that your social media activities reflect upon the reputation of the Athletic Department and the school as a whole.

Athlete's Signature

Parent's Signature

Date

Date

Printed Name

Printed Name

Social Media Guidelines

Representing the Holgate Local Schools and the Athletic Department is an honor and a privilege. Along with that privilege comes a set of expectations and responsibilities as a Holgate student-athlete or staff member. You are held to a higher standard and are recognized locally because you choose to represent Holgate Local Schools and your respective sport.

Through social media, you are now being monitored by more individuals than ever before, including Holgate fans, fans of opposing teams, and members of the media. Everything you do in these forums should positively represent Holgate Local Schools. Used responsibly, social media can be a great way to interact with friends, fans and the public and promote your sport and the school. Used irresponsibly it can be a quick way to destroy your reputation in 140 characters or less! This resource provides some tips and suggestions for using social media responsibly and effectively.

- **DO** set your security settings so that only your friends can see your account.
- **DON'T** accept friend or follow requests if you are not sure who they are coming from.
- **DO** understand that who you have listed as Followers or Friends is a reflection on you.
- **DON'T** put anything on social media that you would not want your family, your future employers, those reading the front page of the paper, or the whole world to see.
- **DO** think before you post, tweet or retweet -- Will this positively reinforce my brand?
- **DON'T** post offensive language, personal attacks or racial comments.
- **DO** ask questions if you are not sure what you are doing is ok.
- **DON'T** post anything that could be construed as an endorsement or promotion of a business product or service, even if the business is owned by a relative or friend.
- **DON'T** post or tweet anything during a class.
- **DON'T** publicize information about your team, the Athletic Department or the school that is not considered public knowledge.
- **DON'T** post when you are emotional, like right after a game. You are more likely to say something you will regret.

SPORTS RULES AND DEFINITIONS

ATHLETE	Any student who participates as a team member, cheerleader, statistician, manager or support personnel
AWARDS	To qualify for awards, a player/student must finish the season/year in good standing. (Those who cannot compete because of an injury are exempt). Example: A player/student denied participation for four games/events with three games/events left to play would receive no award, had he/she qualified.
CALENDAR YEAR	Twelve months
EVENT	An activity sponsored by an organization, outside of the regular curriculum requirements of the school day. Included, but not limited to: plays, parades, performances, scheduled class/organization trips, awards meetings, banquets, prom/dances.
GAME	Interscholastic competition sanctioned by the O.H.S.A.A.
PARTICIPANT	Any student who participates as an organization member
REMOVAL	A coach/advisor, athletic director, or school administrator may remove (suspend) an athlete from a team/organization for disciplinary reasons.
SEASON	The time from the first practice to the last game or post-season practice.
TOURNAMENT	Penalties are based on the regular season, but may continue into tournament competition.
VIOLATION	An athlete/participant is to receive the appropriate penalty when, in the opinion of the Coach/ Advisor or Principal believes that the violation did occur. The athlete/participant is to receive a written statement listing the reason and proposed penalty. He/she is given an opportunity to give his/her explanation of what occurred which gave rise to a potential violation. The decision of the Advisor/ Coach may be appealed to the Athletic Director or Principal.

Revised and Adopted by the Holgate Board of Education:

February 10, 1986, August 17, 1992, December 12, 1996

EMERGENCY MEDICAL AUTHORIZATION FORM

School: Holgate Local Schools

Student Name _____

Grade _____

Address _____

Telephone (____) _____

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

Residential Parent or Guardian:

Mother's Name _____ Daytime Phone (____) _____

First Last

Cell Phone (____) _____

Father's Name _____ Daytime Phone (____) _____

First Last

Cell Phone (____) _____

Other's Name _____ Daytime Phone (____) _____

First Last

Cell Phone (____) _____

Name of Relative or Close Family Friend:

_____ Relationship _____

Address _____ Daytime Phone (____) _____

_____ Zip _____ Cell Phone (____) _____

Part I or II MUST Be Completed

(See reverse side)

PART I: TO GRANT CONSENT

I hereby give consent for the following medical care providers and local hospital to be called:

Physician _____ Phone (____) _____

Dentist _____ Phone (____) _____

Medical Specialist _____ Phone (____) _____

Local Hospital _____ Emergency Room Phone (____) _____

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by above-named doctors, or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to any reasonable accessible hospital. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery

Please List Facts concerning the child's medical history, including allergies, medications being taken, and any physical impairments to which a physician should be alerted.

Date _____ Signature of Parent/Guardian _____

Address _____

_____ Zip _____

PART II: REFUSAL TO CONSENT

I do **NOT** give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action:

Date _____ Signature of Parent/Guardian _____

Holgate Local Schools

STUDENT OR VISITOR INCIDENT REPORT

Name of Student or Visitor _____
Address _____
Phone Number _____

Date of Incident _____

Describe:

Incident _____

List Witnesses of the Incident _____

Action Taken: _____

Date Reported to Administration: _____

Signature of Student or Visitor involved _____ Date _____

Administrator Signature _____ Date _____

Type of Hearing Formal _____ Informal _____

Conference Requested: _____

HOLGATE HIGH SCHOOL
ATHLETIC COACH'S CHECKLIST

Purpose: For the safety and welfare of all student-athletes, it is necessary to enforce all Holgate Board of Education policies and procedures regarding student-athletes. As representatives of Holgate Local School, all coaches must ensure that the regulations and policies of Holgate Local School are upheld in daily operations of each athletic activity. In addition to the board-adopted coach's job description, the following checklist is designed to help coaches of the Holgate District be aware of their responsibilities in coaching and advising Holgate student-athletes.

PRESEASON: A minimum of 2 weeks prior to the first official practice day

- _____ Announce where and when athletic packet can be acquired. (Radio: WNDN 592-8060 and Newspaper: Northwest Signal 592-5055/Defiance Crescent 784-5441)
- _____ Make sure that all athletes get the required paperwork (if you know who will participate)
- _____ Inform the athletes and parents of their responsibility to obtain forms and have them completed by the first day of practice.
- _____ Inform Athletic Director of all needed items for season. Requests must be made BEFORE purchase.

FIRST DAY OF PRACTICE: (Even before cuts take place)

- _____ Collect all forms. DO NOT ALLOW ANYONE TO PARTICIPATE IN PRACTICE WITHOUT ALL PAPERWORK. The following paperwork must be submitted by student: *OHSAA Physical form with signatures, Holgate Acknowledgement of Warning, Holgate Athletic Liability Release Form, Extra Curricular Code of Conduct, Holgate Emergency Medical Form*
- _____ Go over all rules and Code of Conduct with athletes pertaining to student-athletes. Explain the half - day attendance rule for practices and games.
- _____ Create roster including name, birth date, and grade. Give original to the Athletic Director.
- _____ Submit copy of roster and all forms to Athletic Trainer.*
- _____ Update list and submit forms to athletic director as needed. If a student joins midseason, be sure that they do not play or practice until all forms are in and student is cleared by athletic director.

*All forms will be sorted and filed. Coaches will receive a completed roster with an account of forms submitted, names, addresses, phone numbers, etc. Coaches will also receive a list of

student-athletes and any medical precautions of which coaches need to be made aware. (See confidentiality statement below)

DURING THE SEASON:

- _____ Check weekly eligibility. Students ineligible for the week may practice, but not participate in games.
- _____ Notify students of weekly ineligibility. Work with student and parent to get them eligible.
- _____ Contact Media with pertinent information when it comes available

POST SEASON:

- _____ Give inventory list to Athletic Director, including all equipment and uniforms. Give list of which students did not turn in equipment.
- _____ Give AD detailed list of season record, records broken, outstanding athletes, etc.
- _____ Give AD a list of things that will be needed for next season.

OTHER IMPORTANT ITEMS:

- _____ Eligibility-It is your responsibility as coach to inform your athletes if they are ineligible. Once you get the list on Friday afternoon, it is important to relay the ineligibility to the athlete. It is also important you stress the importance of academics and sportsmanship.
- _____ Confidentiality-As a coach, you will be given a list of the individual athlete's physical information by the Athletic Trainer. This information or any information about a minor is privileged information and cannot be distributed to the general public. Please use proper caution.
- _____ Sportsmanship-As a coach, it is your responsibility to uphold a high standard of sportsmanship and be a role model for your athletes. You are to instill and teach sportsmanship in your daily practices as well as competitions.
- _____ Supervision-As a coach, it is your responsibility to make sure all athletes are supervised at ALL TIMES.

HOLGATE HIGH SCHOOL STUDENT-ATHLETE CHECKLIST

Purpose: For the safety and welfare of all student athletes, it is necessary to enforce all Holgate Board of Education policies and procedures regarding student-athletes. Holgate School must ensure that the regulations and policies of Holgate School are upheld in daily operation of each athletic activity. The following checklist is designed to help parents and student-athletes of the Holgate District be aware of their responsibilities as members of Holgate athletics.

PRESEASON:

- _____ Obtain an athletic packet from the High School office.
- _____ Secure a physical examination from a licensed physician.
- _____ Have the following materials filled out in detail:
 - _____ OHSAA Physical form with signatures
 - _____ Holgate Attendance Requirements and Extra Curricular Code of Conduct
 - _____ Holgate Middle/High School Informed Consent Agreement(Drug/Alcohol Testing)
 - _____ Holgate Social Media Policy
 - _____ Holgate Emergency Medical Form
 - _____ Holgate Acknowledgement of Warning
 - _____ Holgate Athletic Liability Release Form
 - _____ Holgate Athletic Eligibility Understanding (Does not need to be returned)

FIRST DAY OF PRACTICE:

- _____ Submit all forms. **YOUR CHILD WILL NOT BE ALLOWED TO PARTICIPATE IN PRACTICE WITHOUT ALL ABOVE PAPERWORK.**

DURING SEASON

- _____ Know and follow guidelines for academic eligibility. Keep track of grades on a weekly basis.
- _____ Know and follow school rules regarding attendance and behavior.
- _____ Know and follow rules regarding the Holgate Athletic Code of Conduct.

POST SEASON:

- _____ Turn in all equipment and uniforms to coach

Job Descriptions

Athletic Director

Reports to the Superintendent and works directly under the direction of the High School Principal.

Duties:

1. Shall be responsible for administering all interscholastic policies and procedures.
2. Shall observe coaches sufficiently in order to make future recommendations in terms of job expectancies and to make recommendations to the principal as to coaching assignments. Evaluation of all coaches should be completed and turned into the Principal no later than three weeks after completion of the season.
3. Shall be responsible for recommending to the Principal candidates to fill coaching vacancies.
4. Shall be responsible for all recommendations for the improvement and maintenance of adequate facilities which shall be directed to the Superintendent for consideration and referral at his/her discretion.
5. Shall be responsible for the development of all interscholastic games schedules and approve the publication of all schedules.
6. Shall be responsible for contracting all game officials except those contracted by the league Commissioner.
7. Shall be responsible for cancellation or postponement of contracted contests when necessary.
8. Shall, along with the Ticket Manager, manage all home interscholastic contests.
9. Shall submit a financial budget to the Superintendent.
10. Shall make arrangements for all interscholastic events such as transportation, lodging, and meals.
11. Shall receive equipment requisitions from Head Coaches, evaluate such requests and place appropriate orders.
12. Shall maintain permanent records of each sport, such as won/lost, outstanding records, etc.
13. Shall supervise all media broadcasts, as well as the public address system operation.
14. Shall, along with the Head Coach, provide for cleaning, repair and storage of all athletic equipment and maintain a perpetual inventory of all equipment. A replacement schedule of uniforms will be maintained annually and submitted to Principal
15. Shall, along with the Head Coaches, supervise physical equipment and schedule facilities of all interscholastic activities.
16. Shall attend, or designee shall attend, all Athletic Boosters Club meetings and act as the liaison between the coaches and the Booster Club.
17. Shall be responsible for all expenditures and encumbrances as prescribed by the Treasure.
18. Shall perform such other duties as the Superintendent of Schools or the Principal may direct.
19. Promote good public relations both internally and externally within the district and the state
20. Work Cooperatively, professionally and in a timely manner with all pertinent media information.

21. Keep handbooks, policies, forms up to date. Any revisions are to be submitted to Principal and Superintendent by the end of the school year.

Ticket Manager

Reports to the Athletic Director

Duties:

1. Supervise the sale, handling of funds and assigning of personnel for all home contests.
2. Maintain ticket inventory and requisition additional tickets when needed.
3. Draw up a schedule of workers for football, basketball, and volleyball contests.
4. Clarify policies on who is admitted and who is not admitted on passes.
5. Make provisions for pre-game sale of tickets during football and basketball seasons.
6. Handle the selling of tournament tickets.

Head Coaches

Reports to the Athletic Director

Duties:

1. The Head Coach shall operate at all times within the scope of the educational and athletic policies of Holgate Schools and Ohio High School Athletic Association. The coach's first responsibility is the welfare, safety and growth of the students under their supervision.
2. The coach will assign the duties of the assistant coaches.
3. The Head Coach, Assistant Coaches and Trainer are responsible for the care and prevention of athletic injuries.
4. The coach will have staff members supervising, at all times, athletes who are on the field and in the locker rooms.
5. The Head Coach will enforce adherence to training rules.
6. The Head Coach will exemplify good behavior and sportsmanship at all times and demands the same of his staff and players.
7. The Head Coach will travel to and from athletic events with the team.
8. The Head Coach is responsible for practice times, care and security of the buildings, grounds and equipment.
9. The Head Coach will meet with the Athletic Director within two weeks of the end of the season and submit awards list, team records, equipment inventory, equipment requests, assistant coach evaluations and recommendations for next years staffing.
10. The Head Coach will carry to all meets and practices a copy of every student's emergency medical form that is involved with the team.
11. The Head Coach will inform the Athletic Director of infraction of the code of conduct by any athlete.

12. The Head Coach will be responsible to attend tournament drawings and submit required documents.
13. The Head Coach will submit a team roster of all players to the Athletic Director at least two weeks before the first contest.
14. Promote good public relations both internally and externally within the district and the state
15. Work cooperatively, professionally and in a timely manner with all pertinent media information
16. Keep handbooks, policies, forms up to date. Any revisions are to be submitted to the Athletic Director.

Assistant Coaches

Reports to the Head Coach

Duties:

1. Follow the instructions and plans of the Head Coach.
2. Assume full responsibility for that part of the program that is delegated to them by the Head Coach.
3. Support the Head Coach and his/her policies at all times.
4. Set an example of good sportsmanship and demand the same from the athletes.
5. Follow the channels of authority.
6. Help with the duties of issuing, cleaning, storing etc. of equipment.
7. Promote good public relations.

Athletic Trainer

Reports to the Athletic Director

Duties:

1. See that all first aid kits are properly supplied.
2. Assume complete charge of the training room.
3. Serve as trainer for all sports.
4. Request, care for and use all training room supplies.
5. Along with the coaching staff, tape, wrap and administer first aid to athletes.
6. Assist in scheduling first aid certification program.

HOLGATE LOCAL SCHOOLS
COACH'S APPROVAL FOR SUPPLEMENTAL PAYMENT

Coach: _____ Sport: _____

- ___ Fingerprinting completed [BCI check]..
- ___ Sports Medicine Seminar completed and Pupil Activity permit on file.
- ___ All purchases [purchase orders] are completed.
- ___ Completed all tasks/reports that the Athletic Director or Principal requested.
- ___ All equipment, supplies, & uniforms issued have been returned and properly stored (inventory attached).
- ___ Explanation on inventory for discrepancies from pre-season to post-season including any new purchases.
- ___ Submitted list of any equipment that needs to be reconditioned or replaced.
- ___ Turned in a list of students who owe money-A.D. and coach will pursue collection (copy attached).
- ___ Submitted a calendar of work days (copy attached).
- ___ Submitted a season summary [#athletes, season record] (copy attached).
- ___ Head Coach: Completed Evaluations of Assistant and Jr. High Coaches
- ___ Other:

I attest that the other coaches in my program [varsity assistants, freshman and junior high] have all fulfilled the responsibilities and duties as set forth in the Board policy and can be paid their final installment of the coaching supplemental pay.

_____ Coach's Signature
_____ Date

The coach listed above has fulfilled all of the responsibilities and duties as set forth in the Board policy and can be paid his/her final installment of the coaching supplemental pay.

_____ Athletic Director's Signature
_____ Date

_____ Principal's Signature
_____ Date

Date received by Treasurers office: _____

Authorized to Pay: _____ Payroll-final payment date: _____

HEAD COACH EVALUATION FORM

Coach: _____ Sport: _____

Date: _____

**1 – Exceeds Expectations 2 – Meets Expectations 3 –Needs Improvement
4 – Unsatisfactory 5 – Not Observed**

ADMINISTRATIVE RESPONSIBILITIES:

_____ Cooperates with athletic office regarding preseason paperwork (rosters & compliance lists) prior to first practice.

_____ Communicates with assistant coaches in regards to roles, duties, and expectations.

_____ Cooperates with requests for information from the athletic office on time.

_____ Abides by all relevant Board of Education policies, administrative, OHSAA, and GMC guidelines.

_____ Attends OHSAA rules interpretation and GMC all-conference meetings.

_____ Cooperates with team booster club to enhance the athletes' experience as team members.

_____ Recommends scheduling and officiating requests to the AD.

_____ Follows proper budget and purchase order procedures.

_____ Maintains and updates team and individual records.

_____ Supervises practice area and locker room when athletes are present.

_____ Publicizes team and individual accomplishments to the media and school (daily announcements).

_____ Demonstrates care of school facilities and equipment.

_____ Prepares a detailed inventory of team equipment and updates it after each season.

_____ Submits end-of-season list of award winners at least one week prior to the team banquet.

Notes:

RELATIONSHIPS:

- _____ Demonstrates enthusiasm for working with high school athletes.
- _____ Communicates effectively with athletes and parents.
- _____ Establishes and maintains good rapport with faculty, administration, and coaching staff.
- _____ Promotes all school activities and encourages students to participate in a variety of activities.
- _____ Maintains cooperative relations with the media regarding team information, statistics, and interviews.
- _____ Keeps commitments and is punctual.
- _____ Shows an interest in the athletes' academic experiences.
- _____ Supports team as well as individual accomplishments.
- _____ Cooperates with the athletic trainer in regards to athletes' physical well-being.
- _____ Works with coaches at levels below high school to develop athletes.

Notes:**COACHING PERFORMANCE:**

- _____ Conducts self in a professional and sportsmanlike manner at all times.
- _____ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- _____ Develops a well-organized practice schedule with specific objectives for each practice.
- _____ Uses personnel and strategies effectively in games.
- _____ Praises athletes for positive performances.

- _____ Offers constructive criticism for poor performances.
- _____ Maintains effective individual and team discipline at practice and in games.
- _____ Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
- _____ Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
- _____ Learns new strategies and trends in the sport by attending clinics and reading coaching publications.

Notes:

ATHLETIC DIRECTOR'S COMMENTS:

HEAD COACH'S COMMENTS:

Head Coach's Signature

Date

Athletic Director's Signature

Date

The coach's signature indicates he/she has read this evaluation. The coach has twenty days to respond to any portion of this evaluation to which he/she does not agree.

HEAD COACH SELF-EVALUATION FORM

Coach: _____ **Sport:**
Date: _____

Assess the team's performance this season.

Assess your performance as a head coach this season.

What are your goals for the team next season?

What are your personal goals as a head coach next season?

What suggestions or recommendations do you have for the Athletic Department that could help you achieve your team and personal goals?

Coach's Signature

Date

ASSISTANT COACH EVALUATION FORM

(Volunteer Coaches are Optional)

Coach: _____ Sport: _____

Date: _____

1 – Exceeds Expectations 2 – Meets Expectations 3 – Needs Improvement
4 – Unsatisfactory 5 – Not Observed

ADMINISTRATIVE RESPONSIBILITIES:

_____ Cooperates with head coach regarding preseason paperwork (rosters & compliance lists) prior to first practice.

_____ Assists with the issuance and collection of player equipment.

_____ Cooperates with requests for information from the athletic office on time.

_____ Abides by all relevant Board of Education policies, administrative, OHSAA, and GMC guidelines.

_____ Cooperates with team booster club to enhance the athletes' experience as team members.

_____ Publicizes team and individual accomplishments to the media and school (daily announcements).

_____ Supervises practice area and locker room when athletes are present.

_____ Demonstrates care of school facilities and equipment.

_____ Assists in preparation of a detailed inventory of team equipment and updates it after each season.

RELATIONSHIPS:

_____ Demonstrates enthusiasm for working with high school athletes.

_____ Cooperates with head coach regarding team philosophies, guidelines, and player expectations.

- _____ Communicates effectively with athletes and parents.
- _____ Establishes and maintains good rapport with faculty, administration, and coaching staff.
- _____ Promotes all school activities and encourages students to participate in a variety of activities.
- _____ Keeps commitments and is punctual.
- _____ Shows an interest in the athletes' academic experiences.
- _____ Supports team as well as individual accomplishments.
- _____ Cooperates with the athletic trainer in regards to athletes' physical well-being.

COACHING PERFORMANCE:

- _____ Conducts self in a professional and sportsmanlike manner at all times.
- _____ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- _____ Develops a well-organized practice schedule with specific objectives for each practice.
- _____ Uses personnel and strategies effectively in games.
- _____ Praises athletes for positive performances.
- _____ Offers constructive criticism for poor performances.
- _____ Maintains effective individual and team discipline at practice and in games.
- _____ Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
- _____ Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
- _____ Learns new strategies and trends in the sport by attending clinics and reading coaching publications.

HEAD COACH'S COMMENTS:

ASSISTANT COACH'S COMMENTS:

Assistant Coach's Signature

Date

Head Coach's Signature

Date

The coach's signature indicates he/she has read this evaluation. The coach has twenty days to respond to any portion of this evaluation to which he/she does not agree.