

Logan Elm High School



Athletic Handbook

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Governance

FORWARD

Athletic competition in our schools has come to be an American tradition and institution. In no other country have interscholastic athletics developed as they have in the United States.

As school athletic programs continue to expand, it is important that policy and procedures be written so that communication can flow smoothly between all parties involved. It is the intent of this handbook on interscholastic athletics to put into writing the policy and procedures of the Logan Elm School District.

This handbook contains a philosophy of sports, the current athletic policies and procedures as adopted by the Logan Elm Athletic Council and in adherence with the rules of the Ohio High School Athletic Association.

From time to time this handbook will be supplemented and updated through the addition of new policies or procedures or through revision of existing policies and procedures. Questions not covered in the handbook should be referred to the Athletic Director(s).

PHILOSOPHY

A program of interscholastic athletics is a relevant part of the total program of instruction of the Logan Elm School District. The very fact that it is a significant part of the total instructional program requires careful attention to matters of instruction, emphasis, and scope.

Specifically, the aims of such a program are to develop as fully as possible the physical, mental, emotional, and social characteristics of all the students; to provide advanced training beyond that taught in physical education classes and intramural activities; to instruct in new skills necessary for achieving the highest possible level of accomplishment within the context of the total school program; to instill attitudes of sportsmanship, discipline, healthy competition, and school spirit; to teach health habits necessary for proper physical development and athletic participation ; and to provide appropriate athletic programs and facilities for both boys and girls.

OBJECTIVES

The interscholastic athletic program in the Logan Elm Schools is designed to accomplish the following objectives:

- 1) To provide the experience of striving to do one's best.
- 2) To develop the athlete's will to win.
- 3) To promote the concept that good scholarship is Important.
- 4) To promote good sportsmanship.
- 5) To encourage self-discipline and dedication as necessary avenues to success.
- 6) To develop the concept that the team is more important than the individual.
- 7) To develop the athlete's knowledge and skill level of the sport.
- 8) To provide the opportunity for lasting friendships to be developed with team members.
- 9) To realize that being an athlete is a privilege that carries definite responsibilities with it.

ABOUT YOUR SCHOOL

Team Name (High School)
School Colors
League Affiliation

Logan Elm Braves/Lady Braves
Red, White
Mid-State League

SPORTS OFFERED
(High School)

Fall	Winter	Spring
Cross Country (Boys) Cross Country (Girls) Golf (Boys) (Girls) Football Tennis (Girls) Volleyball Soccer (Boys) Soccer (Girls) Cheerleading	Basketball (Boys) Basketball (Girls) Wrestling Swimming Cheerleading Bowling (Boys/Girls)	Baseball Softball Track (Boys) Track (Girls) Tennis (Boys)

(Middle School)

Fall	Winter	Spring
Cross Country (Boys) Cross Country (Girls) Football Volleyball Cheerleading	Basketball (Boys) Basketball (Girls) Wrestling Cheerleading	Track (Boys) Track (Girls) 7 th & 8 th Grade Baseball 7 th & 8 th Grade Softball

ATHLETIC CHAIN OF COMMAND

The athletic personnel for the school district are considered to be highly qualified professionals in their field. Professional ethics shall be adhered to at all times.

In any athletic situation regarding suggestions, complaints, problems, criticisms, or questions, whether it be specific or general, the lines of communication shall be adhered to by all athletic personnel and parents in the following order:

- Assistant Coaches
- Head Coach
- Athletic Director(s)
- Building Principal
- Superintendent
- Athletic Council
- Board of Education

If satisfaction is not obtained by an individual at the specified level, that individual should notify the person at that level that he or she is going to consult with the person at the next highest level.

Parents are asked not to approach coaches immediately before or after a ballgame about problems. These can be emotional times for both the parent, athlete and the coach. If your concern cannot wait please discuss it with the athletic Director(s) who is available to listen.

RESPONSIBILITY

The Principal is responsible for the administration of the interscholastic athletic program within the school. Head coaches are responsible to the Athletic Director(s) who in turn is responsible to the Middle or Senior High School Principals for all phases of the athletic program.

Varsity head coaches are given the authority and responsibility for the organization of the entire Middle and high school program for the sport in which they are head coach. This is to be interpreted to mean that the philosophy and techniques desired by the Head Coach are to be followed by all assistants.

Varsity head coaches shall make all assistant and Junior High coaches aware of their duties and responsibilities.

A head coach shall attempt to create an atmosphere of mutual respect and loyalty between himself/herself and his/her fellow coaches.

All written policies and directives of the Board of Education, School Administration, Athletic Department, and State Mandates shall be adhered to.

All coaches/volunteers must have BCI/FBI records, a Student Activity Certificate, completion of the Fundamentals of Coaching exam, CPR and the online concussion class required. Also any and all other state mandated guidelines put forth by the state of Ohio or the OHSAA .

To be considered as an advisor, coach or a volunteer assistant in the Logan Elm Local School District, one must be out of high school five years or have their teaching certificate or licensure before applying for a coach/advisor supplemental position, or volunteer assignment.

Coaches/advisors and volunteer assistants currently under contract with less than the requirements listed above, but in good standing would be exempt from this policy.

COACHING ETHICS

Fellow coaches shall not be corrected or criticized, under any circumstances, in the presence of the team members, parents or other teachers.

All coaches are to refrain from the use of profanity.

Coaches shall not use tobacco products in the presence of athletes during practice sessions or games. No tobacco products are permitted to be used on the Logan Elm School grounds.

Under no circumstances may a coach attempt to recruit or apply pressure in order to get an athlete to switch from one sport to another.

SPORTSMANSHIP/RESPONSIBILITIES OF THE COACH

The coach is the central figure in the sportsmanship pattern of the school and the community. He/She is the leader. In order for good sportsmanship to be the guiding principle in athletics for the team, student body, community, and press, the coach must know what good sportsmanship is and teach it to all.

Specifically, the coach should:

- 1) Urge the student body to be polite, courteous, and fair to the visiting team. Pep assemblies, classes, informal meetings, and community gatherings should be used for this type of education.
- 2) Display good sportsmanship when winning or losing so all observers may pattern their behavior after his/hers.
- 3) Maintain poise and self-control at all times, especially at the games. Never "showboat"; never boo; never make a scene; never make a public demonstration of protest to officials or opposing personnel.
- 4) Teach his/her team to play fairly and avoid "dirty" tactics. Games should be played hard without using unethical practices.
- 5) Be a good host to the visiting school, coach, and crowd. Treat them as if they are a guest in your own home.
- 6) Discipline and, if necessary, dismiss players who disregard good sportsmanship.
- 7) Educate the players on the bench that it is unsportsmanlike conduct to yell intimidating remarks at the visiting team or officials.
- 8) Have a good relationship with the press in order to promote the right interpretation of the game.
- 9) Treat officials like gentlemen and/or ladies, respecting their judgment and interpretations of the rulers.
- 10) Put his/her efforts into controlling his own team and let the officials officiate.
- 11) If appropriate, publicly shake hands with the officials and opposing coach before and after the game.

- 12) Team rules and regulations must be delivered to the parents and athletes prior to the season, and a signed copy must be kept on file by the head coach.

The coach should not:

- 1) Protest the decisions and actions of the officials pertaining to the game during and after the contest, except in the privacy of the coaches' or officials' quarters.
- 2) Create bad feelings of misunderstandings through intimidating statements to the players, the public, or the press.
- 3) Purposely abuse or embarrass a player(s) in view of spectators or team members.
- 4) Interrupt the half-time show.
- 5) Use strategy which could be considered legally right, but morally wrong.
- 6) Give out false or misleading data on players.

THE ATHLETIC COUNCIL

- A. *Purpose:* To provide a forum by which the athletic program of the Logan Elm School District can be improved by:
 1. Establishing the general athletic policies of the school district.
 2. Examining discussing and attempting to resolve problems or areas of concern within the athletic program.
 3. Making recommendations concerning the athletic program to the Board of Education.
 4. Promoting better communication between the Administration, the Athletic Director(s), and the coaching staff.
- B. *Membership:* Superintendent of Schools, High School Principal, Jr. High School Principal, Athletic Director(s), and two Board of Education Members.
- C. *Meetings:* Regular Athletic Council meetings shall be held during the months of November, March and May to insure good communications and discuss concerns/issues and or problems within the athletic department. Special meetings may be called if a situation arises where there is a need for an immediate decision.

DUTIES OF THE ATHLETIC DIRECTOR(S)

- 1) Organize and direct the Athletic Department in accordance with the OHSAA rules and regulations, the Mid-State League, and the Logan Elm Athletic Handbook.
- 2) Work in cooperation with the Athletic Council and the principal.
- 3) Be responsible for all financing within the athletic program.
- 4) Be responsible for delegating the care and upkeep of all athletic equipment and coordinating with the maintenance staff for the care and upkeep of the facilities.
- 5) Schedule all non-league games and contests after conferring with the head coach of the sport involved.
- 6) Hire all officials for non-league contests after conferring with the head coach of the sport involved.
- 7) Be responsible for confirming orders and paying for all athletic equipment. The type and amount of equipment shall be determined through a conference with the coaches involved and a careful study of the total athletic financial picture.
- 8) Arrange transportation, meals and accommodations for all games and contests played away from home. All team personnel, coaches, managers, cheerleaders, and drivers should be included.
- 9) Keep contracts of games and officials on file with the OHSAA on myohsaa/Arbiter.
- 10) Sign all game contracts.
- 11) Furnish the principal and coaches with a copy of the completed schedule.

- 12) Arrange with athletic maintenance personnel and custodians for preparation of playing and practice areas for athletic contests at home.
- 13) Arrange to have the visiting team locker room cleaned and ready.
- 14) Arrange for ticket sellers and ticket takers for all home athletic contests for which tickets are sold.
- 15) Arrange for police protection and parking at all home contests, when necessary.
- 16) Meet visiting teams and do all possible to assist them to make their visit more pleasant.
- 17) Contact officials before the day of the contest. Have their checks made out in advance so officials can be paid immediately after the contests are over.
- 18) Arrange for press, radio, cameramen, scouts, etc., in the press box.
- 19) Attend contests, as required, away from home in cooperation with the principal.
- 20) Be responsible to check the scholastic eligibility of every athlete for each sport.
- 21) Be responsible for all financial transactions connected with the athletic program. All money received for regular or special athletic events will be turned over to the Treasurer.
- 22) Check the list of letter winners for each sport with the head coach to verify that requirements for awards have been fulfilled.
- 23) Assume responsibility for the readiness of all facilities for teams and spectators prior to contest, employment of all personnel needed for the orderly conduct and safety of participants and spectators of all contests.
- 24) Encourage all members of the athletic department to feel free to come in and make constructive criticism and discuss their problems.
- 25) Perform other specific job related duties as directed.
- 26) Shall be responsible to the high school principal for the overall athletic program
- 27) Shall observe coaches sufficiently in order to make future recommendations in terms of job expectancies and make recommendations to the school administration as to coaches' job assignments.
- 28) Shall be responsible for evaluating all new candidates for original appointments and shall be a member of the selection committee which includes, (but is not limited to), the principal and the Superintendent and head coach of the sport.
- 29) Shall be responsible for the cancellation or postponement of contracted contests because of non-playing conditions.
- 30) Shall maintain a permanent file of players, medical exams, insurance forms, records, parent consent forms, payments, etc.
- 31) Shall maintain a permanent record of each sport, such as won and lost, outstanding records, etc.
- 32) Shall provide for cleaning, repair and storage of all athletic equipment and maintain a perpetual inventory of all equipment.
- 33) Shall assist head coaches in organizing and supervising all athletic award programs with the approval of the Principal involved.
- 34) Shall be responsible for scheduling physical exams.
- 35) Shall attend, or designee shall attend, Athletic Booster meetings.

- 36) Shall be responsible for recommendations for the improvement of facilities which shall be directed to the Superintendent of Schools for consideration and referral at his discretion.
- 37) Shall hold periodic meetings with coaches to keep them informed on rule changes, athletic policy changes and to discuss ideas on how to improve the athletic program.
- 38) Provides for supervision and organization of cheerleading activities.
- 39) Promote qualifying student athletes to college recruiters in cooperation with the head coaches.

RESPONSIBILITIES OF THE HEAD COACHES

- 1) Be responsible for all matters pertaining to the organization and administration of the team under his direction. He shall enforce all the rules of the OHSAA and the Mid-State League as they pertain to his sport.
- 2) Cooperate with the administration, athletic Director(s), fellow coaches and students to promote the best interests of the entire athletic program.
- 3) Have meetings with assistant coaches to coordinate coaching methods at different levels; assign duties to all assistant coaches and evaluate the performance of assistant coaches as they fulfill their duties and responsibilities.
- 4) Conform to athletic regulations in ordering equipment and supplies for the sport involved.
- 5) See that each player understands the athletic policy on insurance, training rules, physicals and helmet warnings for football.
- 6) Assist with college placement for athletes when necessary.
- 7) Prepare a list of names of participants for eligibility form and submit to the athletic Director(s) two weeks prior to the first contest.
- 8) Assume responsibility for conduct of contestants in sport. Use appropriate language that may serve as a model for students to emulate.
- 9) Assume responsibility for a group until all students are dressed and have left the building. Secure all dressing rooms, locker, and gymnasium facilities before leaving.
- 10) Accompany the team in buses to and from all contests unless other arrangements have been made in advance with the principal and other members of coaching staff.
- 11) Plan and supervise all practice sessions: suggested length is not more than two and one half hours.
- 12) Submit general practice schedule, scrimmage plans, pep assembly desires, and other such matters to the Athletic Director(s).
- 13) Select reliable student managers and trainers; assign their duties and supervise their work.
- 14) Conform to school policies in handling injuries; report all serious injuries immediately to principal or Athletic Director(s).
- 15) If an athlete is injured the coach should inform the Athletic Trainer & Parents of the injury. If the athlete was checked by a doctor, be sure to have a statement of release from the doctor before the athlete is to participate.
- 16) Attend all scheduled school meetings unless excused by the school principal.
- 17) Number, issue, receive and store all school-owned equipment; provide Athletic Director(s) with complete itemized Inventory of all equipment within two weeks after close of season.
- 18) Submit to the Athletic Director(s) a planned budget for each sport within time required by the Athletic Director(s).

- 19) Send out equipment to be repaired and laundered. Keep an accurate account of this equipment.
- 20) Submit the required forms, results of games played, honors received, and records set.
- 21) Complete a list of names of students who are eligible for athletic awards and submit it to the Athletic Director(s).
- 22) Participate in the appointment, evaluation, and dismissal of assistant coaches.
- 23) Recommend to the Principal and Athletic Director(s) schedule changes.
- 24) Organize and supervise off-season conditioning with your staff.
- 25) Additional duties as assigned by administration.
- 26) Cooperate with cheerleading advisor in planning pep rallies and game activities.
- 27) Work closely with the Athletic Director(s) and administration in the disciplining of athletes and informing parents and school administration immediately of all disciplinary actions.
- 28) To make sure that an assigned parent attends Booster meetings as your liaison for your sport. Per the request of the boosters.
- 29) Shall follow the approved athletic chain of command. All requests, reports, recommendations, etc., to the Board of Education or Booster Club must be approved by the Athletic Director(s).
- 30) Have fundraisers approved by the Athletic Director(s), building Principal and the Superintendent.
- 31) Assist the Athletic Director(s) in publicity materials.
- 32) Report information on his sport to the news media, school web page and AD.
- 33) Organize and supervise elementary skills programs in basketball.
- 34) Carry a copy of EMF to all away contests.
- 35) Responsible for notifying the athletic Director(s) of players who have not completed all of their financial and equipment responsibilities.

RESPONSIBILITIES OF THE ASSISTANT COACH

In performance of their duties, the assistant coach is responsible to the head coach. The assistant coach of each sport is to assist in the coordination of all duties and activities as they relate to their sport. In assisting in these duties, assistant coaches should always conduct themselves in an exemplary manner.

Specific Duties:

- 1) Cooperates with the Head Coach and Athletic Director(s) in enforcing the OHSAA rules and regulations, the Mid-State League, and the Logan Elm Athletic Handbook.
- 2) Performs the proper procedures for emergency medical attention to injured players.
- 3) Complete injury report for injured athletes on date injury occurs if a student is unable to resume participation immediately or is referred to a physician. Submit the report to the Athletic Director(s) no later than the next school day following the Injury. If the student was checked by a physician, be sure that you have a statement from the physician giving permission to resume participation.
- 4) Assists in submitting a complete roster of players to the head coach by the close of the first practice session, and keeps the roster current and accurate. All players who are dropped from the original roster shall be reported in

writing within twenty four hours to the Head Coach and Athletic Director(s). Any additions to the roster must have approval of the head coach, athletic Director(s) and building principal.

- 5) Cooperates with the Head Coach, Athletic Director(s), and Principal in determining the eligibility.
- 6) Assists the Head Coach in collecting the proper physical cards, insurance waiver forms, and emergency medical forms.
- 7) Knows the regulations of the School District, and be familiar with the Constitution and by-laws of the OHSAA.
- 8) Assists in developing a complete practice schedule with the Head Coach.
- 9) Assists the Head Coach and Athletic Director(s) in the issuing of all athletic equipment and completing the annual inventory.
- 10) Assists in reporting results of contests as well as other publicity relating to their teams.
- 11) Works closely with the Head Coach and Athletic Director(s) and the building principal in the disciplining of athletes.
- 12) Assists with the Head Coach, Athletic Director(s), and others in preparing for and operating athletic contests.
- 13) Assists in submitting a season-end report.
- 14) Assists in coordinating all athletic activities as they relate to their sports. This includes participating in in-service clinics, visitations, and conference meetings.
- 15) Assumes share of responsibility for the development and maintenance of good public relations. Encourages the Interest, understanding, and support of the community in the athletic programs of the school.
- 16) In absence of the Head Coach he shall assume all responsibilities here designated as those of the Head Coach.
- 17) Shall enforce the Head Coach's philosophy and techniques in teaching his players.
- 18) Shall be supportive of the sports program and Head Coach and shall refrain from public criticism of them.
- 19) Shall be responsible for any duty as assigned by the Head Coach such as scouting, open gyms, and weight programs.
- 20) Shall follow the approved athletic chain of command. All requests, reports, recommendations, etc. to the Board of Education or Booster Club must be approved by the Athletic Director(s).
- 21) Shall have all fund-raisers approved by the Athletic Director(s) and the building principal.
- 22) Shall attend all faculty meetings unless excused by the building principal.

RESPONSIBILITIES OF THE ATHLETIC TRAINER

The Athletic Trainer is ultimately responsible for the treatment and care of all athletic injuries. The Athletic Trainer must be knowledgeable as well as interested in this facet of the athletic program.

General Duties: The Athletic Trainer will:

- 1) Be in charge of student trainers.
- 2) Issue and monitor sports medicine, equipment, and supplies.
- 3) Be responsible for strict adherence to doctors' orders and recommendations.
- 4) Assist in the promotion of good health habits, proper diet, conditioning, etc.

- 5) Prevent, care, and rehabilitate the injuries that occur in interscholastic athletics in all facets of this school's athletic program.

Specific Duties: It is the responsibility of the Athletic Trainer:

- 1) To attend and be present at all practice sessions during each season where scheduling permits.
- 2) To be present at all home contests and scrimmages, where scheduling permits.
- 3) To be available one hour after school to tape or advise athletes.
- 4) To staff and equip a functional athletic health care facility or training room.
- 5) To check that weight charts are being kept and filled out properly.
- 6) To maintain all teams medical kits with the proper medical supplies.
- 7) To keep the training room and equipment in good order and clean.
- 8) To assist the Athletic Director(s) with the ordering and care of first aid supplies.
- 9) To maintain a close working relationship with the team physicians, coaching staff, administration, and parents.
- 10) To direct a program for prevention of athletic injuries through the selection of safe drills and conditioning programs.
- 11) To provide proper and complete care for injured athletes by administering correct first aid procedures.
- 12) To keep abreast and knowledgeable of new methods and techniques of training by attending pertinent clinics, workshops, meetings, and symposiums in sports medicine.
- 13) To establish and maintain pertinent records such as medical histories, Injury and treatment logs.
- 14) Complete injury report on injured athletes on date the injury occurs if the student is unable to resume participation immediately or is referred to a physician. Submit the report to the Athletic Director(s) no later than the next school day following the injury. If the student was checked by a physician, be sure that you have a statement from the physician giving permission to resume participation.
- 15) To follow the approved athletic chain of command. All requests, reports, recommendations, etc. to the Board of Education or Booster Club must be approved by the Athletic Director(s).
- 16) Perform such other duties as assigned by the Athletic Director(s).

RESPONSIBILITIES OF THE CHEERLEADING ADVISOR

The Cheerleader Advisor shall:

- 1) Organize cheerleading program. This shall include, but not be limited to clinics, practices, pep rallies, and fund-raisers.
- 2) Cooperate with the administration, athletic department, staff, and students to promote the best interest of the entire athletic program.
- 3) Assume responsibility for conduct of cheerleaders at the athletic events and promote cooperation among squad members and coaches.
- 4) Plan practices and game sessions so that the advisor is present at all times.

- 5) Accompany squads to and from all athletic events unless previous arrangements have been made with the building principal.
- 6) Conform to school regulations when ordering equipment.
- 7) Require physical exams, insurance waivers, emergency medical forms, and equipment pledge of all squads.
- 8) Arrange adult transportation to and from athletic events if an unusual situation occurs and the cheerleaders do not ride the team bus.
- 9) Submit a squad roster to the Athletic Director(s).
- 10) Enforce standards of school eligibility.
- 11) Supervise collection, inventory, and storage of all equipment.
- 12) Turn in recognition awards to the Athletic Director(s).
- 13) Determine equipment needs for the next year.
- 14) Conduct cheerleading tryouts as per policy.
- 15) Attend clinics as arranged.
- 16) Follow the approved athletic chain of command. All requests, reports, recommendations, etc. to the Board of Education or Booster Club must be approved by the Athletic Director(s).
- 17) Have all fund-raisers approved by the Athletic Director(s) and the building principals
- 18) Complete injury report on injured athletes on date the injury occurs if the student is unable to resume participation or is referred to a physician. Submit the report to the Athletic Director(s) no later than the next school day following the injury. If the student was checked by a physician, be sure that you have a statement from the physician giving permission to resume participation.
- 19) Perform such other duties as assigned by the Athletic Director(s).
- 20) Ensure that junior high cheerleaders will not do mounts.

EVALUATION OF ATHLETIC PERSONNEL

- A. The purposes for evaluation of athletic personnel include:
 - 1) The desire to achieve the highest possible degree of professional and personal growth for each coach or advisor.
 - 2) The desire to improve the individual as an athletic coach.
 - 3) The opportunity to compliment or constructively criticize the individual being evaluated.
 - 4) The opportunity to improve overall the athletic program of the school district by improving the personnel involved.
- B. The Principal shall annually evaluate each head coach who are members of the Logan Elm bargaining unit. Evaluations will be completed within 30 days of the end of the season.
- C. The head coach of each sport, with the cooperation of the Athletic Director(s)/Principal, shall annually evaluate each assistant coach.
- D. All personnel evaluated shall have the opportunity to see, sign, and discuss the evaluation form.
- E. The school principal shall examine and sign all evaluation forms completed on the head coaches who are not members of the Logan Elm bargaining unit.

- F. All phases of the evaluation procedure shall be conducted in the strictest of confidence, and all evaluation forms filed in the personnel file in the District Office.

RELATIONSHIPS WITH OFFICIALS

Under no circumstances may a coach remove his team from a playing area because of dissatisfaction with the game official. Coaches should attempt to develop a working relationship with officials and avoid game penalties.

SCHEDULING OF SCRIMMAGES

All scrimmages will be listed with and approved by the Athletic Director(s) but may be made by the head coach within the guidelines established by the Ohio High School Athletic Association.

SCOUTING AND CLINIC ALLOWANCES

The Athletic Department will reimburse scouts at the approved rate for scouting each future opponent.

Attendance is required at the Ohio High School Athletic Association Rules Interpretation, tournament drawing, seeding, and executive committee meetings and mileage will be reimbursed at the approved rate per mile. In order to receive reimbursement it will be the responsibility of the head coach to submit a mileage request form to the Athletic Director(s) no later than two weeks after the end of the sports season.

END OF SEASON REPORTS

- A. The head coach shall submit to the Athletic Director(s) a season-end report at the conclusion of the season. The following format shall be adhered to in completing the report.
 - Part I. Cover Page
 - Part II. Roster of players with award circled
 - Part III. Special Recognition award page (MVP, Most Improved, all league, all State, etc.)
 - Part IV. Varsity schedule with results
Evaluation and recommendation
J.V. schedule with results
Evaluation and recommendation
Freshmen schedule and results
Evaluation and recommendation
 - Part V. Inventory of all equipment in your program
*Attach a list of any athlete with outstanding obligations
 - Part VI. Equipment needs for next season
 - Part VII. Evaluation of assistants (one copy attached - make additional ones) *evaluate Jr. High coaches too.

Your season will be considered over once your report is submitted. Coaching salary will be paid at that time.

This report is to be submitted to the Athletic Director(s) according to the following deadline:

Fall Sports.....December 1
Winter Sports.....April 1
Spring Sports.....June 1 (special arrangements may be made for a long season)

Coaches are encouraged to attend clinics to improve their knowledge of the game. Permission to attend state tournaments may be given as a reward for a successful season. Professional leave may be granted for these events at the discretion of the building principal.

- B. The remainder of the head coach's salary shall not be paid until the season-end report has been submitted to and approved by the Athletic Director(s).

SHARING FACILITIES

There are times when the athletic facilities must be shared with other groups, such as the band, wrestling, baseball, track, etc. The Athletic Director(s) will approve practices and game schedules for the various groups. Attempts will be made to establish fairness in the practice schedules. His decision will be final. In-season sports have priority for times and facilities. Non-School teams (AAU, and Elementary teams) must gain approval from the Athletic Director(s).

STATE AND LEAGUE AFFILIATION

The school will adhere to all rules and regulations of the Ohio High School Athletic Association and Mid-State League.

All head coaches or their designated assistant must attend required Rules Interpretation meetings of the Ohio High School Athletic Association.

The Athletic Director(s) will represent Logan Elm Schools on the Mid-State Executive Committee. The Athletic Director(s) shall discuss Mid-State League matters with the Principal(s) before and after the executive committee meetings. The Athletic Director(s) shall communicate with the coaches of the sports, those items which pertain to that sport.

SUPPORTING ORGANIZATIONS

The Band, Pep Club and Pep Band are considered vital to the success of the athletic program at Logan Elm High School and therefore will receive some special consideration. The Marching Band and Pep Band will be entitled to free admission at football and basketball games, respectively.

VOLUNTEER COACHES

Volunteer athletic coaches are subject to all regulations and procedures set down herewith.

- 1) Volunteer coaches are to be assigned to help coaches provide better instructional services to students.
- 2) Volunteer coaches are not assigned to relieve coaches of their responsibilities.
- 3) All volunteer coaches shall be under the direct supervision of a designated certificated employee who shall be responsible for their direction.
- 4) Under no circumstances shall volunteer coaches be assigned any of the following responsibilities:
 - A. Evaluating an athlete's performance and development other than through informal communication with the supervising coach.
 - B. Making reports to parents, guardians, or school administrators with respect to any teacher/coach or other certificated employee's competency, level of preparation, discipline, working environment or any other aspect related to the evaluation of certificated personnel.
 - C. Prescribing disciplinary action relating to student athletes.
 - D. Excusing pupils from attendance or participating in any classroom or school related activity.

General:

- 1) Volunteer coaches in the system shall be approved by the Superintendent, building principal, the Athletic Director(s) and the Board of Education.

Volunteers do not:

- A. Receive any compensation for services.
 - B. Treat any injuries sustained by students, though appropriate first aid may be applied.
 - C. Assume the sole responsibility for a student or a group of students in a sports program that have salaried coaches.
- 2) A volunteer is liable for his/her actions as any citizen in conjunction with injuries, transportation or athletes, etc.
 - 3) A volunteer is not covered for injuries by school district insurance.

THE STUDENT ATHLETE

ELIGIBILITY

Interscholastic extracurricular activities are defined as school-sponsored student activities involving more than one school or school district.

It is the purpose of the athletic program and the instructional personnel to instill values of excellence, competition, sportsmanship, and cooperative endeavor.

The following rules shall apply in regard to student eligibility:

- 1) Be in good standing as a full-time student in the Logan Elm Schools.
- 2) Standards of scholastic eligibility are governed by rules of the Ohio High School Athletic Association.
- 3) The Board prohibits students in grades 7 through 12 from participating in interscholastic extracurricular activities if they did not pass five (5) one credit courses in the previous grading period.
- 4) A high school student may be excluded from participating in the activity if he/she has less than a 1.5 grade point average on a 4.0 grading scale and grade 7-8 not passing five (5) school subjects in the previous nine weeks.
- 5) The District adheres to the Ohio High School Athletic Association for eligibility to participate in athletics. In order to be eligible, a high school student must have passed a minimum of five one credit courses or the equivalent during in the prior immediately preceding grading period. The five courses may be a combination of high school and college courses.
- 6) Seventh grade students are eligible to participate in athletics for the first grading period regardless of previous academic achievement. Students entering eighth and ninth grade must have passing grades in five (5) of their classes from the previous grading period.
- 7) Failure to comply with the grading period eligibility requirements results in extracurricular interscholastic ineligibility for the succeeding grading period.
- 8) The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.
- 9) The eligibility of a transfer student must be established by school records or verification from sending school. The responsibility for establishing eligibility rests with the receiving school.
- 10) Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.
- 11) Tutoring or examinations to complete the preceding grading period requirements is permissible provided the inability to complete the required work on time is due to illness or accident verified by a physician and the procedure applies to all students in the school.
- 12) A high school student athlete must maintain a 1.5 grade point average on a 4.0 grading scale for the end of the nine week period.
- 13) All athletes will have their scholastic eligibility checked every 2nd week during the season. The checklist will go out from the Athletic Director(s)' office on Wednesday every 2nd week to the teachers and is to be returned by Friday noon. The period of ineligibility will begin Monday following the check and last until the athlete provides a document to prove he/she is passing. During the period of ineligibility the athlete will be permitted to practice and travel with the team, but not dress or participate in game activities.

- 14) If a student quits a team after team selection or the first scrimmage (whichever comes first), he/she may not participate in another sport until the completion of that sport season unless unusual circumstances exist or both coaches involved feel that for the best interest of the student he/she may be released from this responsibility.
- 15) If an athlete tries out for a sport and does not make the team, he/she may try out for another team.
- 16) An athlete may participate in only one (1) sport per season. Exceptions to this rule must be submitted in writing and approved by the Superintendent/designee, Principal, and Athletic Director(s).
- 17) If a student is dropped from a team because of disciplinary action he may not participate in another sport until the completion of that sport season.
- 18) In order to participate in practice or contest, an athlete must be in regular school attendance, which means the student must be at school in attendance by 8:30 am on regular school days and at 9:35 am on 2 hour delay days. An athlete may not participate on a day when not in full attendance because of illness. Absence in special situations such as funerals, weddings, medical appointments etc., would be acceptable but should be arranged ahead of time. In order for college visits to be excused, they must be prearranged following the prearranged absence policy. Staying out of school for work or "needed at home" would not be acceptable. On days with a "2 hour delay" start, athletes must be in attendance at 9:35 a.m. in order to be eligible to participate.
- 19) Each athlete must have a physical examination card completed, EMF and the concussion form on file before he/she will be permitted to attend practice. The school will try to sponsor free or low cost physical examinations at least one time a year. Any athlete not getting a physical on the scheduled examination date must do so at his/her own expense. If a student's physical condition changes (improves) a doctor's statement is required for continued participation.
- 20) Insurance - Students participating in the athletic program at either the middle or high school level must be covered with an accident insurance policy in one of the following two ways:
 1. School Insurance
 2. A school insurance waiver form signed by the parents stating they have adequate insurance coverage.

An insurance waiver form must be on file in the Athletic Director(s)' office prior to the first official practice unless school insurance is purchased.

TRAINING RULES

A. SPORTSMANSHIP

Because the players are respected and admired, they exert a great deal of influence over the actions and behavior of the spectators. Their display of sportsmanship is to be expected, encouraged, and rewarded.

The following sportsmanlike behavior is to be adhered to by players.

- 1) If appropriate, shake hands with opponents before and after the game.
- 2) Respect the official's judgment in interpretation of the rules. Never argue or indicate a dislike for a decision.
- 3) Accept both victory and defeat without being boastful or bitter.
- 4) Cooperate with the coach and fellow players in promoting good sportsmanship.
- 5) Accept seriously the responsibility and privilege of representing the school and community.

Athletes should live by a code of ethics, which will entitle them to the honor, and respect, which they can rightfully earn, through competition and representation of their school. Conduct resulting in dishonor to athletes reflects not only upon themselves but also upon their teams, coaches, and school. Participation in Logan Elm athletics is a privilege, not a right. These training rules are in effect every day, in school or out.

Violation of good sportsmanship may result in the denial of participation in future contests.

B. RELATIONSHIP WITH TEACHERS

Athletes are expected to be examples of good behavior in all aspects of their school life. If a faculty member reports an incident of unacceptable behavior or negative classroom attitude, the act will be discussed with the player and disciplinary action, if necessary, will be determined by the principal, athletic Director(s) and coach.

C. CHEATING

The privilege of representing your school as an athlete also carries responsibility into the classroom. Any team member found to be cheating in class work or tests could be denied participation for up to 10% of state scheduled athletic contests. Continued problems will bring increased denial of participation.

D. STEALING

One purpose of the athletic program is to develop respect for the rights and property of others. If an athlete takes the property of another person or of the school or becomes knowingly involved in theft by receiving stolen property or aiding in theft in any way, the following disciplinary action may be taken:

First Offense - Could be denied participation for up to 10% of state scheduled athletic contests, during this time the athlete may still participate in practice.

Second Offense - Dismissal from the team.

E. SUBSTANCE USE/ABUSE

The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

Any student using, possessing or being under the influence of: alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs, mind-altering substance, Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products (**e-cigs, vaping, etc.**), and drug paraphernalia, shall be denied the right to participate in games, competitions, contests, or other events connected with extracurricular activities. This rule is to be in effect and enforced 12 months of the year.

FIRST VIOLATION

ILLEGAL DRUGS/ALCOHOL

- A. Student will be denied the right to participate in games, contests, competitions, or events for the amount of **100%** of the state scheduled contest. All rules and requirements of the activity **MUST BE** followed by the student during this period. He may be present at all such events if so arranged by the student and the coach or advisor, but may not participate.
- B. If the student and his parent/guardian agree to assessment and follow-up by a certified agency, the denial of right to participate will be **50%** of state scheduled contests in length. Refusal or failure to follow through with assessment and recommendations shall result in the student serving the balance of the school year denial of the right to participate
- C. Students may use a voluntary referral procedure to seek information, guidance, counseling and/or assessment in regard to use or possession of tobacco, alcohol, and other controlled or non-controlled substances, instruments or paraphernalia. A voluntary referral may be made by the student, by her or his immediate family, or by a fellow student. Such referrals can be made to a coach, teacher, guidance counselor, Safe and Drug-Free Schools Counselor, or athletic trainer who in turn must immediately notify an appropriate administrator. A student may use the option of voluntary referral once at the middle school level and once at the high school level as long as there have been no previous violations of any portion of the Athletic Code.

If a student uses the voluntary referral opportunity to seek assistance with dealing with alcohol or other drug use, and if the student agreed to participate in approved assessment and treatment, there shall be no denial of participation from athletic activities.

A voluntary referral cannot be used by a student participant as a method of avoiding the consequences of the Student Code of Conduct or the Athletic Code. Student participants cannot use a voluntary referral at any time during the drug testing process. This includes the moment the student participant is notified of the drug test through the time the drug test results are verified. All voluntary referrals must occur before any verification of a violation of the Student Code of Conduct or the Athletic Code by a school employee, coach or policy. Any involvement by law enforcement officials negates the option of voluntary referral.

If the option of voluntary referral has been used during grades 7-8 or grades 9-12 and a student participant again violates any part of the Athletic Code, the second violation will be viewed as a "second offense."

TOBACCO

- A. Student will be denied the right to participate in games, contests, competitions, or events for the amount of 10% of the state scheduled contest. All rules and requirements of the activity MUST BE followed by the student during this period. He may be present at all such events if so arranged by the student and the coach or advisor, but may not participate. There will be no reduction of consequence.**

SECOND/SUBSEQUENT VIOLATIONS

ILLEGAL DRUGS/ALCOHOL

- A. Student will be denied the right to participate in extracurricular activities for a period of one calendar year. THE EXCEPTION BEING: If the second violation occurs one calendar year or more after the violation, then it shall be treated as a first violation.

TOBACCO

**Each subsequent violation of the tobacco policy will result in additional denial of participation:
Second Offense – 20% of state scheduled contests.
Third Offense – 50% of state scheduled contests**

F. FELONY

Any athlete convicted of a felony shall be denied participation for one calendar year from the date of conviction.

G. EJECTION FOR UNSPORTSMANLIKE CONDUCT

All situations of Ejections will follow the OHSAA guidelines set for all member schools.

H. SUSPENSION IN OR OUT OF SCHOOL

Disciplinary suspensions for violations of the Code of Student Conduct will result in denial of participation on the days of suspension, whether they be practice or game days.

I. OFF SEASON CONDUCT

Athletes should be aware that their behavior during the off-season can affect the manner in which a coach evaluates their effectiveness as players and decides on playing time. A superior athlete keeps training rules year-round!

J. HAZING, BULLYING AND HARASSMENT

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, harassing or abusive educational environment for the other student.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, is permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent and the appropriate discipline is administered.

The Superintendent or designee will establish procedures to prohibit harassment, intimidation and bullying as prescribed in the Ohio Department of Education's Anti-Harassment Model Policy.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report without any student names on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

K. CONDUCT UNBECOMING

In addition to the foregoing regulations, the following actions are not acceptable: unsportsmanlike conduct of any nature; failure to follow coach's instructions; swearing or use of profanity; violation of individual team rules, such as curfew; unexcused absence from practice; or other actions which will discredit the team or school. The coach and administration will evaluate these actions on an individual basis and initiate appropriate disciplinary measures. These disciplinary measures may result in denial of participation up to 100% of the scheduled contests.

PROCEDURES

All infractions of these rules will be investigated by coaches and the administration. When reasonable evidence exists that a violation has occurred, the coach, athlete involved, and an administrator will conduct a hearing into the matter. The athlete and parents will be notified of the decision; any denial of participation will take effect immediately after the hearing.

The coach of each team is required to provide a copy of the "Logan Elm Athletic Department Athletic Rules and Regulations" as adopted by the Athletic Council to each student athlete. The Agreement for Participation-Insurance Waiver section of the aforementioned regulations must be signed, returned, and placed on file in the Athletic Director(s)'

office. In addition, a head coach will establish rules for his/her particular sport, which are approved by the Athletic Director(s) and distributed in writing to the participating athletes.

DUE PROCESS

Each prospective participant shall be given a written copy of the athletic training rules and regulations that apply to that particular sport.

When an athlete is to be denied participation (student will not dress for a game or could be removed from the team), the following steps will be taken.

The athlete will be given a written notice of the administrator's intention to deny him/her from further participation. The parents or guardians of the athlete will be likewise informed.

The athlete will be given the opportunity for an informal hearing before the Principal, Athletic Director(s), and Head Coach or Advisor to challenge the reasons for the suspension or to otherwise explain his/her actions.

The athlete and his/her parents or guardians will receive a written notice of the punishment.

The athlete will have the right to appeal the decision to the Superintendent of Schools as the designee of the Board of Education and to be represented in the appeal by a representative of his/her choosing. Parents may call the school if there are any questions.

INJURIES AND ILLNESSES

Participation of a student who has been ill or injured must be approached with great caution. If there is any question as to the physical condition of an athlete, a physician should be consulted.

Coaches or Athletic Trainers are to report immediately, on the school report form; all severe accidents, injuries requiring medical attention, and incidents of unusual nature, to the Athletic Director(s) and/or Principal.

STUDENTS UNAUTHORIZED USE OF BUILDING

Under no circumstances is a coach to give a building key to students or are students permitted to use the building without the supervision of the coach.

PARTICIPATION BY INDIVIDUAL STUDENTS IN O.H.S.A.A. TOURNAMENTS FOR SPORTS PROGRAMS NOT OFFERED IN THE LOGAN ELM SCHOOL DISTRICT

Students enrolled in the Logan Elm Local School District who meet eligibility requirements as set by the O.H.S.A.A. may participate in sponsored tournaments under the following conditions:

- 1) No group of students will be permitted to represent the Logan Elm Local Schools in a team sport unless the team is an approved part of the district's athletic program and plays a full schedule during the regular season.
- 2) All costs associated with registration, transportation, and supervision shall be approved by the Logan Elm Athletic Council.
- 3) The student athlete must secure services of a volunteer coach approved by the High School Principal. The Board shall not accept any financial responsibility for expenses associated with the participation of any individual or group of individuals in state sponsored tournaments for athletic programs that are not offered by the Board of Education.
- 4) Students interested in participating must seek approval from the High School Principal at least two (2) weeks in advance of deadlines for registration as set by the O.H.S.A.A.
- 5) If a greater number of students express interest in participating in State tournaments than allowed by O.H.S.A.A. rules, that Athletic Council shall develop a selection process that will be followed in determining the participants who will represent Logan Elm Schools.

CHEERLEADERS

Cheerleaders must follow the same regulations as other student athletes.

The Varsity Cheerleader Advisor is responsible for implementing existing guidelines grades 7-12. These guidelines will be developed cooperatively with the Administration, Athletic Director(s), and the Cheerleading Advisor(s).

The coach of a sport that is not represented by a cheerleading squad may request from the cheerleading advisor, a squad to cheer at special contests.

I. Philosophy

Cheerleading should promote enthusiasm and spirit in support of our athletic teams. It should not be a mechanism for gymnastics or other complicated physical maneuvers nor a means for competition only. Cheerleading skills should be taught and developed through each grade level so that varsity cheerleaders are a model for the younger squads to emulate. High School Cheerleaders may use mounts including shoulder sit, elevator, L stand, and 3 person pyramids with the approval and supervision of their advisor, to promote school pride and enthusiasm. The primary task of a cheerleader is to encourage the fans to cheer in a positive way.

Cheerleaders may attend competition at the conclusion of each season and compete in accordance with the guidelines established by said competition. The advisor will select the competition squad.

II. Membership

A. Cheer squads, seventh, eighth, ninth, junior varsity, and varsity, will be selected in the spring for the next year. At this time, the candidate will choose to cheer for the fall or winter sports season or both.

B. Membership for the cheerleading squad is open to student's grades 9-12 (Varsity), grades 9-11 (Junior Varsity) and grade 9 (Freshman). Membership in the fall will be up to a maximum of twelve (12) and in the winter the maximum will be (8).

C. Membership on the eighth, and seventh grade squads is open to students who will be in those respective grades when they are on the squad. Membership on each squad will be a maximum of seven (7) per season including the mascot.

III. Selection Criteria

A. Each participant will be evaluated in areas that may include: teacher evaluation, advisor evaluation, appearance, leadership, required cheer, chant, and dance, jump(s), original cheer, overall spirit and enthusiasm.

IV. Equipment and Uniforms

A. The cheerleaders are on the uniform rotation of the athletic boosters. Cheerleaders will be responsible for all other parts of the uniform that exceeds the amount given by the boosters.

B. Uniforms should be worn in conjunction with school activities only, unless permission is given by the advisor.

V. Money and Fund Raising

A. All fund raising projects must be approved by the advisor and the school principal.

B. When funds are available, supplies for spirit ideas and pep rallies will come from the cheerleader fund.

VI. Camps

A. Each cheerleader attending any camp must pay their own way. Camp attendance is not a requirement of cheerleading.

VII. Pep Rallies

A. All pep rallies and spirit ideas must be submitted by the captains in advance to the advisor for approval.

B. Pep rallies must be approved by the principals one week in advance.

- VIII. Practices
- A. All practices must be scheduled through the advisor who will be responsible for notifying the squad members.
 - B. All practices are mandatory. A practice schedule will be prepared by the advisor at the beginning of the season.
- IX. Games
- A. Cheerleaders must cheer at every game on the schedule and any sports event specified by the advisor.
 - B. Cheerleaders must be at all games at least 30 minutes before game time.
 - C. During basketball, varsity cheerleaders should be at the reserve games to support the junior varsity squad and the junior varsity cheerleaders should be at the varsity games to support the varsity squads.
 - D. Transportation to all games will be by bus unless riding with a parent or advisor. Parents must contact the advisor in person or by phone to make transportation arrangements.
 - E. Extreme illness or family emergencies are acceptable excuses for missing a game or practice. Medical and dental appointments that could be set at another time are not valid excuses.
 - F. Anyone missing a game or other cheerleader activity must notify the advisor in advance.
- X. Appearance and Conduct
- A. Cheerleaders are expected to:
 1. Always conduct themselves in a way one can be proud of.
 2. Keep hair neat, clean, and out of the face.
 3. Not chew gum or wear jewelry while cheering.
 4. Be friendly and cooperative with other squad members.
 5. Not visit with friends during games.
 6. Refrain from smoking, drinking of alcohol, or use of illegal drugs on or off school grounds at any time during the cheerleading season.
 7. Follow all school rules of conduct at all times.
 8. Other rules of conduct and appearance for cheerleaders may be set by the advisor and approved by the athletic Director(s).
- XI. Awards
- A. Awards for cheerleaders are set up by the athletic department.
 - B. A cheerleader must finish the season to be eligible for an award.
 - C. A "Most Outstanding Cheerleader" award will be presented to a varsity cheerleader at the fall and winter sports banquets. The award will be given to the cheerleader who exhibits the most spirit and enthusiasm for cheering as voted upon by the cheering squads and advisors.

INCLEMENT WEATHER CANCELLATION/POSTPONEMENT OF ATHLETIC EVENTS

The final decision for canceling or postponing athletic events rests with the Principal. This procedure will be followed:

- 1) The Principal will notify the Athletic Director(s) and the Central Office.
- 2) The Athletic Director(s) will notify the head coach, the head custodian, the Cheerleading advisor, the transportation Director(s), the news media, the police, the booster club president for home games, and the officials.
- 3) The head coach will notify the assistant coaches, players, scorekeepers, and managers.

Practice should not be held when weather conditions are such that the safety of students may be impaired. Specifically, the following rules are in force:

- 1) There shall be no athletic practice or games played when school is dismissed early because of weather conditions.
- 2) When school is dismissed for the entire day, the playing of interscholastic contests will be at the discretion of the Superintendent in consultation with the Principal and Athletic Director(s).
- 3) Generally there will not be practice on a day when school is canceled because of weather conditions. When unusual circumstances exist (adverse weather clears or an extended closing) practice for reserve and varsity level teams may be approved by the Athletic Director(s). Factors to be considered include the nature of the weather conditions and probable length of the cancellation.
- 4) Such practices must be considered voluntary in nature.

If school is not in session, head coaches will arrange for practices through the Athletic Director(s). If necessary the custodial staff will be informed. The head coach will be responsible for the following under these circumstances:

- 1) Turn off all lights.
- 2) Make sure all students have vacated the building,
- 3) Lock gates, doors, and reset alarm.

In sports where there is little impact on spectators or major rescheduling problems, the decision for postponement will rest with the Athletic Director(s) and the head coach.

Sports that fall into this category include: cross country, golf, boys and girls tennis, boys and girls track, baseball and softball. It will be the responsibility of the head coach to inform all players, any transportation personnel, officials, or others vital to the program.

COLLEGE ATHLETIC SCHOLARSHIPS /RECRUITERS

Coaches are encouraged to assist their athletes in furthering their education. Contacting colleges and universities and providing them with information about athletes can be a very rewarding experience for the student-athlete and the coach. Inquiries made through the athletic office will be channeled to the appropriate head coach.

All college recruiters must report to the principal's office upon entering the building. Conferences with the athlete may take place during the course of the school day. Athletes may not be excused from class without the permission of the Principal or Assistant Principal. Discretion must be used when an athlete is involved in one or more sports.

TRANSPORTATION

Students participating in extracurricular activities shall be transported to activities away from school by one of the following methods:

1. **School Bus or Board Owned Vehicle**
 This is the preferred method of transporting students to extracurricular activities; however, it is recognized that in certain circumstances, school bus transportation may be:
 - a. Unavailable because of regular bus routes to and from school
 - b. Not feasible because of the size of the group
 - c. Not feasible because of the distance traveled
 An extracurricular trip form must be completed by the coach or advisor for each extracurricular trip taken. Coaches should submit trip requests prior to beginning practice for their season. New requests should be submitted at least 10 school days in advance of the trip.
2. **Private Cars Driven by Adult, Non-Students:**
 Private cars, driven by adult non-students may be arranged by the supervisor of the group in charge with the approval of the Principal and Athletic Director(s). This method should be used only with extenuating circumstances. In such cases the following should be followed.
 - a. The group must depart for the activity from a common location.

- b. The group must travel as a “caravan” with the car in which the supervisor is riding, serving as a lead car.
- c. No student is to leave the “caravan” or the activity for any reason without having adult permission and supervision.
- d. Parents permission to use alternate transportation must be secured in advance.
- e. Coach must check to be sure the driver has a valid drivers license and insurance coverage.
- f. Coach must make a visual check of the car. Cars with obvious mechanical defects will not be used in transporting students.

3. **Commercial Transportation**

Commercial transportation is the preferred method of transportation for trips entailing longer distances or overnight stays. In each case the use of such transportation must have Board of Education approval.

The following rules and procedures shall be observed in the course of transporting to and from activities, whether by school bus or private transportation (automobiles):

- 1. All students must be transported to the activity and must return to the school from the activity as a part of the school group, unless a parent, in person or by telephone, arranges for alternate transportation (with an adult) with the coach or advisor.
- 2. Athletes who miss the bus without prior arrangements with the coach may be subject to disciplinary action.

GENERAL PROCEDURES

BUDGETING AND APPROPRIATIONS

- 1) State law requires adequate records to be maintained for audit, which include appropriations and budgeting. An adequate balance must be maintained to cover major expenditures necessary for the operation of the program and meet emergency needs.
- 2) The total amount of the interscholastic budget will be based on the average of gate receipts for the preceding three years and the projected receipts for the coming year and be approved by the Athletic Council.
- 3) The appropriation of money for each sport will be based on the proposed detailed budget as submitted by each coach in the year end budget report.
- 4) The administrative appropriation for each sport will be figured with the sport appropriation.
- 5) The sport appropriation shall be set up by the Athletic Director(s) in conference with the head coach.
- 6) Financial statements will be issued to the Board of Education and Athletic Council.

DONATIONS AND GIFTS

Donations and gifts of a significant nature may be accepted under the following conditions:

- 1) The individual or group must contact the Administration or the Athletic Director(s) in advance to seek approval.
- 2) Any item(s) donated (e.g., uniforms, equipment) must be compatible with the uniforms and/or equipment used in the athletic program.
- 3) Whenever possible, the donation shall be in cash so that the Athletic Department can order the materials to assure consistency with existing equipment.
- 4) Coaches shall not approach individuals or groups to request a donation without prior approval of the Principal and Athletic Director(s).

EARLY DISMISSAL FROM SCHOOL FOR AWAY ATHLETIC EVENTS

- 1) The Athletic Director(s) shall get approval for all early dismissals from the school principal.
- 2) At least two days (whenever possible) prior to the contest requiring early dismissal from school, the-coach shall submit to the Athletic Director(s) a list that includes:
 - A. The names of all team members, managers, statisticians, cheerleaders, etc. that are to be excused early.
 - B. The time that the above are to be excused.
 - C. A copy shall be submitted to the school office who will in turn distribute the list to the faculty.
 - D. Information pertaining to the nature of the site of the contest.
- 3) Coaches involved in early dismissal shall work through the school principal to assure that their personal school responsibilities are covered.
- 4) No home athletic contests shall be scheduled that require early dismissal of participants.
- 5) Away athletic contests that require early dismissal of athletic personnel and student athletes from school shall be kept to a minimum in the scheduling process.
- 6) Coaches shall not abuse the privilege of early dismissal.

EMERGENCY ACTION PLAN

Recommended procedures to be followed in successful emergency care are:

- A. Immediate, on the spot, first aid by an individual with adequate training. Do not place the injured person in the care of another student.
- B. Emergency transportation:
 - 1) Ambulance should be at all Varsity football games.
 - 2) If necessary, emergency transportation should be called. Telephone number: 911
 - 3) Students' emergency medical forms shall be carried with the coach at all times.
- C. Notify the parents of the injured student and inform them of the procedure being followed. Ask them to go to the hospital.
- D. A coach or school official should go to the hospital and remain there until the student's parents arrive.

EQUIPMENT/PURCHASE AND CARE

- A. All equipment purchases are to be made within the established budget and with the consent of the Athletic Director(s).
- B. The issuance, care of and collecting of athletic equipment is the responsibility of the head coach of each sport.
- C. Cleaning, repairs, and reconditioning of team equipment is the responsibility of the head coach. Such expenditures must be approved by the Athletic Director(s).
- D. The head coach, in conjunction with his assistants or the Athletic Director(s), shall conduct a complete inventory of equipment at the conclusion of each sport season. The completed inventory report shall be a part of the season-end report for each sport.
- E. The Emergency Medical Coordinator is responsible for Ordering of and adequate stocking of all athletic medical supplies and equipment. Head coaches should keep him informed of their needs.
- F. Coaches of Junior High sports are responsible for equipment as outlined above.

EQUIPMENT/STUDENT RESPONSIBILITY

Equipment issued to students, as a part of an extracurricular activity must be returned in its original condition allowing for normal wear.

All equipment issued must be returned and/or paid for within one week following the activities' conclusion. Unauthorized possession or failure to pay for lost equipment will result in a denial of participation and recognition in all extra-curricular activities until payment is made or the equipment is returned.

Settlement to the Board of Education or Activity Account responsible for the equipment will be 100% of the replacement cost of the article.

FUND RAISING

All fund raising projects should be requested by the coach or advisor no later than the beginning of his/her sports season in order to avoid conflicts with other fund raising projects. All fund raising projects must be approved in advance by the Athletic Director(s) and the Principal. Only one sales project per year is permitted by Board of Education policy unless special approval has been granted.

OUT-OF-SEASON CONDITIONING

Conditioning (preparation) in advance of the regular season is sometimes necessary to allow groups to perform at their maximum potential and to limit the seriousness of possible injuries. It is also beneficial for students to have opportunities to participate in supervised activities outside of the regular school day. These opportunities should be regulated in a manner that limits undue demands on student time and avoids potential conflicts between coaches and advisors of different groups.

GUIDELINES:

- 1) It is the basic philosophy of Logan Elm High School that direct involvement in activities (athletics, music, and other extracurricular programs) is more beneficial to the student than off-season conditioning. Therefore, any out-of-season activity must be organized in a manner that allows in-season groups to begin practice and establish their membership before the out-of season "conditioning" begins.
- 2) All conditioning or preparation programs must be conducted in a manner that follows all guidelines established by the O.H.S.A.A., and/or any athletic league of which Logan Elm is a member.
- 3) Supervision of these conditioning or preparation programs must be by a certified staff member or other persons approved by the Logan Elm Board of Education to work with extracurricular activities.
- 4) Logan Elm athletic facilities may be available during the summer for "open gym".
- 5) Coaches have permission to attend "voluntary" summer team camps with student athletes at off campus sites.
- 6) Requests to schedule instructional programs, camps, and/or clinics held at Logan Elm High School that involve training and instruction in an activity, must be submitted to the Logan Elm Board of Education for approval.

OVERNIGHT TRIPS

An Overnight trip made by team members must be approved by the Board of Education.

PRACTICE SESSIONS

The coach in charge of a sport is responsible for supervision of his squad at all practices and games. The responsibility includes the time his squad is in attendance prior, during and following practices and contests. All evening practices must

be over by 9:00 P.M. unless approval is granted by the Athletic Director(s) for a late time. No Sunday activities are permitted without the prior approval of the Board of Education.

PUBLICITY

Publicity for your sport will depend greatly on how interested you are in selling your sport. The newspaper and radio stations will give you coverage if you get the information to them.

You as head coach have the responsibility of providing this publicity information in a neat, accurate form. You should:

1. Work closely with newspapermen and broadcasters in providing information.
2. Meet deadlines that are set.
3. Report results immediately after the contest by calling or taking the material personally to the radio or newspaper.

The Athletic Director(s) will be responsible for publicizing sports schedules each season, printing of schedules and posters and the promotion of individual events in each sports season. The cooperation of all coaches is necessary. No coach is to have any material printed privately. The Athletic Director(s) will consider all suggestions and determine if the material is needed.

TEAM ROSTERS

The tentative number of participants to be kept in an activity shall be announced to the initial group that reports for tryouts. The coach or advisor can limit the number of participants lacking the necessary ability in the sport or activity with a group explanation.

A participant in any extracurricular and/or co-curricular activity shall be given the opportunity to have an explanation when he/she is dropped from the activity.

Two weeks prior to the first regularly scheduled contest if possible, a final team roster in alphabetical order will be submitted to the Athletic Director(s). This list is necessary for making out the eligibility sheet. If the roster includes a student who normally would not be a member of that team the coach should discuss the reasons for the selection(s) with the Athletic Director(s) prior to the announcement of the roster. Once a roster has been determined, changes in that roster may be made only with the approval of the coach, Athletic Director(s) and building Principal. Complete rosters including names of volunteer coaches, ball boys, etc. who will ride the bus to away athletic contests, must be submitted to the Athletic Director(s) prior to the first game.

USE AND CARE OF FACILITIES

- A. Any recommendations by the coaches regarding facility preparation or improvement for their particular activity should be presented, in writing, to the Athletic Director(s) at least one month prior to their use by the team or activity involved. Changes that alter the physical facility must be approved by the Athletic Council.
- B. The sport or sports in season will have priority on facility use.
- C. When several sports or activities must use a facility at the same time the coaches of these sports and the Athletic Director(s) will meet and develop a facility usage schedule.
- D. All coaches shall forward to the Athletic Director(s) a facility usage schedule for their particular activity.
- E. Any conflicts involving facility use will be settled by the Athletic Director(s).
- F. Coaches must be present at all times when a facility is being used. Coaches shall never leave participants unsupervised when any athletic facility is being used, including locker rooms.
- G. Coaches are completely responsible for the facility and equipment, which they are using.
- H. Coaches' offices should be kept locked.
- I. Damage to the facilities shall be reported by the coach to the Athletic Director(s) and building principal.

- J. The use of athletic facilities shall be cleared through the Athletic Director(s) when school is not in session. This should be done at least one week in advance.

AWARDS

RECOGNITION AWARDS

An awards program will be held following the Fall, Winter, and Spring sports seasons. All coaches, advisors, and recipients of awards are expected to attend.

It is the responsibility of all coaches involved to have all necessary awards information to the Athletic Director(s) no later than one week following the last contest. A coach or a designated representative must be present at all league selection meetings.

The awarding of honors, trophies, prizes, etc. to junior and senior high school athletes has been discussed for many years with differing opinions. However, the emerging philosophy has been that interscholastic athletic awards should be symbolic--the honor of representing a school and the education gained by participation is the true reward.

The awards system established by the Athletic Council is listed below. Other awards may be given at the coaches' discretion. Additional awards must be approved by the Athletic Director(s) prior to the season.

MIDDLE SCHOOL

Athletes and Managers:

- 1) All participants receive a Certificate of Service.
- 2) All participants receive a medal.
- 3) A plaque will be awarded to all persons who receive six athletic awards.

Statisticians:

- 1) All statisticians receive a Certificate of Service.

NOTE: In boys and girl's basketball and volleyball the only criteria required to earn an award are making the squad and successfully completing the season. In football, wrestling, and track, it is the responsibility of the coach or coaches to establish the criteria required to earn an award.

LOGAN ELM HIGH SCHOOL AWARD SYSTEM

Freshmen Awards

1st Award	-	Graduation numbers
2nd Award	-	Certificate
3rd Award	-	Certificate

Reserve Awards

1st Award	-	Numbers if not earned earlier
All Others	-	Certificate

Varsity Awards

1st Award	-	Varsity L plus numerals
1st Award	-	Lettered in another sport - 4x6 Plaque with medal
2nd Award	-	4x6 Plaque with 2x3 Red Plate and space at top for sport medal
3rd Award	-	5x7 Plaque with 2x3 1/2 Black Plate and space at top for sport medal
4th Award	-	6x7 Plaque with Red Plate centered on a Black with space for sport medal in the middle

CRITERIA

The following criteria will be used to determine varsity award winners in their respective sports.

- 1) Only athletes meeting the established criteria will receive a varsity award.
- 2) Any varsity team member not meeting the requirements for getting a varsity award will be considered a reserve member for that season and receive a reserve award or freshman award.
- 3) Managers will be subject to the system above with the exceptions that their letters will have an "MGR" inscribed.

Football

- A. Must have played in at least half of the total number of quarters, or.....
- B. A graduating senior at the coach's discretion.

Cross Country

- A. Must have participated in at least three-fourths of the schedule meets.
- B. Senior award with more than one year on the squad at the coach's discretion.

Golf

- A. Must have played in at least half of the scheduled matches, or....
- B. Qualify for and play in one or more tournaments, or.....
- C. A graduating senior at the coach's discretion.

Volleyball

- A. Must participate in at least eleven (11) games, or.....
- B. A graduating senior at the coach's discretion.

Girls' Tennis

- A. Must participate in at least one-half of varsity matches, or....
- B. A graduating senior at the coach's discretion.

Basketball (girls and boys)

- A. Must participate in at least 28 quarters, or.....
- B. Graduating senior at the coach's discretion.

Wrestling

- A. Acquire thirteen (13) team points. Point values:

1)	Pin, default, disqualification of your opponent.	-	6 points
2)	Superior decision	-	5 points
3)	Major decision	-	4 points
4)	Decision	-	3 points
5)	Tie	-	2 points
6)	Lose	-	1 point
- B. Wrestlers not accumulating thirteen (13) team points may be awarded a letter if:
 - 1) They are a senior.
 - 2) Two wrestlers are sharing a weight class and have displayed the potential of earning the thirteen (13) point mark but haven't because of intersquad competition.
 - 3) An injury to a varsity wrestler terminates his season.

Track (girls and boys)

- A. Must have averaged one (1) point per meet, or....
- B. Must have scored in the Invitationals or Sectionals, or....
- C. A graduating senior at the coach's discretion.

Baseball

- A. Must participate in at least one-third of the total number of games played, or....
- B. A graduating senior at the coach's discretion.

Softball

- A. Must participate in at least one-third of the total number of games played, or....
- B. A graduating senior at the coach's discretion.

Soccer (girls and boys)

- Must participate in at least one-half of the varsity games.
- A. A graduating senior at the coach's discretion.

Cheerleading

- A. Successfully completing the season at squad level.

Bowling

- A. Successfully completing the season at squad level. (coach's discretion)

Swimming

- A. Successfully completing the season at squad level. (coach's discretion)

THE RENEE CAVENDER MEMORIAL AWARD

The Renee Cavender Memorial Award was established in honor and memory of Renee who accidentally died in 1977. The daughter of Ms. Norma Cavender was a sophomore at the time of her death.

Renee was involved in cheerleading, volleyball, basketball, and many school activities. A great personality, friendly smile and super attitude made her a very popular young lady.

The Logan Elm Varsity Club purchases the individual plaque, which is presented at the Senior Awards Assembly each year. This is symbolic of the school's top Senior Female Student Athlete. The following criteria was established for the selection process.

Qualifications for Candidates

- 1) She must be a better than average student (2.0 or better).
- 2) The candidate should have participated in two varsity sports. If there are no worthy candidates, then candidates who have participated in one varsity sport will be considered.
- 3) She must have good moral character.
- 4) She must display good sportsmanship at all times.
- 5) She must have a neat personal appearance.
- 6) She must be cooperative and dependable.
- 7) She must have a good attitude toward her school, her teachers, and her classmates.
- 8) She must have high goals for herself and work up to her athletic potential.
- 9) She must be a Senior.

The selection committee shall consist of:

- Principal
- Athletic Director(s)
- Head Coaches of all girls' sports
- President of the Girls' Varsity Club
- President of the Fellowship of Christian Athletes
- Representative from the Class of 1979 - to be named for a two year term. He/she appoints his/her successor.

The Selection Committee shall meet annually as near May 1 as possible. All members of the Selection Committee are sworn to secrecy as to the identity of the recipient of the Cavender Award. The presentation will be made at the annual high school Awards Assembly at the end of the school year.

NOTE ON VOTING PROCEDURE:

If no one receives a majority of the votes on the first ballot, only the top two vote getters, including ties, will be voted upon again.

If a tie vote exists on the second ballot, ties will be broken as follows:

- 1) The person with the most varsity awards will be declared the winner.
- 2) If a tie still exists, the person with the highest grade point average will be declared the winner.

THE MIKE SPANGLER MEMORIAL AWARD

The Mike Spangler Memorial Award is presented in memory of Mike Spangler, a 1965 graduate of Logan Elm High School. This award was established by classmates, friends and the Student Council. The individual award is purchased by the Student Council and presented at the Senior Awards Assembly.

Mike, the son of Mr. And Mrs. Albert Spangler (deceased), participated in four sports at Logan Elm. Following graduation Mike served his country in the United States Army and paid the ultimate price as he gave his life in Vietnam.

The organizational committee used Mike's Freshmen English report as a basis for their selection. The report entitled "Code to Live By" epitomizes the life of this young man. In part Mike wrote "I believe in loyalty-to my family, my friends, my school, my community, my country and my God".

The committee adopted the following guidelines for future selection committees to follow and bestow this prestigious honor on Logan Elm's outstanding athlete.

Mike has two brothers; Jerry in Circleville and Chuck a teacher and coach in Northern Ohio. Correspondence will be made each year with one of the brothers inviting him to be in attendance and to present the award.

Qualifications for Candidates

- 1) He must be a better than average student (2.0 or over).
- 2) Three varsity sports athlete preferred; two varsity sports athlete considered.
- 3) He must have good moral character.
- 4) He must display good sportsmanship at all times.
- 5) His personal appearance should be neat.
- 6) He must be cooperative and dependable.
- 7) He must have a good "Attitude" and work up to his athletic potential.

Candidate may be in any class in school (9, 10, 11, 12 grade).

No repeats on the honor.

The Selection Committee shall meet annually as near May 1 as possible.

The selection committee shall consist of:

- Principal
- Athletic Director(s)
- Head Coaches of all sports
- President of Student Council
- President of Booster Club
- Representative from Mike's class - to be named for a two year term. He/she appoints his/her successor.

IMPORTANT!

All members of the Selection Committee are sworn to secrecy as to the identity of the recipient of the Spangler Award. The presentation will be made at the annual high school Awards Assembly at the end of the school year.

NOTE ON VOTING PROCEDURE:

If no one receives a majority of the votes on the first ballot, only the top two vote getters, including ties, will be voted upon again.

If a tie vote exists on the second ballot, ties will be broken as follows:

- 1) The person with the most varsity awards will be declared the winner.
- 2) If a tie still exists, the person with the highest grade point average will be declared the winner.

TEAM MEMBER AWARD

Any award given to a team member that may be considered personal in nature must be approved in writing from the Ohio High School Athletic Association. The guidelines for personal type items are explicit:

By-Laws #5 - AWARDS Section 1 Awards - Approved

- 1) Awards for participation in interscholastic athletics which may be accepted by the student from any source consists of those items, which do exceed in value an amount established by the Board of Control.
- 2) College scholarships may be accepted provided the amount of the scholarship is paid directly to the college of choice by donors.
- 3) A sweater, jacket, or jersey accepted by a high school student for playing on an amateur, non-school sponsored team is not a violation of this By-Law.
- 4) Traveling jackets purchased by the school or by an outside group must be retained by the school or it would be a violation of this By-Law.



LOGAN ELM SCHOOLS ATHLETIC RULES AND REGULATIONS

To All Athletes and Their Parents:

The coaching staff of the Logan Elm Schools is pleased to present you with the attached Regulations and Training Rules for all sports.

Athletes represent our school because their behavior is witnessed and evaluated by all persons with whom the athlete is in contact. As a result, unbecoming behavior reflects not only upon the individual, but upon all persons associated with the school.

We believe that it is both an honor and a privilege to be a member of an athletic team at Logan Elm and we are convinced that a set of common beliefs and rules is the basis for any team. If these regulations are observed by all athletes, we will take an important step toward gaining the respect of many people and a leap towards a successful season.

Please read and discuss these requirements thoroughly, and then complete the attached forms. If there are questions, please feel free to contact the head coach, the athletic Director(s), or the principal.

REGULATIONS

PHYSICAL EXAM

All athletes must pass a physical exam as prescribed by the Ohio High School Athletic Association. This form must be completed by a physician and the parent and be kept on file with the Athletic Department.

ATHLETIC PARTICIPATION FEE

To participate in athletics at Logan Elm, student athletes are required to pay a participation fee adopted annually by the Board. There will be no refund of the fee after the first contest.

INSURANCE

All Logan Elm athletes must be covered by school insurance at parent's expense or an Insurance Waiver form (attached) must be signed and on file with the Athletic Department.

EQUIPMENT

Unauthorized wearing of athletic equipment, failure to return issued equipment, failure to pay for purchased equipment and/or violation of any other rules for equipment usage will result in lack of eligibility until the problem has been resolved. Each athlete is responsible for the care and return of all equipment issued to him/her.

THE STUDENT ATHLETE

ELIGIBILITY

Interscholastic extracurricular activities are defined as school-sponsored student activities involving more than one school or school district.

It is the purpose of the athletic program and the instructional personnel to instill values of excellence, competition, sportsmanship, and cooperative endeavor.

The following rules shall apply in regard to student eligibility:

- 1) Be in good standing as a full-time student in the Logan Elm Schools.
- 2) Standards of scholastic eligibility are governed by rules of the Ohio High School Athletic Association.
- 3) The Board prohibits students in grades 7 through 12 from participating in interscholastic extracurricular activities if they are not passing at least five (5) one credit courses in the previous grading period.
- 4) A high school student may be excluded from participating in the activity if he/she has less than a 1.5 grade point average on a 4.0 grading scale and grade 7-8 not passing five (5) one credit courses in the previous nine weeks.
- 5) The District adheres to the Ohio High School Athletic Association for eligibility to participate in athletics. In order to be eligible, a high school student must have passed a minimum of five one credit courses or the equivalent during the prior grading period. The five courses may be a combination of high school and college courses.
- 6) Seventh grade students are eligible to participate in athletics for the first grading period regardless of previous academic achievement. Students entering eighth and ninth grade must have passing grades in five (5) of their classes during the prior grading period.
- 7) Failure to comply with the grading period eligibility requirements results in extracurricular interscholastic ineligibility for the succeeding grading period.
- 8) The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.
- 9) The eligibility of a transfer student must be established by school records or verification from sending school. The responsibility for establishing eligibility rests with the receiving school.
- 10) Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.
- 11) Tutoring or examinations to complete the preceding grading period requirements is permissible provided the inability to complete the required work on time is due to illness or accident verified by a physician and the procedure applies to all students in the school.
- 12) A high school student athlete must maintain a 1.5 grade point average on a 4.0 grading scale for the end of the nine week period.
- 13) All athletes will have their scholastic eligibility checked every 2nd week during the season. The checklist will go out from the Athletic Director(s)' office on Wednesday every 2nd week to the teachers and is to be returned by Friday noon. The period of ineligibility will begin Monday following the check and last until the athlete provides a document to prove he/she is passing. During the period of ineligibility the athlete will be permitted to practice and travel with the team, but not dress or participate in game activities.
- 14) Any student not passing five (5) one credit subjects is considered ineligible. Any student not passing five (5) one credit classes in the previous grading period is considered ineligible for the next grading period.

- 15) If a student quits a team after team selection or the first scrimmage (whichever comes first), he/she may not participate in another sport until the completion of that sport season unless unusual circumstances exist or both coaches involved feel that for the best interest of the student he/she may be released from this responsibility.
- 16) If an athlete tries out for a sport and does not make the team, he/she may try out for another team.
- 17) An athlete may participate in only one (1) sport per season. Exceptions to this rule must be submitted in writing and approved by the Superintendent/designee, Principal, and Athletic Director(s).
- 18) If a student is dropped from a team because of disciplinary action he may not participate in another sport until the completion of that sport season.
- 19) In order to participate in practice or contest, an athlete must be in regular school attendance, which means the student must be at school in attendance by 8:30 am on regular school days and at 9:35 am on 2 hour delay days. An athlete may not participate on a day when not in full attendance because of illness. Absence in special situations such as funerals, weddings, medical appointments etc., would be acceptable but should be arranged ahead of time. In order for college visits to be excused, they must be prearranged following the prearranged absence policy. Staying out of school for work or "needed at home" would not be acceptable. On days with a "2 hour delay" start, athletes must be in attendance at 9:35 a.m. in order to be eligible to participate.
- 20) Each athlete must have a physical examination card completed, EMF and the concussion form and on file before he/she will be permitted to attend practice. The school will try to sponsor free or low cost physical examinations at least one time a year. Any athlete not getting a physical on the scheduled examination date must do so at his/her own expense. If a student's physical condition changes (improves) a doctor's statement is required for continued participation.
- 21) Insurance - Students participating in the athletic program at either the middle or high school level must be covered with an accident insurance policy in one of the following two ways:
 1. School Insurance
 2. A school insurance waiver form signed by the parents stating they have adequate insurance coverage.

An insurance waiver form must be on file in the Athletic Director(s) office prior to the first official practice unless school insurance is purchased.

TRAINING RULES

A. SPORTSMANSHIP

Because the players are respected and admired, they exert a great deal of influence over the actions and behavior of the spectators. Their display of sportsmanship is to be expected, encouraged, and rewarded.

The following sportsmanlike behavior is to be adhered to by players.

If appropriate, shake hands with opponents before and after the game.

Respect the official's judgment in interpretation of the rules. Never argue or indicate a dislike for a decision.

Accept both victory and defeat without being boastful or bitter.

Cooperate with the coach and fellow players in promoting good sportsmanship.

Accept seriously the responsibility and privilege of representing the school and community.

Athletes should live by a code of ethics, which will entitle them to the honor, and respect, which they can rightfully earn, through competition and representation of their school. Conduct resulting in dishonor to athletes reflects not only upon themselves but also upon their teams, coaches, and school. Participation in Logan Elm athletics is a privilege, not a right. These training rules are in effect every day, in school or out.

Violation of good sportsmanship may result in the denial of participation in future contests.

B. RELATIONSHIP WITH TEACHERS

Athletes are expected to be examples of good behavior in all aspects of their school life. If a faculty member reports an incident of unacceptable behavior or negative classroom attitude, the act will be discussed with the player and disciplinary action, if necessary, will be determined by the principal, athletic Director(s) and coach.

C. CHEATING

The privilege of representing your school as an athlete also carries responsibility into the classroom. Any team member found to be cheating in class work or tests could be denied participation for up to 10% of state scheduled athletic contests. Continued problems will bring increased denial of participation.

D. STEALING

One purpose of the athletic program is to develop respect for the rights and property of others. If an athlete takes the property of another person or of the school or becomes knowingly involved in theft by receiving stolen property or aiding in theft in any way, the following disciplinary action may be taken:

First Offense - Could be denied participation for up to 10% of state scheduled athletic contests, during this time the athlete may still participate in practice.

Second Offense - Dismissal from the team.

E. SUBSTANCE USE/ABUSE

1) **USING OR POSSESSING OR UNDER THE INFLUENCE**

Any student using, possessing or being under the influence of alcohol or nonalcoholic beer or wine, tobacco, harmful intoxicants, inhalants, controlled substances, or other mood altering chemicals, shall be denied the right to participate in games, competitions, contests, or other events connected with extracurricular activities. This rule is to be in effect and enforced 12 months of the year.

FIRST VIOLATION

- A. Student will be denied the right to participate in games, contests, competitions, or events for the amount of **100%** of the state scheduled contest. All rules and requirements of the activity **MUST BE** followed by the student during this period. He may be present at all such events if so arranged by the student and the coach or advisor, but may not participate.
- B. If the student and his parent/guardian agree to assessment and follow-up by a certified agency, the denial of right to participate will be **50%** of state scheduled contests in length. Refusal or failure to follow through with assessment and recommendations shall result in the student serving the balance of the school year denial of the right to participate
- C. Students may use a voluntary referral procedure to seek information, guidance, counseling and/or assessment in regard to use or possession of tobacco, alcohol, and other controlled or non-controlled substances, instruments or paraphernalia. A voluntary referral may be made by the student, by her or his immediate family, or by a fellow student. Such referrals can be made to a coach, teacher, guidance counselor, Safe and Drug-Free Schools Counselor, or athletic trainer who in turn must immediately notify an appropriate administrator. A student may use the option of voluntary referral once at the middle school level and once at the high school level as long as there have been no previous violations of any portion of the Athletic Code.

If a student uses the voluntary referral opportunity to seek assistance with dealing with alcohol or other drug use, and if the student agreed to participate in approved assessment and treatment, there shall be no denial of participation from athletic activities.

A voluntary referral cannot be used by a student participant as a method of avoiding the consequences of the Student Code of Conduct or the Athletic Code. Student participants cannot use a voluntary referral at any time during the drug testing process. This includes the moment the student participant is notified of the drug test through the time the drug test results are verified. All voluntary referrals must occur before any verification of a violation of the Student Code of Conduct or the Athletic Code by a school employee, coach or policy. Any involvement by law enforcement officials negates the option of voluntary referral.

If the option of voluntary referral has been used during grades 7-8 or grades 9-12 and a student participant again violates any part of the Athletic Code, the second violation will be viewed as a "second offense."

TOBACCO

- A. Student will be denied the right to participate in games, contests, competitions, or events for the amount of 10% of the state scheduled contest. All rules and requirements of the activity **MUST BE followed by the student during this period. He may be present at all such events if so arranged by the student and the coach or advisor, but may not participate. There will be no reduction of consequence.**

SECOND/SUBSEQUENT VIOLATIONS

ILLEGAL DRUGS/ALCOHOL

- A. Student will be denied the right to participate in extracurricular activities for a period of one calendar year. THE EXCEPTION BEING: If the second violation occurs one calendar year or more after the violation, then it shall be treated as a first violation.

TOBACCO

Each subsequent violation of the tobacco policy will result in additional denial of participation:
Second Offense – 20% of state scheduled contests.
Third Offense – 50% of state scheduled contests.

F. FELONY

Any athlete convicted of a felony shall be denied participation for one calendar year from the date of conviction.

G. EJECTION FOR UNSPORTSMANLIKE CONDUCT

All situations of Ejections will follow the OHSAA guidelines set for all member schools.

H. SUSPENSION IN OR OUT OF SCHOOL

Disciplinary suspensions for violations of the Code of Student Conduct will result in denial of participation on the days of suspension, whether they be practice or game days.

I. OFF SEASON CONDUCT

Athletes should be aware that their behavior during the off-season can affect the manner in which a coach evaluates their effectiveness as players and decides on playing time. A superior athlete keeps training rules year-round!

J. HAZING, BULLYING AND HARASSMENT

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, harassing or abusive educational environment for the other student.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent and the appropriate discipline is administered.

The Superintendent or designee will establish procedures to prohibit harassment, intimidation and bullying as prescribed in the Ohio Department of Education's Anti-Harassment Model Policy.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report without any student names on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

K. GENERAL

In addition to the foregoing regulations, the following actions are not acceptable: unsportsmanlike conduct of any nature; failure to follow coach's instructions; swearing or use of profanity; violation of individual team rules, such as curfew; unexcused absence from practice; or other actions which could discredit the team or school.

The coach and administration will evaluate these actions on an individual basis and initiate appropriate disciplinary measures.

PROCEDURES

All infractions of these rules will be investigated by coaches and the administration. When reasonable evidence exists that a violation has occurred, the coach, athlete involved, and an administrator will conduct a hearing into the matter. The athlete and parents will be notified of the decision; any denial of participation will take effect immediately after the hearing.

The coach of each team is required to provide a copy of the "Logan Elm Athletic Department Athletic Rules and Regulations" as adopted by the Athletic Council to each student athlete. The Agreement for Participation-Insurance Waiver section of the aforementioned regulations must be signed, returned, and placed on file in the Athletic Director(s)' office. In addition, a head coach may establish rules for his/her particular sport, which are approved by the Athletic Director(s) and distributed in writing to the participating athletes.

Mission Statement -Athletics

Our mission is to enrich the mental, physical, and emotional well-being of all students by providing competitive opportunities in which the lifelong values of sportsmanship, individual effort, teamwork, integrity, and commitment are emphasized.

Goals & Beliefs

- We believe students are our highest priority.
- We believe the dignity, worth, and self-esteem of participants should be paramount in all athletic activities.
- We believe the most important result of competition is the development of life-long values and skills.
- We believe the athletic program is an integral part of the public school experience.
- We believe high school athletics should be fun and rewarding.
- We believe athletic programs are most beneficial when they are competitive.
- We believe winning is an attitude resulting from optimum preparation, concentrated effort and a deep commitment to excel.
- We believe well-designed athletic programs promote community and school pride.
- We believe open communication and mutual respect among coaches, parents, and athletes provide the foundation of a successful athletic program.
- We believe morale, satisfaction, and performance are enhanced when athletes work together as a team.
- We believe well qualified coaches and program administrators are important components in a successful athletic program.
- We believe positive parental support and involvement enhance student growth and program quality.

Note: LESD Interscholastic Athletics and Extracurricular Eligibility rules and guidelines reside in LESD Policy # IGDJ through #IGDK.

Athletic Programs and Personnel -Concern Procedures

Concerns/issues and issues about the District athletic programs and personnel are welcomed when motivated by a sincere desire to improve the quality of the athletic program and to perform tasks more effectively.

Personnel or Program Concerns/issues

1. Concerns/issues regarding an individual coach must be made directly to the coach. Every effort should be made to resolve the problem at this stage. The first step is for the athlete to talk to the coach. Second, is for parents to also talk with the coach.
2. Concerns/issues not resolved with the individual coach must be submitted in writing to the Athletic Director(s). The written concern must contain the following:
 - a) The name of the coach or the specific sport, level of competition, and/or the general athletic concern involved.
 - b) A brief but specific summary of the nature of the concern and the facts surrounding the same.
 - c) The concern/issue must be signed.

Note: Because playing time and level or position placement are the sole responsibility of the coach, concerns/issues regarding these items will not be heard.

3. For concerns/issues not tied to an individual coach or a specific program, the first contact for concerns/issues about any phase of the athletic program is the Athletic Director(s). This may be done either verbally or in writing.
4. Concerns/issues regarding an individual coach or program not resolved with the Athletic Director(s) will be referred to the school's building Principal. The Principal is responsible for the administration of the interscholastic athletic program within his/her school and it is the responsibility of the Principal and his/her staff to ensure the proper management of all athletic programs and the safety of students and the public. The Principal shall receive a copy of the written concern and a written report of the efforts made to resolve the problem. The complainant shall receive a written response.
5. Concerns/issues not resolved by the school's Principal in charge of Athletics may be referred in writing to the LESD Superintendent, for study and resolution.

Conduct of Coaches

Above all else, athletics at the high school level is an educational endeavor. Athletes learn lessons that serve them for their entire lives. Among these are sportsmanship, perseverance, teamwork, and appropriate responses to winning and to losing. For these lessons, each coach is the teacher.

The coach sets the tone for these lessons, and the coach's behavior serves as a model to the crowd, and most of all, to the athletes.

Athletic coaches in the Logan Elm School District are expected to reflect a positive attitude in all their approaches to and their interactions with officials and opponents.

There can never be justification for physical or verbal abuse of an athlete, nor for personal malice in any form. Coaches are expected to always treat every athlete with dignity and respect.

In the Logan Elm School District athletic program, swearing and the use of obscenities are always inappropriate, whether at practice or during an event.

Coaches are required to complete all approved coursework as specified by the OHSAA and the ODE in order to qualify to serve as coaches.

Eligibility (see page 35 of the Logan Elm Athletic Handbook)

Conduct of Spectators

Spectators, both students and adults, are an important and integral part of all athletic events. Spectators serve to validate the positive values learned through athletic experiences, and to support the personal efforts and successes of individual athletes.

Occasionally, the excesses of spectator behavior can unnecessarily taint the activities at an athletic event. What follows is an effort to provide clarity about inappropriate behavior, and about the consequences of such behavior.

At athletic events, to reduce the potential for conflict among spectator groups, it is appropriate to sit in the area designated for Logan Elm.

At athletic events, it is inappropriate for spectators to engage in:

- violence
- verbal abuse
- vandalism
- throwing objects
- taunting other team
- obscenity or obscene gestures
- possession or use of alcohol
- using illegal substances
- harassment of officials

Each of these inappropriate spectator behaviors, whether by students or adults, shall be cause for immediate removal from the event. A pattern of these behaviors shall result in being barred from future events.

Conduct of Parents

At the high school level, the importance of parents behaving as model spectators cannot be overstated. Support by parents for the rules of conduct defined in Conduct of Athletes is also critical.

Conduct of Athletes

An important part of the educational aspect of high school athletics is the learning of behavior appropriate to the circumstances. Because athletes often perform publicly, their behavior is subject to more than the usual scrutiny.

With this in mind, there are some behaviors that are particularly offensive and are subject to standard consequences. This does not preclude the coach from other consequences.

Unsportsmanlike Conduct

Any player 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 the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next sport in which the student participates. A student under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during or traveling after the contest(s).

A student who is ejected a second time shall be suspended for the remainder of the season in that sport.

A student who has been ejected for unsportsmanlike conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contests subject to the discretion of the Commissioner of the Ohio High School Athletic Association. The period of ineligibility shall commence during the next sport in which the student participates.

Drugs and/or Alcohol (see page 37 of Logan Elm Athletic Handbook)

Interaction with Officials

If an athlete physically assaults an official, the athlete shall be banned from interscholastic athletics for the remainder of the student's eligibility.

Parent support for this Athletic Code of Conduct is crucial to its success.

If in the judgment of the Superintendent or designee, a specific case merits review, the Superintendent or designee may convene a panel consisting of the high school Athletic Director(s) to consider an appeal.

Parents Supporting Their Own Athletes - Learning Even in a Losing Cause

The life lessons learned through participation in athletic competition are held in high regard by current and former athletes. Particularly beneficial is the experience of working cooperatively toward a common purpose in a close knit group, the values of teamwork, and the development of the concept of fair play. Participation by students in athletic competition is a privilege subject to School Board policies and regulations. While the Board of Education takes great pride in winning, it emphasizes and requires good sportsmanship and positive mental attitude as a prerequisite to participation.

At all times, the athletic program must be conducted in such a way as to justify it as an educational activity. The educational side of athletics is to help students benefit from the lessons learned through participation. While winning is usually more fun, the lessons learned from losing are often beneficial.

Parents can help athletes learn from their losses by:

<p>Moving from the Losers Column:</p> <ul style="list-style-type: none">● Blaming the coach, other players, officials● Focusing too long on errors.● What didn't work● Denial and anger	<p>Moving to the Winners' Column:</p> <ul style="list-style-type: none">● Crediting the other team● Focusing on what can be improved next time● Giving the best effort● Acceptance and move on
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Learning the Life-Long Lessons of Winning

In winning as in losing, the long-range value of the experience is promoted under certain conditions. An undue emphasis on winning can easily leave the false impression with student athletes that their athletic activity has value ONLY if the competition results in a "win." In an educational setting, we emphasize preparing in a fashion to be competitive, and we focus on doing our best. Often, though certainly not always, sound preparation and focusing on doing our best results in winning the contest. However, the experience of winning carries an enhanced value if parents can help students, even in winning; focus on the efforts and strategies, both by individuals and by the team that resulted in the win.

Parents can help athletes learn the real value of winning by:

- Offering congratulations for winning AND identifying and discussing the efforts made by individuals and by the team.
- Rewarding the winning efforts AND rewarding the growth in individuals and in the team – the growth that contributed to the win.
- Emphasizing competitiveness.
- Emphasizing doing your best.

Keeping Parent Support in Perspective

All parents should be proud parents. All parents should be advocates for their children. All parents should help and encourage their children to pursue their potential. When these important parental attributes are taken to extreme, however, athletes can miss important life learning, and can miss significant growth opportunities.

Supporting student athletes, even though one may disagree with the coaches' judgment, is an important parental role. Supporting the athlete in the pursuit of improved skills or alternate interests is an important parent role.

