

# **ATHLETIC PHILOSOPHY OF BELPRE CITY SCHOOLS**

(As revised on June 28, 2018 by the BCS Board of Education)

The Belpre City School District, as a leader in providing innovative educational opportunities, has as its mission a commitment to excel in preparing responsible, self-sufficient students with the knowledge and confidence to meet the challenges of a changing world.

Toward this end, the opportunity for every student to participate in a structured, wholesome, amateur athletic program is offered as a complementary part of the Belpre City Schools' educational program.

## **PART I**

### **GOALS**

#### **I. Grades 7 - 8**

- A. The inclusion of as many players as possible in a meaningful portion of each regular season game (meet, match, etc.) at the 7 - 8 grade level with emphasis on participation.
- B. The establishment of a reserve program when sufficient numbers dictate to accommodate participants who do not qualify for the interscholastic teams at the junior high school level. The reserve program will be coordinated by the head coaches and will practice on a regular basis. An additional coach will be hired if the numbers deem it necessary for adequate supervision.

#### **II. High School**

- A. Maximize success and sportsmanship for all individuals and teams.
- B. Emphasize student athletes' academic performance as paramount toward individual and team success.
- C. Establish new athletic programs when the interest and resources exist.

#### **III. General Goals of the Total Program**

- A. **CREATE A POSITIVE LEARNING EXPERIENCE FOR ALL PARTICIPANTS IN ATHLETICS BY PROVIDING THE OPPORTUNITY TO:**
  - 1. Earn the benefits and appreciate the value of physical activity and the increased fitness which results from such activity.
  - 2. Learn skills which can contribute to one's use and enjoyment of leisure time.
  - 3. Enhance the individual's self-respect and self-esteem as well as to promote the development of self-control.
  - 4. Understand others through team participation.
  - 5. Demonstrate competitive behavior in the proper venue.
  - 6. Learn the value of sportsmanship and fair play.
  - 7. Learn to cope with the emotions of victory and defeat, success and failure.
  - 8. Learn to become an efficient manager of one's time.
  - 9. Develop a sense of responsibility to self and others in a team situation.
  - 10. Participate in a program which aims to increase school, parent, and community spirit and pride.

## **ORGANIZATIONAL COMPONENTS**

### **I. Athletic Council**

- A. Membership - shall include the Superintendent, Principal (or assistant), Athletic Director, 4 Varsity Coaches (2 Varsity Head Coaches of girls' sports, 2 Varsity Head Coaches of boys' sports), Board of Education Member and a representative of the Booster Club.
- B. Function of Athletic Council - An advisory group concerning itself with all phases of athletics in the school district.
- C. Philosophy of Athletic Council - Interscholastic sports are recognized in the Belpre Schools as an integral part of one's complete education, held in harmony with the objectives of the total education program.  
In accordance with the OHSAA, Belpre Schools will administer the interscholastic sports program as a part of the school's total program of physical education, establishing and maintaining high standards in the conduct of its athletes.
- D. Meetings and Officers -
  - 1. Meetings will be held on an as-needed basis.
  - 2. The High School Principal or Athletic Director will serve as chairman of the Athletic Council.
  - 3. A record of all meetings will be kept by the Athletic Director's Secretary who will serve as secretary at the meetings.

### **II. Head Coaches:**

- A. Shall develop and maintain consistent coaching methods at all levels.
- B. Shall coordinate programs both vertically (grades 7 through 12) and horizontally (within sports programs).
- C. Must be knowledgeable about their sport and coaching techniques as well as adept at transmitting this knowledge.
- D. Shall recognize and accept the different rates of physical and mental development of students and work with and teach each accordingly.
- E. Shall be responsible to the athletes and parents as well as the school and community to see that:
  - 1. Opportunity is available for appropriate exposure to athletics, for a progressive skill development program, and instructional/academic support which is carried out for each sport.
  - 2. Athletics are both enjoyable and challenging for the participants.
  - 3. There is mutual respect and support between members of all athletic teams.
  - 4. A spirit of cooperation exists throughout the Belpre City School's athletic program.
- F. The Athletic Director will evaluate Head Coaches no less than one time per year following their season.
  - 1. Head coaches will evaluate all assistant/middle school coaches in their sport within 30 days following the end of the varsity season.
  - 2. The coaching evaluation form will be used for all evaluations (see Appendix).
  - 3. The original copy of the evaluation will be kept on file with the Athletic Director; a copy will be given to the coach being evaluated by the head coach.

### **III. ATHLETIC BOOSTERS/ATHLETIC DEPARTMENT RELATIONSHIP**

The Athletic Boosters are a vital element in the advancement and prosperity of the athletic program. For long-term success of this relationship there are specific guidelines that must be followed by all parties.

1. Coaches should encourage and provide assistance to the Boosters when asked by the athletic administration.
2. All communication between coaches and the Boosters should be done through the Athletic Director.
3. The Athletic Director or designee shall serve as the official delegate to the Booster Club for the Athletic Department.
4. Coaches shall go to the Athletic Director in order to request/obtain Athletic Booster assistance.
5. Any attempt of a booster(s) to interfere with or go beyond the established purposes of the Athletic Booster organization should be reported to the Athletic Director immediately.
6. Every effort should be made by the Boosters to increase parental and other adult involvement in support of the students' participation in athletics and in support of those individuals responsible for coaching.

### **PART II**

#### **A. Coach - Athletes**

Our coaches should demand a great deal from our athletes. Only by so doing will our programs lead to success. Athletes must be prepared to give and sacrifice in order to benefit from athletics.

Coaches in turn will give a great effort to the athletes. A relationship in which each party is called on to give of oneself must be founded on trust and respect. The following statements are most important:

1. Coaches will notify athletes in writing at the beginning of the season of all rules, regulations, game and practice schedules, procedures for squad selection, and other information that will help avoid possible conflicts during the season. A copy will be on file with the athletic director and principal.
2. Coaches will meet individually with each participant prior to the first contest to discuss roles and responsibilities.
3. Athletes will follow all such rules and procedures established by the coach, or face denial of participation.
4. When concerned or confused about such rules and procedures, the athlete will approach the coach as soon as possible for clarification and explanation. Athletes should not bring complaints or queries to the attention of others before the coach is asked for clarification and explanation.
5. The coach will respond to questions from athletes concerning such rules and procedures and explain when necessary the purpose and reasons behind the rules.

#### **B. Coach – Parent Relationship**

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

1. Coaches will notify parents in writing at the beginning of the season of all rules, procedures, game and practice schedules, and other information the parents will need in order to help their child meet his/her obligations to the team. This will be done at an organized parent/athlete meeting prior to the sports first contest (that includes scrimmages).
2. Coaches will explain such rules and other information to parents when they need clarification. However, coaches will not meet with parents during a practice, game, or other times when the coach has a duty of care for other students or athletes.
3. Coaches should seek to be as cooperative as possible with parents when the parents have questions concerning the type of information referred to above. However, no coach should be subjected to questions and criticisms from parents, especially through use of social media, concerning starting line-ups, play calling, skill techniques, and other items that by their very nature can only be determined by the objective and/or subjective judgment of the head coach.
4. Parents of athletes must attend the required OHSAA meeting prior to the start of each season. A parent need attend only one such meeting per year (that prior to the first season in which the athlete is competing).

Open and honest communication between coach and parent that follows the principles above should lead to good relationships between parent, coach and athlete.

### **C. Eligibility**

The criteria of scholastic eligibility mandated by the Ohio High School Athletic Association and the Belpre City Schools are as follows:

1. The student athlete must have earned a minimum of five (5) academic credits during the nine (9) weeks preceding and during the season of eligibility. Physical education does not count towards the five credits. There can be no summer school, make-up work, or correspondence work to add to this total.
2. The student athlete must maintain a minimum of a cumulative 2.0 GPA for the preceding nine (9) weeks grading period.
3. A student who is eligible by OHSAA standards but not by Belpre City School standards (does not have a 2.0 GPA) can gain eligibility after three weeks and six weeks if he/she has raised their GPA to 2.0.
4. A student athlete enrolled in the first grading period after advancement from the 8<sup>th</sup> grade must have passed five one unit classes in the previous grading period (last term of the 8<sup>th</sup> grade) in order to be academically eligible.  
A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievements. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in five one unit classes.

The Athletic Director's office will notify head coaches of students who become ineligible. Loss of eligibility and reinstatement of eligibility will be determined on the day that report cards are issued.

#### **D. Absence from School**

Athletes must attend school regularly to demonstrate the responsibility and dedication that are rewarded by the privilege of interscholastic competition. Regular attendance is also important in maintaining scholastic eligibility. Students must always remember that schoolwork comes before athletics, for high school sports would be impossible without high schools. To demonstrate the importance of schoolwork relative to athletic competition, the following attendance rule applies to all Belpre athletes:

1. A student athlete must be in attendance by 11:04 AM (normal schedule or two-hour delay schedule) of the school day to be eligible to participate in any game or practice unless the principal or athletic director excuses the student in advance for special circumstances (e.g. funeral). **On days scheduled for early release as determined by the school calendar, a student athlete must be in attendance by 10:03 AM.**
2. In order to be eligible to participate in a weekend contest or a holiday contest, an athlete must be in attendance on the preceding Friday or school day (by 11:04 AM for a normal schedule/two-hour delay or **by 10:03 AM for an early release schedule**) unless the principal or athletic director excuses the student in advance because of extenuating circumstances (e.g. funeral).

#### **E. Absence from Games or Practices**

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

Student-athletes who miss practices or games for no justifiable reason may expect to be denied participation in interscholastic competition.

However, the athletic staff realizes there may be justifiable conflicts that arise between athletics and family responsibilities, athletics and class work, and athletics and other extra-curricular duties. Each athlete will be given a team schedule at the start of the season and should make every attempt to avoid conflicts. In the event an unavoidable conflict does arise, the following procedures will be followed:

1. The athlete will notify the coach as soon as he/she is aware of the conflict.
2. Every attempt will be made by the athlete, coach, or other persons involved to resolve the conflict through special arrangements:
  - a. Permission from the coach to miss the practice or game.
  - b. Special travel arrangements so the athlete may participate in both events.
  - c. Make-up work for class time missed, provided this does not threaten the academic standing of the student.
  - d. Any other arrangement satisfactory to the parties involved.
3. If the conflict cannot be resolved, no punitive action will be taken against the athlete. However, the athlete must be aware that during his/her absence, someone else practiced and played at the position and that person deserves the opportunity to play the position until the athlete who was absent regains it, at the discretion of the head coach.

Student athletes, other than those who are injured, ineligible, or transfers, are not allowed to join a team sport after the midpoint of the season (1/2 the contests). Coaches in individual sports, however, may choose to not allow a new player to join (except injured or transfers) from whatever point in the season they so choose.

A player who quits a team during a contest (while it is being played) will not be allowed to return to that team for the remainder of the season. A player who quits a team at any other time will have 72 hours in which to ask to be allowed to return to the team. Each coach will have the option of allowing that return or not. After 72 hours, the athlete will not be allowed to return to the team for that season.

**A player who quits a team after the regular season has begun (1<sup>st</sup> regular contest) may become a member of another team during that season. In that circumstance, that player may practice with the team but will be required to sit out 20-25% of that team's schedule before being allowed to participate in a contest (e.g., quits soccer, joins football > must sit out 2 games).**

#### **F. Belpre City Schools – Athletic Discipline Policy**

The Belpre Board of Education and the Belpre Athletic Department believe one of the major objectives of interscholastic athletics is to aid the character formation of the student-athletes so they may become healthy and productive citizens in later life. All student-athletes have a serious responsibility to themselves, their teammates, and the school community to be physically prepared for competition and to serve as a positive representative of the Belpre City Schools.

The laws of the State of Ohio and the policies of the Belpre Board of Education do not guarantee participation in athletic competition. It is a privilege given to students that may be revoked if the student does not abide by the rules established to meet the responsibility defined in the rules listed below.

##### **1. Due Process:**

Nothing in these rules and regulations may be construed so as to deny the student due process of law.

- a. The head coach gives written notice of violations and his/her intent to deny participation.
- b. The head coach then conducts a hearing by phone or in person with the athlete and parent to permit him/her to state his/her side of the story.
- c. The athlete or parent has the right to appeal to the (a) athletic director, (b) principal, and (c) Superintendent of Schools.

##### **2. Period of Enforcement:**

These rules and regulations apply **from the start of the first official day of practice as determined by the OHSAA and remain in effect for one calendar year or upon completion of the spring sports tournaments for graduating seniors.**

**VIOLATION OF THESE RULES AT OR NEAR THE END OF A SEASON MAY RESULT IN A SUSPENSION BEING IMPOSED AT THE START OF THE NEXT**

SPORT SEASON (E.G. VOLLEYBALL INTO BASKETBALL, AND/OR A SATURDAY SCHOOL/IN SCHOOL SUSPENSION AT THE DISCRETION OF THE ATHLETIC DIRECTOR AND PRINCIPAL.

**3. Rules and Regulations:**

- a. Athletes will follow the school Student Discipline Policy as stated in the Student Handbook while involved in an extra-curricular activity.
- b. Athletes shall not use tobacco products in any form.\*
- c. Athletes shall not drink intoxicating beverages.\*
- d. Athletes shall not use any drugs or look-alike drugs, which have not been prescribed by a physician or legally purchased.\*
- e. Athletes shall not exhibit conduct that has negative reflection on the athlete or school.
- f. Athletes will follow training rules regarding hours, diet, etc., as established by each head coach or the coach in charge of the sport.
- g. Athletes shall not participate in any form of hazing as defined by the Student Handbook.

**4. Penalties:**

- a. First Offense - The athlete may be denied the privilege of participation for a minimum of 10% of the season. A conference, regarding the circumstances, between the Athletic Director, head coach, and principal/designee shall occur prior to disposition of the matter.
- b. Second Offense - The athlete may be denied the privilege of participation for the remainder of the season and will forfeit awards. The second offense does not have to be related to the first offense.
- c. In some incidents the privilege and participation can be denied for the entire year on the first offense as determined by the coach, principal, and athletic director.
- d. \*For offenses related specifically to drugs, alcohol, and banned substances, please refer directly to the **Belpre City Schools Policy for Random Drug Testing of Student Participants in Grades 7-12** that accompanies this handbook.

**5. Participation in Practice:**

During the time an athlete is denied participation in interscholastic contests, the coach may or may not allow the athlete to participate in team practices and other activities.

**6. Social Media Policy:**

Participation and representation of Belpre High School in athletics is a privilege, not a right. Student-athletes are held in the highest regard and are seen as role models in the school and in the community. As a student-athlete you have the responsibility to portray your team, your school, and yourselves in a positive manner at all times. Social media sites such as Twitter, Instagram, Facebook, and others continue to increase in popularity globally and are used by many students, parents, and coaches in one form or another. Student-athletes should be mindful of what is posted on social

media sites and be aware that inappropriate social media behavior may result in suspension and/or dismissal from a Belpre High School athletic team.

Examples of inappropriate behaviors via social media may include, but are not limited to, depictions or presentations of the following:

- Content that is unsportsmanlike, negative, demeaning, or threatening toward teammates, coaches, administration, opponents, officials, etc
- Photos, videos, comments or posts showing the use or depiction of alcohol, drugs, tobacco, vaping, or illegal activities.
- Photos, videos, and comments that are of a sexual nature. .
- Content that would constitute a violation of team, school, and/or league rules.
- Information that is sensitive or personal in nature to the team or the school, which is not public information.

**7. All other rules established by each coach of individual sport.**

**G. Conflicts Between Two Different Sports**

It is the position of the coaching staff and athletic administration that all Belpre students are encouraged to participate in as many competitive interscholastic sports as possible. We believe that students benefit most from a varied athletic experience and that the spirit of competition is preferable to specialization in one sport. No student will be asked or required to practice at a sport other than those currently in-season. However, when no school sports are in-season (i.e. during the summer), coaches may set up training programs and encourage but not demand students to participate, as long as such sessions comply with Ohio High School Athletic Association guidelines on summer conditioning/training programs.

Coaches will always take care to avoid the situation where an athlete feels great pressure from two different sports in the same season.

Coaches who are approached by an athlete considering switching sports should contact the other coach involved and insure that this coach is aware of the situation.

**IF A STUDENT ATHLETE QUILTS OR IS REMOVED FROM A TEAM FOR ACADEMIC OR DISCIPLINARY REASONS ONCE THAT TEAM REACHES ITS HALFWAY POINT (50% OF CONTESTS WHICH INCLUDES SCRIMMAGES), THEN THAT STUDENT ATHLETE WILL NOT BE ELIGIBLE TO PARTICIPATE IN ANY TYPE OF OPEN GYM, WEIGHT TRAINING OR PRACTICE FOR THE NEXT SEASON SPORT UNTIL THE PREVIOUS SEASON HAS ENDED.**

Athletes who are participating in a sport during that sports regular season shall not be allowed to participate in “open gym” activities for another sport conducted by a Belpre High School coach. This is the responsibility of the coach holding the “open gym” activity.

Athletes who are participating in a sport during that sports’ regular season shall be allowed to participate in a weight training and conditioning program conducted by another Belpre coach with the written permission of the in-season coach.

STUDENT ATHLETES WHO ARE PARTICIPATING IN A SPORT DURING THAT SPORTS' REGULAR SEASON SHALL BE ALLOWED TO PARTICIPATE IN A WEIGHT TRAINING AND CONDITIONING PROGRAM CONDUCTED BY ANOTHER BELPRE COACH WITH THE WRITTEN PERMISSION OF THE IN-SEASON COACH.

### **H. Squad Selections**

It is the philosophy of Belpre High School that athletic participation is open to as many students as possible. However, due to limitations of space, equipment, and number of coaches, it is sometimes necessary to limit the number of athletes on a particular squad. When such squad selections are necessary, the following principles will apply.

1. Criteria for selections will be established by the head coach, with the exception that whether or not a student participated in an off-season program will have no bearing on squad selections.
2. Criteria will be explained to all squad candidates at the very beginning of the season.
3. The coach will notify the athletes, in advance, of the date of the squad selections and of the approximate number to be kept on the squad.
4. Explanation of the selection procedure:
  - a. Coach will meet with all candidates individually.
  - b. Candidates will be told of their selection or rejection and why.
  - c. There will be **no** list posted.

Athletes and parents should note that squad selection is by its very nature subjective in judgment. They should also recognize that there is an expectation of higher skill levels and commitment for participants on varsity level teams. As long as the coach follows the principles listed above, the athletic administration will not intervene in this process.

### **I. Student – Athlete Insurance**

The coach will assist the Athletic Director in obtaining from all squad members enrollment in the school insurance program or proof of other adequate insurance coverage as denoted by a parental waiver form. One or the other must be on file before the student participates in his/her first practice.

School personnel will assist those students enrolled in the school insurance program in filling out and submitting forms should an injury occur.

### **J. Physical Examinations**

All athletes must have received the proper physical examination as prescribed by OHSAA before participation in any sport. The parent or guardian must sign a physical examination form. It is the responsibility of the coaching staff to see that no athlete participates until the proper proof of physical examinations is on file. Students who do not take the exam at the time scheduled by the athletic department will have to make their own appointment and pay the regular rate. The athletic department does not and will not pay for athletic physicals.

### **K. Emergency Medical Forms**

All students must have these on file in the school office. Each coach will be given copies of the forms of his/her athletes. These forms must be with the team at all times. Coaches must also have with them complete student/athlete lists for all bus trips.

### **L. OHSAA Consent Form**

All athletes and parents must sign this consent form; the form will be kept in the high school office.

### **M. Alcohol/Drug/Tobacco Contract**

Please refer to the **Belpre City Schools Policy for Random Drug Testing of Student Participants in Grades 7-12**. All athletes and parents must sign this contract before he/she may participate in Interscholastic Athletics. **Once a consent form is signed and submitted, it is valid and in effect until that student graduates or submits a refusal to consent form.**

### **N. Emergency Medical Attention**

Injuries that appear to be minor will receive attention from the coach or athletic trainer. If the injury may require further treatment, the parents will be notified. The coach or trainer will stay with the athlete until the parents arrive to handle injuries that appear to be serious. If there is danger due to loss of blood, unconsciousness, severe pain, or other dangerous symptoms, the rescue squad will be called. In all cases, parents will be contacted as soon as possible. Within a reasonable time after an injury, the coach or trainer will make a written report to the athletic administration concerning the circumstance of the injury. All coaches will be currently licensed in sports medicine first aid procedures and CPR. The athletic department also maintains close contact with the personnel at community hospitals. The coach or athletic department may recommend a certain doctor or course of action to the parent, but in all cases, the subsequent treatment of the injured athlete is left to the discretion of the parent.

Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health-care professional.

### **O. Care of Uniform**

Belpre athletes will be issued uniforms that are the property of the athletic department. These uniforms also denote the wearer to be a Belpre athlete. Uniforms are not to be worn in school or around town except when prescribed by the appropriate coach and only after approval of the Athletic Director.

### **P. Awards**

1. An athlete who letters for the first time in a varsity sport shall receive a "B", a service bar, and an emblem representing the sport in which they lettered.
2. An athlete who letters the second, third, or fourth time in the same sport shall receive a service bar.
3. An athlete shall receive no more than one "B".

4. An athlete must have satisfied requirements for lettering to earn an award. The only exception will be in the case of injury or illness. In the case of an injury or illness the coach may decide if the athlete should receive an award and what it should be. Injured athletes are expected to attend practices and games unless specifically and personally excused by the coach.
5. Non-letter winners for both varsity and junior varsity teams will receive a certificate of participation.
6. Managers, trainers, and line-judges (volleyball) will serve two years before they are eligible for a letter. Non-letter winners will receive a certificate.
7. All students must have completed all the requirements for earning the award and must complete the season to be eligible for that award (i.e., an athlete who quits the team at any time or stops attending practices and/or games before all regular and post-season games/events are completed will forfeit the right to any award earned/received throughout the season).

**Requirements for lettering in individual sports: (Varsity competition)**

1. **Volleyball** - Participate in 1/3 of the total games.
2. **Girls Basketball** - Participate in 1/4 of the total number of quarters.
3. **Cross Country (boys and girls)** - Finish in the top half of all finishers in at least half of all meets in which Belpre participates.
4. **Wrestling** - Participate in 4 matches or wrestle in the TVC or district competition.
5. **Football** - Participate in at least 1/4 of the total number of quarters.
6. **Boys Basketball** - Participate in 1/4 of the total number of quarters.
7. **Golf** - Participate in 1/2 of the matches or participate in the Sectional, District, or State Tournament.
8. **Track (boys and girls)** – Score ten (10) points and participate in 1/2 of regular season contests.
9. **Baseball** - Participate in 1/2 of all games or 1/4 of all innings.
10. **Softball** - Participate in 1/2 of all games or 1/4 of all innings.
11. **Soccer** – Participate in 1/2 of all games.
12. **Cheerleading** – Be selected and cheer on the Varsity Squad and not miss more than six quarters of all games cheered in a season (unless excused by the coach for injury or illness).

**O. Banquets**

The athletic department will not be responsible for athletic banquets at the end of the season.

## **PART III**

### **A. Relationship among Coaches**

It is crucial that all coaches in the Belpre City School System give each other public support. When one coach is critical of another to a member of the public, all programs suffer.

The following principles apply to good coaching relationships:

1. Coaches give public support and encouragement to other sports and the participants in those sports.
2. Coaches help create a climate within the school that is favorable to the entire sports program.
3. Coaches encourage athletes in their sports to participate in other sports.
4. Coaches who have problems or complaints about another coach or program should talk directly to the other coach or bring matters to the attention of the athletic administration.
5. When asked by members of the public to comment on other coaches' programs, the coach should either say something positive or say nothing at all.

### **B. Coach – Faculty Relationship**

Athletic coaches are first and foremost teachers and members of the school faculty. Athletics are not to interfere with regular classroom and teaching duties without prior approval of the principal. Coaches are expected to attend all teacher's meetings, in-service sessions, and other responsibilities in the system.

Our athletes will benefit both in the classroom and on the playing field when the coaches take an active interest in their academic standing. Coaches are encouraged to maintain regular contact with the faculty and seek to help other teachers with student-athletes who are experiencing academic setbacks. At no time will any coach seek to influence a teacher to allow lower standards for athletes than for the rest of the student body.

### **C. Social Media Use by Coaches**

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This includes staff members' online conduct that occurs off school property, including from the employee's private computer or personal devices, as well as conduct that may or may not be directly related to his/her position within the district. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

### **D. Budgeting and Purchasing**

The Athletic Director will be in charge of all athletic accounts and will keep monthly records of all receipts and expenditures in addition to preparing the yearly budget for each sport.

The Athletic Director will establish the appropriations for each sport after consultation with each varsity head coach.

Coaches will bring to the attention of the Athletic Director all needs for appropriations in the budget. All items necessary to run the sport should be included in the appropriations. Requests for items not contained in the budget appropriations will in all probability be denied.

When actually purchasing items, the head coach will submit a pink requisition with a price quote to the Athletic Director who will prepare all bills for payment. Coaches will be held individually responsible for purchasing items without the prior approval of the athletic director.

### **E. Clinic Attendance**

Coaching clinics can be a valuable tool in improving coaches' skills. Head coaches and assistant coaches may attend other clinics not on school time. Expenses may be reimbursed from the Board of Education with prior approval of the principal and Superintendent. The Board of Education will pay all costs associated with coaches' clinics per the negotiated agreement.

In all cases of clinic attendance the following will apply:

- Request will be made to the principal one month in advance if at all possible.
- Proper itemized receipts must be presented for all expenses.

### **F. Equipment Inventory**

It is the responsibility of each coach to collect all uniforms and equipment at the end of the season. A complete inventory will be taken at this time and presented to the Athletic Director within two weeks of the final athletic contest. Needs for new equipment or reconditioning of existing equipment should be brought forth at this time.

All head coaches will use a system of uniform distribution that insures an accurate record of what each athlete was given and what has been returned.

### **G. Coaching Uniforms**

Coaches are expected to look neat and presentable at all athletic contests unless weather conditions make this impossible.

### **H. Overnight Trips**

The Athletic Department will pay team expenses for overnight trips according to the following guidelines:

1. Proper receipts must be kept for all expenses. Reasonable expenses will be allowed at the athletic director's discretion.
2. In cases where team sports are involved, expenses will be paid for the entire team, customary managers and statisticians, and the coaches of the teams.
3. In cases when athletes are competing as individuals, expenses will be paid for those individuals, the head coach, and whatever assistant coaches have direct coaching responsibility for those athletes competing.
4. The athletic department will not pay expenses for a scrimmage.
5. All overnight trips must have prior approval from the Board of Education.

The above applies only if the Athletic Director approves the trip. There is no reimbursement for practices unless approved in advance by the Athletic Director.

### **I. Scrimmages**

All scrimmages will be in compliance with the rules of the OHSAA. They will be scheduled, including officials, by the head coach after consultation with the Athletic Director.

### **J. Passes**

The Athletic Director will distribute all league passes to administration and head coaches.

### **K. Locker Rooms and Practice Areas**

The athletic program will benefit from locker rooms and practice areas that are kept clean, orderly, and secure. Coaches are responsible for locking all doors and gates at the end of practices. Coaches are expected to lock any door or gate at any time they find it open. Students or other persons found in our facilities under questionable circumstances should be brought to the high school office or reported to the assistant principal or principal.

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

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

### **L. Team Transportation**

All participating school personnel (coaches, players, cheerleaders, statisticians, managers, etc.) must be transported by school-authorized transportation both to and from games or contests. However, for games or contests that require traveling for one hour or more, a parent or guardian may sign the athlete out with the coach in order to transport the athlete home from the event. For special circumstances, a parent or legal guardian may get prior approval from the principal or athletic director to transport the athlete to or from the event if a transportation waiver request is filled out and submitted for approval no less than 24 hours before the event. The principal, athletic director or coach may deny this request due to team considerations. (Note: Students, regardless of age, will not be permitted to drive athletes to and from games or contests even with parental permission.)

Coaches who need to transport athletes in their own vehicles may do so only if the Athletic Director has been notified and proper paperwork is submitted.

All requests for team buses will be made through the Athletic Director, who will arrange for buses through the Superintendent's Office.

Students will be permitted to drive to and from school practice sites unless otherwise instructed by the coach in that sport.

**M. Key Control**

Keys will not be given to any student except the team manager and then only for very short periods of time. Any coach giving keys to a student, who was subsequently injured in the gym, weight room, etc., would be guilty of an act of negligence. Never may keys be given to any member of the public. Possession of keys is an important responsibility that will be taken most seriously.

**N. Weight Room**

Coaches of all programs are encouraged to use the weight room facilities. Coaches of in-season sports will be issued keys. Coaches should see the Athletic Director to avoid scheduling conflicts in the facility.

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

**O. Use of Practice Facilities**

Use of practice facilities will be scheduled through the Athletic Director. Coaches will not use these facilities without the approval of the Athletic Director, nor will they allow students to use these facilities without proper supervision and prior approval. Practice shall be conducted on Belpre City School District property.

## **QUALIFICATIONS AND DUTIES DIRECTOR OF ATHLETICS**

### **A. Qualifications**

The Director of Athletics shall:

1. Have the general qualifications of a teacher.

### **B. Certification**

The Director of Athletics shall hold a teaching or administration certificate as well as a Pupil Activity Permit from the Ohio Department of Education.

### **C. Responsibilities**

In the performance of duty, the Director of Athletics is responsible to the Director of Business Affairs, Principals, and to the Superintendent of Schools.

### **D. Basic Function**

To oversee the total athletic operation of the Belpre City Schools, this involves supervision, scheduling of activities, school and community activities and financial accounting.

### **E. General Duties**

1. To develop and maintain a coordinated athletic program for the school system within the policies and procedures set forth by the Board of Education and the Superintendent of Schools and is of benefit to the students in grades 7 - 12.
2. To function under the administrative guidance of the School Principals and the Superintendent of Schools and to work cooperatively with the students, teachers, coaches, administrators, and parents.

### **F. Specific Duties**

1. Assists in the formulation of a philosophy for the athletic department that is consistent with district goals and philosophy.
2. Helps to formulate and recommend policies for the department.
3. Oversees athletic complex and makes recommendations for improvement.
4. Plans agendas and schedules and conducts departmental meetings and athletic council meetings.
5. Makes staff recommendations to the principals and superintendent.
6. Coordinates crowd control procedures for athletic contests.
7. Provides an effective public relations program in conjunction with the administration for the athletic program.
8. Hires all officials for home athletic contests.
9. Interprets and regularly updates the administration and Board on athletic matters.
10. Assists coaches where necessary.
11. Attends conferences and clinics.
12. Delegates responsibilities for all home interscholastic events.
13. Schedules transportation for all away contests.
14. Assumes responsibility for all game and official's contracts.
15. Implements all policies set forth by the Ohio High School Athletic Association and Belpre Board of Education.

16. Works with athletic council to establish a student athlete code of conduct.
17. Arranges for the welcoming of officials and sees that they have satisfactory accommodations.
18. Provides for police and fire protection at home contests when necessary.
19. Enforces athletic disciplinary policies with the help of all coaches and administrators.
20. Enforces rules and regulations for use of athletic facilities.
21. Encourages and advises staff members in matters of professional growth.
22. At the beginning of each sport season, obtains from coaches these completed items:
  - a. Physical examination cards
  - b. Parental consent forms.
  - c. Insurance or insurance waivers.
  - d. Eligibility sheet of complete squad.
  - e. Coaches' certification requirements.
23. Reviews financial statements of each game.
24. Prepares a budget for the treasurer.
25. Arranges for meetings of outside interest groups when necessary.
26. Shares with the principal, in representing the school system at athletic conference meetings.
27. For safety, periodically checks athletic equipment and facilities with coaches and recommends needed improvements to principals and/or superintendent.
28. Observes practices and confers with coaches on athletic programs.
29. Collaborates with the head coaches to recommend the assignments for assistant coaches.
30. Completes all school athletic schedules and makes necessary arrangements when cancellations are necessary.
31. Collaborates with coaches to establish practice schedules and use of athletic facilities.
32. Arranges and organizes all post season banquets.
33. Provides each head coach with all player awards at the completion of each season.
34. Maintains equipment inventory with assistance from each head coach.
35. Maintains regular reporting of student-athlete academic status.
36. Makes all athletic department purchases once purchase orders have been approved.
37. Coordinates with central office all athletic department payments.
38. Coordinates the continual upgrading of athletic program and facilities and makes recommendations for same.
39. Responsible for all interschool game preparation (field, court, lights, physician, scoreboard, PA system, tickets, programs, ticket sellers and takers, police, emergency, etc.)
40. Attends all sporting events where supervision is deemed necessary by the principal and/or OHSAA. The Athletic Director may delegate this task when unable to attend.
41. Informs all coaches and requires attendance at the OHSAA rules interpretation meetings for their sport(s).
42. Communicates activities, problems and concerns to the principals and superintendent.
43. Performs such other tasks necessary for the operation of his/her departments and/or assigned by principal or superintendent.

## **G. Evaluation**

The principals and superintendent will evaluate Performance of this job annually.

## **JOB DESCRIPTION OF HEAD COACH**

### **A. Responsibility**

In the performance of their duties, the head varsity coaches are responsible to the athletic director.

### **B. General Duties**

The head coaches of each sport are responsible for the coordination of all athletic activities as they relate to their sport. They shall supervise the action of all coaches, players, and managers involved in the program. In discharging their duties, coaches should always conduct themselves in an exemplary manner.

### **C. Specific Duties**

1. Work directly with the athletic director in the purchasing of equipment and budget necessities.
2. Obtains and maintains all certification requirements as determined by the OHSAA and Ohio Department of Education.
3. Attend coaches' clinics to increase knowledge in their particular area.
4. Deliver speeches at athletic banquets and civic gatherings.
5. Assume responsibility for the behavior of players at games.
6. Conduct coaches' meetings.
7. Submit a complete roster of players to the athletic director by the end of the first full week of practice and keep the roster current and accurate.
8. Be responsible for collecting physical cards, certification of insurance, and emergency medical procedure forms, giving these to the athletic director.
9. Be responsible for completing an eligibility list on players, turning this in to the athletic director as soon as possible after the opening practice.
10. Submit a season-end report to the athletic director.
11. Be responsible for inventory, cleaning, and storing of equipment immediately after the close of the season.
12. Be familiar with local school policies and procedures as well as those of the state and national association.
13. Be responsible for locker room supervision before and after practices or games.
14. Make plans for issuing of equipment.
15. Be in attendance with the team before, during and after all practices and games.
16. Arrange a scouting schedule for assistant coaches.
17. Prepare a list of award winners for the athletic director within one week after the close for the season.
18. Explain and enforce the Belpre Athletic Code of Conduct.
19. Assist the Director of Business Affairs, principal, and athletic director in selection and evaluation of assistant coaches.
20. Carry out all other duties and responsibilities in their sport that may be assigned by the athletic director.

## **JOB DESCRIPTION OF ASSISTANT COACH**

### **A. Responsibility:**

In the performance for their duties, the assistant coaches are directly responsible to the head coach.

### **B. General Duties:**

To help players enhance their athletic ability and to assist the head coach in the many details of coaching.

### **C. Specific Duties:**

1. Obtains and maintains all certification requirements as determined by the OHSAA and Ohio Department of Education.
2. Know and abide by school policies.
3. Know and abide by state and national rules.
4. Carry out all assignments as made by the head coach.
5. Assume all responsibilities as delegated to them.
6. Be at all practices and games for their level of coaching.
7. Attend staff meetings when required by the head coach.
8. Contribute actively to the program in which they are involved.
9. Attend the sports banquet.
10. Attend coaches' clinics.
11. Remain loyal to the head coach and the program.

## **JOB DESCRIPTION OF ATHLETIC TRAINER**

The athletic trainer is responsible to the athletic director. The AT must be a properly certified.

### **Duties of the Athletic Trainer:**

1. Assume complete charge of the training room.
2. See that all first aid kits are properly supplied.
3. Serve as athletic trainer for all sports.
4. Keep a record of the physical examination for each athlete and keep the head coach informed as to the physical fitness of his/her squad.
5. Maintain a permanent record of each athlete regarding injuries, rehabilitation, etc.
6. Be in charge of:
  - a. All taping, wrapping, and first aid.
  - b. Requesting, caring for, and using all training supplies.
  - c. Supervision of all student trainers and managers left in the locker room.
  - d. Organizing a student-training program.
7. Follow this injury procedure:
  - a. Notify the parents immediately.
  - b. The athletic trainer has final decision over the head coach as to when an injured athlete may, if at all, return to the contest, practice, etc.
8. Attends all varsity football games, home and away.
9. Attend all home varsity contests.
10. Be available after school from 2:30 to the beginning of the second scheduled practice, after which he will be on call for the remainder of the second practices

## **The Parent/Guardian/Fan Pledge**

As a parent/fan, I acknowledge that I am a role model. I will remember that school athletics are an extension of the classroom, offering learning experiences for students. I will show respect for all players, coaches, spectators, officials, and support groups. I understand the spirit of fair play and that good sportsmanship is expected by our school, our conference, and the OHSAA. I thereby accept my responsibility to be a role model of good sportsmanship.

Violation of this pledge may lead to loss of the privilege to attend athletic contests and/or loss of the privilege to participate for your son/daughter, niece/nephew, grandson/granddaughter, etc. Examples of behaviors for which these actions may be taken include, but are not limited to, the following:

- poor sportsmanship displayed towards any player, coach, official, fan, etc.
- confronting a coach after a game or practice
- posting negative comments about players, coaches, or administrators on social media sites or any form of the internet
- “coaching” a player from the sidelines or stands

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Athlete's Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Sport(s): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Athlete's Signature: \_\_\_\_\_

Date: \_\_\_\_\_