

Waynesfield-Goshen Local Schools

ATHLETIC
DEPARTMENT



COACHES
HANDBOOK
2010-2011



TABLE OF CONTENTS

	Page Number
Foreword.....	1
Administration of Athletics	1
Requirements for Coaching Positions.....	1
Student Athletics Code of Conduct	
Philosophy and Objectives of Athletic Program	2
Eligibility Requirements.....	2
Conduct Rules and Consequences.....	3-5
Disciplinary Procedures	6
Warning, Assumption of Risk	7
Expectation of Athletes	8
Regulations for Participation.....	9
Playing on Independent Teams	9
Expectations of Parents	9-10
Scholastic Eligibility	11
Athletic Due Process	12-13
Physical Examinations	14
Player Responsibility.....	14-15
Code of Conduct Agreement Statement	16
Insurance Statement	16
Athletic Council	17
Admission and Ticket Policy	18
Finances.....	18
Awards - High School	19
Awards - Junior High School	20
Equipment.....	20
Building, Grounds & Facilities.....	21-22
End of Season Checklist.....	22
Evaluations	22
Conditioning Programs.....	23
Departmental Loyalty.....	23
Early Leave Policy	23
Filming or Videotaping of contest.....	24
Hazing	24
Inclement Weather Policy	24
Sunday/Holiday/Vacation Policy	24-25
Injury Procedure	25
Security Provisions for Game Supervision.....	26
Coaches As Role Models	26
Professional Meetings - Coaches	27
Medical Seminar	27
Purchasing Procedure.....	28
Scheduling.....	28
Scouting.....	29
State Tournament	30
Suggestions for Coaches of Potential College Athletes	31
Team Transportation	31
Waynesfield-Goshen Athletic Booster Club	31
NWCCC Sportsmanship Procedures	32
Dual Participation Form.....	33

Beginning of Season Checklist.....	34
End of Season Checklist.....	35
Team Roster Form (for eligibility)	36
Schedule of Trips Form.....	37
Inventory Form.....	38
Coach Evaluation Form.....	39-42
Notice of Intended Denial of Participation.....	43
Alma Mater & Fight Song	44

FOREWORD

The purpose of this handbook is to present the procedures, rules, regulations, and philosophy of the athletic program of the Waynesfield-Goshen Local School District. The material is intended to inform and guide coaches and advisors in their duties, and thus to help maintain an effective and successful athletic program.

The Waynesfield-Goshen Local School District is a member of the Northwest Central Conference and the Ohio High School Athletic Association. As a member of these organizations we are governed by their Constitutions, bylaws, and rules and regulations. Due to the length of these documents, they are not included as a part of this handbook. However they are on file for reference in the office of the Principal and the office of the Athletic Director. Coaches are responsible for abiding by the rules of the OHSAA and the NWCC. The Athletic Director serves as a resource person and interpreter of OHSAA and NWCC rules and policies.

ADMINISTRATION OF ATHLETICS

The Principal is ultimately responsible for all matters, which concern the interscholastic athletic program. The Athletic Director is the Principal's representative in matters concerning the athletic program. Coaches should direct any question of policy or interpretation to the Principal or the Athletic Director before taking action. In addition, any contacts with the OHSAA, the NWCC, the Waynesfield-Goshen Booster Club, the Waynesfield-Goshen Board of Education, or other such groups should be made by the Principal or Athletic Director.

REQUIREMENTS FOR COACHING POSITIONS

In order to be hired by the Board of Education for a coaching position a candidate must meet the following requirements:

1. Show evidence of knowledge of the sport and ability to work with student-athletes.
2. Complete written applications required.
3. Interview with appropriate personnel, if deemed necessary.
4. Be recommended by Athletic Director, Principal, and Superintendent.
5. Provide certificate showing Sports Medicine training required by the Ohio Department of Education, House Bill 251.
6. Provide card showing current CPR certification
7. Complete required fingerprint check.
8. View blood-borne pathogens videotape.

**WAYNESFIELD-GOSHEN LOCAL SCHOOLS
INTERSCHOLASTIC ATHLETIC CODE OF CONDUCT**

PHILOSOPHY AND OBJECTIVES OF ATHLETIC PROGRAM:

The most important goal of the interscholastic athletic program is to provide every participant the opportunity to grow mentally, morally, physically, and emotionally. To assure that the program can provide these opportunities, a degree of self-discipline is required of each participant. Self-discipline involves compliance with rules and regulations concerning personal behavior. Rules promote order and safety, and assist participants in reaching their maximum potential.

The Waynesfield-Goshen Athletic Department believes that student athletes have a strong influence on members of the student body as well as on the community. Student athletes are highly visible and are seen by many in the general public as indicators of what Waynesfield-Goshen Schools represent. Their conduct forms both the model and the standard for the conduct of both their peers and younger children in the community.

Therefore, we believe that in exchange for the many benefits and advantages offered to the student athlete, he/she has an obligation to exhibit moral and responsible conduct and to provide wholesome, positive leadership in the school and community. Participation in the interscholastic athletic program is not a right, but a privilege that will be regulated.

We set the following policy as minimum standards of the Athletic Department of the Waynesfield-Goshen Local Schools as approved by the Board of Education. We sincerely hope that student athletes will feel a sense of responsibility toward maintaining these standards.

ELIGIBILITY REQUIREMENTS:

In order to participate in the interscholastic athletic program a student must comply with the following:

1. Complete and return to the coach before beginning practice:
 - a. OHSAA physical examination card
 - b. Last page of Waynesfield-Goshen Interscholastic Athletic Code which contains:
 - Insurance Statement (You must be covered by school insurance or an equal policy retained by parents.)
 - c. Emergency Medical Authorization Form
2. Scholastic eligibility standards: See page 10.
3. Comply with requirements of the Ohio High School Athletic Association and the Waynesfield-Goshen Local Schools pertaining to age, residency, attendance, and any other relevant matters.

CONDUCT RULES AND CONSEQUENCES:

1. **Sport Season:** The student athlete is encouraged to follow these rules all year. He/she must obey them during the sport season or face discipline for failure to do so. The season begins with the first day of organized practice and ends after the sports awards program for that sport, or when that athlete is no longer eligible for state tournament competition (as per OHSAA), whichever is last.
2. **Attendance:** Athletes must be in school all day of any athletic event in order to participate. They must also be in school the day following any athletic event or they may not be permitted to participate in the next event. The following will be considered for exception by the Administration: a.) a one-time tardy to school and one-time absence from school per season excused as it would be for any other student; b.) medical excuse from doctor; c.) an emergency or set of circumstances, which in the judgement of the Administration constitutes a good and sufficient cause for absence from school.
3. **Expected Behavior:** Athletes are expected to behave in a manner, which reflects positively on Waynesfield-Goshen Schools and their team. They shall not exhibit behavior which reflects negatively or constitutes poor physical training practice, including (but not limited to):
 - a. Unsportsman-like attitude, behavior, or conduct at or during athletic contests, practice sessions or school sponsored events.
 - b. Abusive language, gestures, or profanity.
 - c. Repeated infractions of school rules or chronic incorrigible behavior.
 - d. Repeated truancy from school or class.
 - e. Violation of team rules or curfews.
 - f. Acts of vandalism or abuse of persons or property.
 - g. Suspension from school and/or Alternative School suspension. Any student on suspension from school/alternative school suspension will not be allowed to participate in practice or contests during the term of the suspension.
 - h. Criminal activity or violations of civil law.
4. **Off Season Conduct:** Should an athlete's behavioral conduct constitute civil/legal considerations that adversely reflect on the Waynesfield-Goshen Schools, he/she may be subject to suspension or removal from the athletic program.

Consequences: Recognizing the varying degrees of severity of violations, consequences may vary from minor reprimand to denial of participation for a calendar year, depending upon the nature of the offense. The penalties for violations will be determined by the coach/advisor and/or athletic director, or principal. Any serious violation and penalty will require consultation between the coach and the administration.

5. Tobacco Policy: Do not use and/or possess tobacco in any form (cigarettes, cigars, chewing tobacco, snuff, etc).

Consequences:

First Violation– The athlete will be denied the privilege of participating for seven (7) calendar days.

Self-Referral Policy: If a student seeks assistance for dealing with a tobacco problem by self-referral (seeking help before a violation is detected) to his/her coach and/or school administrator, and he/she agrees to participate in a tobacco education program approved by the school administration, there will be no denial of participation. However, this will be recorded as a first violation, and if the student fails to complete the required program, he/she will be assessed a first violation penalty.

The tobacco education program must be a recognized treatment program with a history of tangible results. All costs for assessment and treatment shall be the responsibility of the athlete and his/her family.

Second Violation–If the athlete violates the rule a second time in the same season, he/she will be denied the privilege of participating on the squad for the remainder of that season. If the athlete in violation agrees to participate in a tobacco education program approved by the school administration, the denial of participation will be lifted upon completion of the program. (Still, a minimum of thirty calendar days will be denied).

Additional Violation–Any additional violation while the athlete is in any sport during the same school year will cause the athlete to be denied the privilege of participating in that sport for the remainder of the season.

6. **Alcohol/Drug Policy:** Do not use, consume, or possess alcohol, illicit drugs, hallucinogenic, intoxicants, counterfeit drugs, controlled substances, or related toxic materials.

Consequences:

First Violation–denial of privilege of participating for the remainder of the season.

Self-Referral Policy: If a student seeks assistance for dealing with an alcohol or drug problem by self-referral (seeking assistance before a violation is detected) to his/her coach and/or a school administrator, and he/she agrees to participate in an alcohol/drug assessment/rehabilitation program approved by the school administration, there will be no denial of participation. However, this will be recorded as a first violation, and if the student fails to complete the required program, he/she will be assessed the first violation penalty.

The alcohol/drug rehabilitation program must be a recognized treatment program with a history of tangible results. All costs for assessment and treatment shall be the responsibility of the athlete and his/her family.

Rehabilitation Program: If an athlete detected of a first violation agrees to complete an alcohol/drug assessment/rehabilitation program approved by the school administration, and to follow the program recommendations, the denial of participation will be lifted upon completion of the program. (Still, a minimum of thirty calendar days will be denied).

Second Violation–If the athlete violates the rule a second time during the same school year while a member of any squad, he/she will be denied the privilege of participating for the remainder of the school year.

7. ***Inappropriate Behavior Policy*** –The student athlete will not participate in any act of harassment, hazing, intimidation, or initiation to another student. Inappropriate behavior that causes or creates a substantial risk of causing mental and/or physical harm to another person will not be acceptable.

Consequences

First Violation- The athlete will be denied the privilege of participation in 20% of the regular season contests, not to exceed 14 calendar days.

Self-referral policy-If a student seeks assistance for dealing with the problem (seeking help before a violation is detected) the penalty may be reduced. If the student participates in an approved behavioral modification program, the denial of participation time frame may be reduced. However, this will be recorded as a first violation. If the student fails to complete the required program, he/she will be assessed a first violation penalty.

Second Violation-If the athlete violates the rule a second time during the same school year; he/she will be denied participation for the remainder of the year.

8. ***Conditioning Programs/Athletes Denied Participation:*** If an athlete participating in “Sport A” has lost the privilege of participating on the squad, he/she is not eligible to join the organized conditioning program or go out for “Sport B” until the other members of “Sport A” are eligible to come out.
9. ***Delayed tryouts:*** Once a team has had its first contest, no one will be permitted to come out for the team unless the student transfers from another school, has been released for a medical reason, becomes scholastically eligible, or has a set of circumstances which in the judgment of the principal constitutes a good and sufficient cause for delayed tryout. If a student desires to switch sports, it must be agreed upon by both coaches involved, the athletic director and the principal, and should be before the first contest of either sport.(5)

10. **Coach’s Training Rules:** The student-athlete shall abide by any additional training rules set by the coach and approved by the athletic director and principal.

11. **Athletic Awards Ceremony Attendance:** In order to receive an athletic award, the student must complete the season and attend the awards ceremony, or be excused by the coach.

DISCIPLINARY PROCEDURES:

1. **Reporting of Violations:** An infraction during school or a school event may be reported by any staff member responsible for supervision at that time. Any violation at other times may be observed and reported by a coach, a school administrator, a legal authority, the parent or guardian of the student-athlete involved, or the student-athlete himself/herself.

Self-admission—In the case of parents or guardians reporting their son or daughter, or a student-athlete admitting and reporting his/her own violation, consideration will be given for reduced consequences because of honesty. Consultation between the coach and administration will determine any reduction in consequences.

Parents, students, or others with knowledge regarding violations by other student-athletes—In this case those with such information are encouraged to report it to the parent or guardian of the student-athlete suspected of a violation and also to a legal authority, if appropriate. School authorities are usually limited in their authority to act on the basis of such information.

2. **Procedures:** In the event of violation of the athletic code and/or training rules established by the coach, the following procedure will be followed:

- a. If the violation involves training rules set by the coach or minor infractions covered in the “Conduct Rules and Consequences” section of the athletic code, the coach and student-athlete will meet. The student will be informed of the infraction. The student will be allowed an opportunity to explain his/her actions. The coach will inform the student and the administration of the discipline to be used.
- b. If the violation involves more serious infractions covered in the “Conduct Rules and Consequences” section or other sections of the athletic code, the meeting with the coach and student will include the principal.
- c. If the student is denied the privilege of participating, the principal shall inform the student and his/her parents in writing.
- d. The student and/or parents may request a hearing with the coach and principal. The student and/or parents then have the right to appeal the decision to the principal.

WARNING, ASSUMPTION OF RISK:

1. Playing or practicing to play/participate in any sport can be a dangerous activity involving MANY RISKS OF INJURY. The dangers and risks of participating in sports include, but are not limited to: death, serious neck and spinal injuries which result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joint, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of the body, general health, and well being. The dangers and risks of participating in sports may result not only in serious injury, but also in a serious impairment of future ability to earn a living, to engage in other business, social, and recreational activities, and generally to enjoy life.
2. Because of the dangers of participating in sports, student-athletes must recognize the importance of following coaches' instructions regarding playing techniques, training and other team rules, etc., and must obey such instructions
3. In consideration of the Waynesfield-Goshen School District permitting a student to try out for the team and to engage in all activity related to the team, including but not limited to: trying out, practicing or playing/participating in that sport, the student assumes all the risks associated with participation and agrees to hold the Waynesfield-Goshen School District, its employees, agents, representatives, coaches, and volunteers harmless from any and all liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with participation in any activities related to the teams.

Athletic Code revised and approved by Board of Education December 1997.

EXPECTATIONS OF ATHLETES

Athletes representing Waynesfield-Goshen Schools must realize their conduct reflects on themselves, their school and their community. Therefore, all Waynesfield-Goshen School Athletes shall:

- Have a high standard of social behavior.
- Display proper sportsmanship in defeat, as well as in victory.
- Respect authority – parents, officials, teachers, coaches and others.
- Have a proper spirit of cooperation.
- Be dedicated to hard work and training.
- Display proper behavior in school.

APPEARANCE

Athletes are expected to have a well groomed appearance. The athlete's clothes must be clean. His/her hairstyle must be appropriate for each sport. It is not to interfere with the individual's performance nor present a situation which could cause a hazardous condition for the athlete or for other athletes.

REGULATIONS FOR PARTICIPATION

1. Any athlete who has been dismissed from a squad for any violation during a sport season will not be eligible to participate on any other athletic squad or conditioning program during the same sports season.
2. Any High School student/athlete who is cut from a squad may participate on another athletic squad. There is a NO-CUT Policy for student/athletes in Grades 7 & 8.
3. If any athlete quits a squad after the first scheduled contest or the final cut has been made, they must obtain a release from the head coach in that sport and be given approval by the athletic director before they may try out or enter a conditioning program for another sport in the same season. They may try out for sports in a later season without the written release.
4. The Student/Athletes in grades 7-12 have the opportunity to participate in two (2) sports in the same season. Student/Athletes may participate in one primary sport which includes: Football, Volleyball, Cheerleading, Basketball, Baseball & Softball and one secondary sport which includes: Golf, Cross-Country, Track & Indoor Track during the same season. The student/athlete shall participate (or be able to participate) in at least 50% of the contests in each sport during the regular season.
 1. The student/athlete must make their intention of participating in Dual Participation (2 sports in the same season) by the following deadlines: (8)

- Fall Sports – August 5th
 - Winter Sports – October 1st
 - Spring Sports – March 1st
2. The student/athlete must have approval from the Principal and Athletic Director.
 3. The student/athlete must pay the \$25.00 participation fee for each sport.
 4. The Primary Sport will take precedence over the secondary sport if two contests are scheduled on the same day, the primary sport will take precedence, unless it is an OHSAA Tournament Game.
 5. Games (Primary or Secondary) take precedence over the practice times scheduled for either the primary or secondary sport.
 6. The student/athletes & parent must read the Dual Participation Requirements and sign Dual Participation Agreement Form designation the **PRIMARY** and **SECONDARY** Sport.
 7. The student/athlete and the parent(s)/guardian(s) must attend the OHSAA mandatory parents meeting in order to participate in Waynesfield-Goshen Athletics.

PLAYING ON INDEPENDENT TEAMS

A member of a squad shall not take part in a contest on an independent team, or as an individual, in the same sport during the school’s varsity season.

Examples of independent teams are: Sunday School, Church, Intramural, YMCA, Shop, FFA, City Recreation, All-Star, Club Championship, etc.

The maximum penalty is ineligibility in that sport for the remainder of the season. Any questions concerning this matter should be directed towards the Athletic Administrator, Principal, and/or Head Coach.

EXPECTATON OF PARENTS

1. Always be positive! Parents serve as a role model for the student/athlete, become aware of this and work to be a positive role model. Applaud good plays by both your child’s team and the opposing team.
2. Respect the property and equipment of the school facilities both home and away.
3. Encourage good sportsmanship through your actions by demonstrating positive support of all players, coaches and officials at every game.
4. Promote the physical well being of the athlete ahead of any personal desire to win.....(9)

5. Demand that my athlete treat other players, coaches, officials and spectators with respect in language, attitude behavior and mannerisms.
6. Let the players play and the coaches coach, remember the game is for the athlete and not the parent.
7. Inform the coach of any absence from practice or game in a reasonable amount of time.
8. The role of parents is to be a support system for the players and coaches. This entails respecting the rules and decisions, made by those in charge, staying positive about every aspect of the team and all the players, keeping negative thoughts to themselves. It also entails thoroughly understanding the role of the coach and knowing not to interfere with that role.

When Situations Require a Conference

Call the Athletic Department and set up an appointment with the coach. If the coach cannot be reached, speak to the Athletic Director. A return call from the coach will be arranged or a meeting set up.

DO NOT CALL THE COACH AT HOME. A coach’s time with family is severely limited during the season. The family’s privacy should be respected.

PLEASE DO NOT CONFRONT A COACH BEFORE, DURING OR AFTER A CONTEST OR PRACTICE. These can be emotional times for both the parent and the coach. Meetings under these circumstances do not promote resolutions. It is important to not make any issue in front of players; they are learning to work as a team and to respect authority

If a meeting with the coach does not provide satisfactory resolution, call and set up an appointment with the Athletic Director and the Administrator.

Consequences:

If I/We fail to abide by the aforementioned rules and guidelines, I/We may be subject to disciplinary action. This action may include but is not limited to:

1. Verbal Warning
2. Written Warning
3. Parental one-game suspension – (next regularly scheduled contest)
4. Parental disbarment.....(10)

SCHOLASTIC ELIGIBILITY

Students must meet all Ohio High School Athletic Association scholastic eligibility requirements as well as those established by the Waynesfield-Goshen Local Schools Board of Education.

It is expected that all student/athletes will strive to attain the highest possible level of academic achievement. Minimum academic standards must be met in order to remain eligible for athletic participation. A student/athlete should not drop a class without first consulting with their coach or Counselor to determine whether it will affect eligibility. Eligibility for each grading period is determined by grades received the preceding grading period. Semester average, the final examination, and yearly average have no effect on eligibility.

1. The Ohio High School Athletic Association rules are as follows:
 - a. Grades 9-12: You must be currently enrolled in school and receive passing grades in a minimum of five one credit courses or the equivalent, in the immediately preceding grading period.
 - b. Grades 7-8: You must be currently enrolled in school and receive passing grades in the immediately preceding grading period in 75% of all subjects taken. (This applies to beginning ninth grade students.)
2. The Waynesfield-Goshen Local Schools Board of Education has established the following minimum standards for reporting periods (interim report and nine (9) week grade report) for academic eligibility:

Report Card (Each 9 weeks) - student must meet the following requirements:

- a. If a student is not passing a minimum of five credits subject areas or the equivalent at the end of the grading period the student is ineligible for the next nine week grading period.
- b. No F's - failing any one subject will cause the student to be ineligible until the midterm progress report is issued. If passing, eligibility is restored.
- c. Students must maintain a 1.0 or above grade point average at the end of each grading period on the report card.
- d. During the ineligible time period, a student cannot participate in games or scrimmages. This includes no dressing for games/scrimmages. He/She can attend practice. The head coach may provide study table arrangements with supervision.
- e. The fourth nine weeks grading period determines eligibility for the first nine weeks of the next school year.
- f. A student enrolled in 7th grade the first time will be eligible for the first reporting period regardless of previous grades.

- g. Summer school and correspondence grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.

Midterm Progress Report

- a. No F's - failing any subject area at midterm will cause the student participant to be declared ineligible for 10 school days beginning on the date that midterm progress reports are issued.
 - 1. 1. During the 10 day ineligible period the student may participate in practice but they cannot participate in games/scrimmages.
 - 2. 2. If at the end of the 10 day ineligible period, the athlete has improved his/her grade to passing; eligibility may be restored provided all academic requirements have been met satisfactorily.

Attendance and Fees

- 1. Students must be in attendance all day in order to participate in extra-curricular activities. **STUDENTS WHO LEAVE EARLY WILL BE INELIGIBLE TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES THAT DAY.** *Exceptions:* Verified Dentist or Orthodontist appointment, Regular Medical Checkup, College Days, Immediate Family Funerals, and Jury Duty. **STUDENTS WHO ARE TOO ILL TO BE IN SCHOOL ARE TOO ILL TO PARTICIPATE IN ACTIVITIES.**
- 2. Students are limited to this attendance opportunity twice during athletic season of their sport. After using two opportunities, any future instances will result in denial of participation for those evening activities affected unless approved by the administration.
- 3. When squads have been picked, all participants must pay a \$10.00 participation fee to defray part of the costs of the program. The coach or advisor will collect the \$10.00 fee before issuing any game equipment and/or uniforms. Any fees not paid by the first game will result in the student being dropped from the team or squad.

ATHLETIC DUE PROCESS:

- 1. Notice of Intent - Coach gives the athlete the notice of intent to deny participation and the reason.
- 2. Hearing - Coach meets with the person to be denied participation and gives the person a chance to tell their side of the story.
- 3. Notice of Denial of Participation - Written notice to parents should include:
(Appendix H)
 - 1. time and duration of denial of participation
 - 2. reasons for denial of participation(12)

3. conditions of the denial of participation
4. right of appeal

Appeal - Appeal of the denial of participation may be made to the Athletic Board of Review which consists of the:

1. Athletic Director
2. An activity advisor not associated with the group from which the student has been denied participation
3. A varsity coach of a different sport from which the student has been denied participation.
4. Principal

This Athletic Board has the final authority in all matters relating to the denial of participation from extracurricular activities.

An athlete is denied participation during the appeal process.

PHYSICAL EXAMINATIONS

1. No student shall be allowed to participate in practice or games without having had a physical examination and an emergency medical form on file with the head coach.
2. Students are expected to obtain a physical examination on non-school time.

PLAYER RESPONSIBILITY

1. Athletes shall abide by all rules and regulations established by the Ohio High School Athletic Association, the Waynesfield-Goshen Board of Education, the Athletic Council, and members of the coaching staff.
2. A player must be in good standing and not under disciplinary action in order to be eligible for interscholastic competition.
3. The athlete is expected to know the training rules as outlined by the Athletic Department.
4. All equipment issued to a player is to be worn only at practice sessions or scheduled games involving that particular sport, or when given special permission by the head coach.
5. Each athlete is individually responsible for all equipment issued to him.
6. Athletes may not participate in assemblies for awards or banquets or go out for another sport if they have not returned all equipment or paid for same.
7. Athletes shall conduct themselves in such a manner that they will create a positive reflection upon themselves, their teammates, school, student body, and Waynesfield-Goshen Local Schools in general.
8. Athletes must be in school all day to compete in a contest or practice that day or night. Any exception must have approval of the principal.
9. All athletes should uphold the traditions of sportsmanship and fair play on and off the playing field.
10. Athletes may not quit one sport squad after the first scrimmage, or contest, if there are no scrimmages, and join another in the same season without approval of both head coaches and the athletic director.
11. Athletes shall be expected to dress properly when representing their school in all athletic contests both home and away. They should attempt to create a positive image of themselves and their team in the eyes of their fellow classmates, student body, and the community in general.....(14)

12. While a member of a school team, a player must comply with all rules of the OHSAA with regard to out-of-season practice, playing on independent teams, post-season games, and attending summer training camps.
13. Athletes shall notify the coach ahead of time if they are going to be absent or late for a practice session.
14. Unexcused absence from practice will result in disciplinary action by the coach. The only valid excuse will be an excused absence from school or personal excuse by the coach.
15. All team members shall travel to and from all away contests by means of transportation provided by the school. Special consideration will be given only in the case of injury, illness, or other unusual circumstances.
16. All athletes shall not begin practice until a physical examination card has been completed and filed in the Athletic Director's office.
17. Student/athletes who will miss practices or contests because of a vacation or trip which is to be taken with their parents or legal guardian must inform the coach well in advance of their planned absence.
18. The missing of practices or contests due to reasons other than family commitments, illness, or other extenuating circumstances will be considered unexcused absences.
19. A player must be in good standing at the conclusion of the season to earn an award. An athlete will forfeit an award if he/she is not present to receive it at the banquet, without being excused by the head coach.
20. Athletes are responsible for following all rules contained in the student handbook.

**WAYNESFIELD-GOSHEN LOCAL SCHOOLS
INTERSCHOLASTIC ATHLETIC CODE OF CONDUCT**

After both athlete and parents have studied these policies, please return this page with all required information and signatures. This page will be kept on file in the Athletic Department Office to cover any sport in which the student participates during the school year. To access the Athletic Handbook go to the schools website at www.wgschools.org, then go to athletics and click on the link: student/athlete handbook.

ATHLETIC CODE OF CONDUCT AGREEMENT STATEMENT

We have read and understand the Waynesfield-Goshen Local Schools Interscholastic Athletic Code of conduct including the section "WARNING, ASSUMPTION OF RISK." Also, we understand that we are responsible for obtaining a copy of any additional training rules set by the coaches of sports in which the student-athlete participates. Furthermore, we recognize that participation in the interscholastic athletic program is not a right, but a privilege that will be regulated. Our signatures below indicate that we will abide by these policies of the Waynesfield-Goshen Local Schools.

Student Signature

Date

Parent or Guardian Signature

Date

INSURANCE STATEMENT:

_____ (Name of student)

Do you have the school insurance policy? _____ Yes _____ No
If "no", sign below and provide name of your insurance carrier.

_____ Parent or Guardian Signature

_____ Insurance Company Name

My signature above indicates that our policy is equal to or better than the school policy, that I relieve the Waynesfield-Goshen Local Schools District of all responsibility in this area, and that I assume the responsibility for insurance coverage.

ATHLETIC COUNCIL

Athletic Council

Voting Members

Principal

Athletic Director (s)

Member from WG Board of Education

All Varsity Head Coaches including Cheerleading Coaches

Meetings

Regular meetings will be held three times a year

Third Monday in November

Third Monday in March

Third Monday in May

Other meetings may be held as needed or as called.

Times will be announced

Notices will be sent out at least one week in advance of the meeting.

The high school principal and athletic director will be responsible for the agenda.

An officer of the Athletic Booster Club will be invited to attend regular meetings.

Responsibilities

The Athletic Council shall function as a review board for the Athletic Department. It shall review policies, the status of the athletic program, and to make recommendations to the Board of Education through the principal.

ADMISSION AND TICKET POLICY

1. Ticket prices are established by the Northwest Central Ohio Conference.
2. The immediate family of the head varsity coach, the varsity assistants, and the junior high coaches will be given passes to all home contests in that sport. (Ex. Football coach's families will be given passes for football games.)
3. Season tickets will be sold for football, volleyball, boys' basketball, and girls' basketball and track.
4. The holder of an athletic pass is entitled to admission to all high school and middle school home athletic contests in that sport. Exception to this policy would be Conference or OHSAA Sanctioned Tournaments or any Track Invitational.
5. Student and adult athletic passes may be purchased for a given sport prior to that season from the Athletic Director.

FINANCES

1. Any request for funds or equipment is to be made to the Athletic Director or Principal. No coach is to order anything for which the school will pay. This is the responsibility of the Athletic Director. Requisition procedures often take more than a week, so allow ample time.
2. Any request for funds from the Booster Club will be determined by the Athletic Director and Principal.
3. Any fund raising project must be presented to the Athletic Director and Principal for approval. You must complete the fund raising form obtained in the office. Each team is normally limited to one fund raising activity per year to supplement their budget.
4. Any money collected must be turned into the treasurer's office daily. Coaches will be held responsible for money that is lost or stolen while in their possession.
5. Cheerleaders are considered a part of the athletic department and purchases and funding for cheerleading will be the same as for the other sports.

AWARDS - HIGH SCHOOL

1. The award system at Waynesfield-Goshen High School is structured to honor participation and performance in athletics.
2. The varsity awards shall be as follows:
 - a. First year award - chenille letter “WG” with insert pin and certificate
 - b. Second year award - insert pin and certificate
 - c. Third year award - insert pin and certificate
 - d. Fourth year award - plaque, insert pin, and certificate
3. All varsity awards will be presented at the appropriate sports award night. An athlete not present to receive his/her award may forfeit all awards. Exceptions to the above policy will be made when an acceptable excuse for being absent is presented to the coach and/or Athletic Director in advance of the Award Night.
4. In order for an athlete to become an award winner, he/she must be a member in good standing of the squad at the end of the season.
5. Coaches may recommend awarding a student a varsity letter because of particular contributions that a student has made to the team.
6. Requisitions for special awards shall be presented to the Athletic Director no later than one week before the Award Night.
7. Varsity awards will be presented to those students who earn the recommendations of their coaches and/or fulfill the requirements for the sports as follows:

BASEBALL - Players shall be on the varsity roster for the season. A player must play in 50% of the total innings played in that season to earn a varsity letter.

BOYS BASKETBALL - Players will play in one half of the total varsity quarters.

GIRLS BASKETBALL - Same as boys.

FOOTBALL - Play in 20 varsity quarters (2 consecutive plays in a quarter). Including special team players and all seniors.

SOFTBALL - Same as baseball.

BOYS TRACK - Athletes shall score 12 points during the season or participate and place in conference or invitational meets. He must score 6 points during the season and participate in one-half the invitational meets as one of the top 2 performers.

GIRLS TRACK - Same as boys track.

VOLLEYBALL - Athletes must play in one-half of the varsity contests.

CHEERLEADERS - An athlete selected for participation as a varsity or junior varsity cheerleader shall receive the appropriate award.

AWARDS - JUNIOR HIGH

All athletes who successfully complete the season will receive an award. The award will be a 5" patch in the shape of the sport played and a certificate. There are to be no special individual awards presented at the junior high level.

EQUIPMENT

1. The Waynesfield-Goshen Local Schools Athletic equipment shall not, under any circumstances, become the personal property of a student or staff member.
2. At the beginning of each season, the respective coach shall explain to his/her team its responsibility as it relates to equipment and facilities.
3. The head coach is responsible for the issuance and return of all equipment, the maintaining of inventory records, the reconditioning or cleaning that may be needed, and the proper storage of all equipment.
4. Athletes failing to return or pay for equipment are to be handled in the following manner:
 1. The coach or equipment manager shall submit a list of his/her players who have not returned equipment to the Athletic Director.
 2. Each coach for the ensuing sport's season shall be notified if his/her team has an athlete on the roster who has not turned in equipment from the previous sport.
 3. Players who have not returned equipment shall be ineligible for any form of athletic participation and shall have any awards or honors withheld until these obligations are cleared.

BUILDING, GROUNDS, AND FACILITIES

1. Keys for each coach's respective facility will be issued. The coaches will be responsible for them and the security of the property which they open. At no time shall the coach have keys duplicated.
2. Coaches are expected to conform to athletic policy and assure that students are not given keys to enter storage areas or the building, except in the presence of a coach.
3. Athletes are not to be admitted to any area unless the coach who is responsible for the activity is present.
4. The coach of the activity shall be the first to enter and the last to leave the locker room, building, or grounds.
5. The coach of the activity is responsible for the care of facilities used during all contests and practices.
6. The Athletic Director shall establish daily team assignment practice schedules where necessary.
7. All coaches are responsible for helping to maintain the office areas in a manner consistent with a good example for youth and acceptable hygienic practices.
8. Changes in the physical plant, or grounds, or suggestions about the maintenance of the plant are to be communicated through the Athletic Director. The stadium playing field receives extreme abuse because of the varsity games and junior high games. Therefore, there will be no practice on the stadium field, except for passing and kicking drills the day before a game.
9. If there is a conflict concerning the use of facilities, first choice will be given to the in-season program.
10. Work with other coaches involved and the Athletic Director to develop a practice schedule within the limitations of facilities available, etc.
11. Coaches should be the first to arrive and the last to leave the building. Always make sure that all players are out of the building. Check to make certain that showers and lights are turned off, and that *all doors are closed and locked*. A coach should stay until all players have left the grounds.
12. Maintain general locker room neatness. Help maintain all facilities in a safe and clean manner.
13. Students are not permitted to go to their lockers after practice unless escorted by a coach.
14. If a coach is the last to leave the building at night after athletics contests or on the weekends, the coach must set the security alarm system. If the custodian is present, he/she will set the security alarm system. (21)

15. Coaches should utilize the sign-in/sign-out form provided at the designated door any time school is not in session.

END OF SEASON

(See Appendix B–End of Season Checklist)

Submit the following to the athletic department (high school coaches to athletic director, jr. high coaches to high school principal)

1. Final roster for awards. Special awards needed (varsity only–no special awards for other levels) must be submitted to the athletic director at least one week before awards night.
2. All emergency medical forms (for next sport coach’s use).
3. Completed inventory forms–be thorough! (See Appendix I)
4. Season summary. Include complete schedule with scores, won-loss record, conference place. Varsity teams also include individual honors.
5. List of needs for next season.
6. Completed coaching evaluation form. Evaluator side must also be completed and both coach and evaluator have signed.
7. Medical kit turned in at high school athletic office.
8. Completed end of Season Checklist.

NOTE: All items on the End of Season Checklist must be completed before final salary payment will be approved. The athletic director and principal must sign off on the bottom of the checklist and forward it to the treasurer’s office for final salary payment.

EVALUATIONS

Evaluation is an ongoing process to maintain open lines of communication. The evaluatee deserves to be aware of concerns, problems or situations that may impair his/her effectiveness. The following procedure will be followed.

1. Head coaching evaluations will be done using the enclosed forms on an annual basis at the conclusion of each particular season. (Appendix G)
2. The Athletic Director will evaluate each Head Coach.
3. The Head Coach will evaluate each assistant coach at the conclusion of the season.
4. All coaches will have the opportunity to review their evaluations.
5. In accordance with the WGEA negotiated agreement all personnel files will be kept in the superintendent’s office. (22)

CONDITIONING PROGRAMS

1. Conditioning or weight lifting programs for out-of-season athletes may be conducted in accordance with the rules of the Ohio High School Athletic Association.
2. Athletes involved in an in-season activity will not be asked to participate in a conditioning or lifting program. Any exceptions to this policy must meet with the approval of the coaches involved and the athletic director.
3. If there is a conflict concerning the use of facilities, first choice must be given to the in-season program.
4. 4. A coach or other responsible staff member must be physically present when a student is involved in any required or sponsored conditioning or weight-training activity.

DEPARTMENTAL LOYALTY

1. Positive support is expected.
2. Any suggestion or criticism should be brought to the head coach, athletic director, or principal, in that sequence. Suggestions or concerns should not be made in public without having followed the above procedure.

EARLY LEAVE POLICY

1. No staff member or student shall be excused from any school or contract day for the purpose of participating in or attending any athletic event, with the following exceptions and limitations:
 1. Events held under the auspices of the Northwest Central Ohio Conference or sponsored by the Ohio High School Athletic Association.
 2. By special permission granted by the building principal.

FILMING OR VIDEOTAPING OF CONTEST

1. Each individual coach shall be responsible for securing a camera operator.
2. The head coach is responsible for the transporting of equipment and film.
3. The cost of film or tapes must be included in the budget of that particular sport.
4. Any mechanical problems with equipment should be reported to the Athletic Director.

HAZING

In relation to Student Conduct Code, Category “C”, Waynesfield-Goshen School handbook has the following statement:

A student shall not plan, encourage, or engage in any hazing of another student or students. Student organizations are not permitted to haze members of their organizations. Hazing may result in the person(s) or organizations being liable for civil or criminal penalties in accordance with Ohio law.

Violating this rule may lead to suspension, a recommendation for expulsion, and/or appropriate legal action as contained in Sec. 2307.44 of the Ohio Revised Code.

INCLEMENT WEATHER POLICY

1. When school is released early due to the weather, all practices for that night will be canceled.
2. If school has been called off for the day, weather permitting, practices may be held for the high school only.
 1. Any such practice is of a voluntary nature. Students not attending will not be penalized.
 2. Athletes must park in the area designated, in order for snow removal to be completed
3. Fog cancellation. Normally fog has cleared by noon and weather conditions are good. Practices may be held at their usual time only on a voluntary basis and those students not attending will not be penalized. Scheduled games or scrimmages may be played but must be approved by the administration.

SUNDAY/HOLIDAY/VACATION POLICY

1. Sunday and holiday practices or contests are discouraged, but at the varsity level may be approved when unusual circumstances dictate a need.

- a. Approval must be granted by the principal and Athletic Director.
 - b. Any such practice is of a voluntary nature. Students not attending will not be penalized.
2. Student/athletes who will miss practices or contests because of a vacation or trip which is to be taken with their parents must inform the coach well in advance of their planned absence.

The missing of practices or contests due to reasons other than family commitments, illness, or other extenuating circumstances will be considered unexcused absences, and may lead to dismissal from the team.

INJURY PROCEDURE

1. Each coach will keep an accurate and up-to-date squad roster with home telephone numbers of all players.
2. Emergency treatment procedure for coaches:
 1. Administer first aid.
 2. Call rescue squad if necessary
 3. Attempt to notify parents for instructions.
 4. Coach or faculty member will accompany injured player to the hospital and arrange for treatment if parents are not there. The coach should stay at the hospital until parents arrive. The parents of the injured player may take the player to the hospital.If there is only one coach present, give the rescue squad the players emergency medical form and stay with the team.
 5. The coach will attempt to notify both the Principal and the Athletic Director.
 6. Inform the athletic trainer of the injury if applicable.
 7. Follow up - check with the parents and the doctor as to the player's progress.
 8. The school trainer should be involved in each of the above steps and help in re-habilitation as directed by the physician.
3. Injury Report — Form completed and filed with the Athletic Director (Append may lead to dismissal from the team.

SECURITY PROVISIONS FOR GAME SUPERVISION

1. The Athletic Director and school administration will determine when law enforcement personnel are needed for varsity athletic events and secure game arrangements.
2. The law enforcement personnel are hired for the prime purpose of protecting individuals, safeguarding school and private property, and providing general supervision.
 1. Game officials are to be extended special protection when needed. As established by the Ohio High School Athletic Association, the home team is responsible for the welfare of the officials. Under all circumstances, officials are to be escorted to the locker room at half-time and at the conclusion of the contest.
3. In all instances, law enforcement personnel shall help with traffic control at the conclusion of the contest.

COACHES AS ROLE MODELS

Coaches have a great amount of influence on the lives of the athletes they work with. In some instances, the coach is someone the athlete would like to emulate. With this being the case, the coach has the responsibility to display positive actions, attributes, and qualities when in the presence of their athletes. The use of profanity around or toward athletes should be eliminated.

We ask our athletes to make a commitment and coaches should also make a similar commitment. Coaches are elevated to a certain status in the school and community; however, they also live in a glass house where their every move is scrutinized. It is for this reason that coaches should make every attempt to be a positive role model, both for the athletes and the community.

PROFESSIONAL MEETINGS - COACHES

All Head Coaches are required to attend the state association-sponsored rules interpretation meetings and are expected to attend either conference or district meetings where business concerning their sport will be discussed.

Coaches are encouraged to attend clinics to keep abreast of new developments in the sports which they are coaching.

1. All clinics and early release time for scheduled school sports events require a request for professional leave (not to exceed three per year per head coach) must be approved by the building principal, athletic director and superintendent.
2. The reimbursements for travel or other expenses will not be paid in advance.
3. The Rules Interpretation meeting would qualify as professional leave for all head coaches.
4. Reimbursements for travel and other expenses will not be paid in advance and shall require a receipt for reimbursement which may include the following:
 - a. Registration fee
 - b. Mileage for one vehicle per clinic.

MEDICAL SEMINAR

All coaches are to attend the Pupil Activity Validation training required by the Ohio Department of Education.

PURCHASING PROCEDURE

1. All items will be ordered and purchased by the Athletic Director.
2. All major items to be purchased must be submitted to the Athletic Director by the head coach. The head coach will go over the requests with the Athletic Director in a meeting before requisitions are written.
3. The Athletic Department will not receive or pay for any item unless a purchase order has been issued.
4. Any expenditures or purchases made without following the above procedures will become the responsibility of the individual involved.

SCHEDULING

1. All contests on the secondary and junior high level shall be scheduled by the athletic director.
2. If coaches have suggestions pertaining to their schedules, these suggestions should be made in advance of the season.
3. All scrimmages are to be arranged by the head coach and submitted to the athletic director for final approval.
4. There are to be no events or practices scheduled after 6:30 p.m. on Wednesday evenings. A possible exception would be mandated NWCC Contests (baseball; softball make-up games, etc.)

SCOUTING

1. The head coach is responsible for assigning, coordinating and gaining approval from the Athletic Director for scouting during the season.
2. The Athletic Department will pay for scouting (based on available funds) for all sports. The fee for mileage will be in accordance with the Board of Education.
3. Mileage radius zones have been set up and mileage allowance will be made on the basis of one car from Waynesfield-Goshen to the scouting site. Allowance from home will not be approved.
4. A scouting pay voucher must be returned to the Athletic Director at the conclusion of the coach's final scouting assignment, accumulated until the end of the season.

<u>Destination</u>	<u>Miles</u>	<u>Destination</u>	<u>Miles</u>
Ada	44	McGuffey (U.S.V.)	34
Allen East	30	Minster	80
Bath	31	New Bremen	67
Bellefontaine	53	New London	213
Botkins	42	New Knoxville	53
Bowling Green	140	Mechanicsburg	105
Bradford	115	Minster	80
Celina	74	Parkway	85
Columbus	170	Perry	26
Dayton	144	Piqua	84
DeGraff	47	Quincy	52
Delphos Jefferson	94	Ridgemont	58
Elida	50	Sidney	64
Fairbanks	103	Spencerville	56
Fairlawn	69	St. Gerards	34
Findlay	100	St. Marys	58
Greenville	124	Temple Christian	38
Harrod	20	Toledo	190
Holy Rosary-St. Marys	40	Triad	103
Indian Lake	29	Troy	104
Jackson Center	31	Wapakoneta	28
Kenton	50	Wapak St. Joe	38
L.C.C.	40	West Liberty	68
Lima Senior	36	Wittenberg-Springfield	115

STATE TOURNAMENT

5. A high school coach employed by Waynesfield-Goshen will be permitted to use professional leave to attend the State Tournament in their assigned sport.
 1. Tournament tickets will be purchased by the athletic department for the A.D. and the Head Varsity Coach.
6. The athletic department will reimburse coaches for overnight stays at the rate of \$40 per coach per night with a maximum of two nights.
7. The athletic department will be responsible for the accommodations of athletes who participate in a state sponsored tournament. This will include overnight stays and meals when applicable. Maximum value of \$55 per hotel room and \$5.00 per meal.
8. Reimbursements for travel and other expenses will not be paid in advance and shall require a receipt for reimbursement which may include the following:
 1. Mileage for one vehicle per tournament event.
 2. Room accommodations

SUGGESTIONS FOR COACHES OF POTENTIAL COLLEGE ATHLETES

1. Because of the close relationship between the coach and athlete, the coach should be an effective counselor.
2. The coach has an obligation to the player, school, and the community to see that his/her players are informed of college opportunities.
3. The coach should attempt to find at least one college for any player who is capable of doing college work and can participate athletically on the college level.
4. The coach should guide the athlete toward the class or level of collegiate competition which he/she is capable of participating.
5. The coach has an obligation to:
 1. Inform collegiate coaches of top prospects accurately and honestly.
 2. Provide recruiters with films for viewing.
 3. Treat all recruiters impartially.
 4. See that the best interest of the athlete and school are served.
6. The coach should inform the Athletic Director of any contact made by a recruiter to a player.

TEAM TRANSPORTATION

1. Transportation of all athletic groups shall be in school owned or approved vehicles.
2. The athletic director will make up the total transportation needs request for each sport season.
3. Coaches are to inspect the bus or van for damage and cleanliness prior to allowing their team to board the bus, and shall inspect the bus or van at the end of the trip after everyone has left for any damage or uncleanness that might have occurred during the trip. Any damage that has occurred should be brought to the attention of the driver at once. Further notification must be immediately forwarded to the athletic director in writing.
4. Coaches will meet their teams and explain expectations for team conduct on the bus. These expectations are:
 1. No eating or drinking on the bus; this includes gum and candy. (State Law)
 2. Students are to be seated on the bus. If a coach would like to speak to a player during the trip, please inform the driver that the player or coach will be moving.
 3. No radios or cassette players are to be played unless they have headphones.
 4. Noise on the buses is to be maintained at an appropriate level. Once the bus begins to travel, the noise level must be such that the driver can hear sirens and other emergency signals.
 5. Spitting is not to be permitted on the bus. Students are not to spit out windows.

W-G ATHLETIC BOOSTER CLUB

1. The Athletic Booster Club is a community organization whose purpose is to promote and sponsor additional financial support for the athletic programs at Waynesfield-Goshen. Several projects are completed as a result of their fund raising efforts.
2. As a support group, the Athletic Booster Club functions under the jurisdiction of the Waynesfield-Goshen Board of Education.

NWCC SPORTSMANSHIP PROCEDURES

The following rules are established by the Northwest Central Conference schools to insure positive and beneficial actions of all fans at athletic contests. The purpose is to encourage fan support of the teams and eliminate unsportsmanlike conduct and activities by any schools fans.

In the spirit of sportsmanship, NWCC athletic board prohibits the use of noise makers at indoor contests except school approved bands. Home school signs that decorate the facilities may not be derogatory to the visiting schools.

No megaphones and other means of increasing the volume of the voice may be used except by cheerleaders at indoor contests.

No objects such as spirit sticks may be brought to contests.

Visiting schools may not bring in any signs, posters, or banners.

Only school approved personnel such as mascots, players, and cheerleaders are permitted on the floor or field during contest, or after the contest. Fans are not to leave the bleacher area to form lines around the playing surface at indoor events in gymnasiums. There shall be no physical interaction between fans and athletes before or during the contest for the safety of the fans and athletes (example: high fives).

Seating for the visitors, both student and adult, will be together whenever possible. When possible the players bench shall be in front of their own fans or two rows should be reserved for managers, statisticians, etc. directly behind the bench.

The home school will make sure the necessary supervision of fans is provided. This includes police and staff supervision.

The official representatives from the visiting school should identify themselves with home school officials at all varsity contests so they can be found in case of emergency. Prior to the ejection of a student fan from a varsity contest the official representative of that student's school should be notified.

Parading around the playing surface shall be prohibited. Teams are to go to their assigned warm-up area immediately after entering the playing surface.

Unsportsmanlike tactics and taunting of another athlete shall be discouraged at all times. This dimension of the policy shall be the direct responsibility of the head coach.

The NWCC prohibits pyramids, mounts, or standing on another's shoulders at any league contest as stated by the O.H.S.A.A. During the basketball season, the visiting cheerleaders shall have the first opportunity to cheer during the first and third quarters and the home cheerleaders the second and fourth quarters.

Varsity team members will be introduced on an altering basis to allow athletes to shake hands.

DUAL PARTICIPATION AGREEMENT FORM

Name: _____

Date: _____

Grade Level: _____

Primary Sport: _____ Secondary Sport: _____

NOTE: The Primary Sport will take precedence over the secondary sport if two contests are scheduled on the same day, the primary sport will take precedence, unless it is an OHSAA Tournament Game.

Student Signature: _____

Parent/Guardian Signature: _____

Head Coaches Signature – Primary Sport:

Head Coaches Signature – Secondary Sport:

Athletic Director Signature:

Date:

Principal Signature:

Date:

**** DATE FORM COMPLETED: _____

**** THIS NOTE MUST BE SIGNED BY ALL OF THE ABOVE

**** THIS FORM WILL BE KEPT OF FILE IN THE ATHLETIC OFFICE

WAYNESFIELD-GOSHEN ATHLETIC DEPARTMENT

BEGINNING OF SEASON CHECKLIST

SPORT _____ LEVEL: VAR JV 9TH 8TH 7TH
 COACH _____ DATE _____

PLEASE SUBMIT TO THE ATHLETIC DEPARTMENT WHEN PRACTICE BEGINS.

	<u>Coach's Initial</u>	<u>Ath. Dept. Initial</u>
1. All participant's required paperwork turned in to athletic dept. DO let anyone begin until they have turned in: PHYSICAL CARD, EMERGENCY MEDICAL FORM, ATHLETIC CODE . Students who have participated in another sport this school year should already have these on file in the athletic department office or Jr. High office. Check on these there.	_____	_____
1. 1. Emergency Medical Forms checked off. Pink copy with coach, remaining copies turned in.	_____	_____
2. 2. Preliminary roster for eligibility check turned in first of practice.	_____	_____
3. 3. Any additional training rules approved and filed with Athletic Director and Principal.	_____	_____
4. 4. Transportation requests and schedule of trips for entire season filled out and turned in at least one week prior to trip.	_____	_____
5. 5. Any scrimmages scheduled by coach communicated Athletic Director.	_____	_____
6. 6. Gym Schedule or other facility need schedule completed with the Athletic Director.	_____	_____
7. 7. Final roster turned in as soon as possible. Include all needed information such as uniform number, grade, ht., position (whatever is normally used for your sport).	_____	_____
8. 8. Checked medical kit out of Athletic Office	_____	_____

END OF SEASON CHECKLIST

SPORT _____ LEVEL: VAR JV 9TH 8TH 7TH
 COACH _____ DATE _____

PLEASE SUBMIT TO THE ATHLETIC DEPARTMENT WHEN PRACTICE BEGINS.

	<u>Coach's Initial</u>	<u>Ath. Dept. Initial</u>
Final roster for awards. Special Awards needed should be submitted at least one week before awards night (VARSITY ONLY -- No special awards for other levels). Mark on roster who receives varsity award. All other awards can be determined from office records.	-	-
	-	-
	-	-
	-	-
	-	-
	_____	_____
Season Summary. Include: complete schedule with scores; won-loss record; conference place. Varsity teams also include individual honors (conference, area, district, regional, state, school records, etc. Include your special award winners)	-	-
	-	-
	-	-
	-	-
	-	-
	_____	_____
0. All Emergency Medical Forms	-	-
	-	-
	_____	_____
1. Completed Inventory Forms	-	-
	-	-
	_____	_____
2. List of needs for next season. Put in priority order, be specific, include ordering information if available. Get any uniforms or other equipment needing repair to the Athletic Director.	-	-
	-	-
	_____	_____
3. Completed Coaching Evaluation Form Note: Both coach and evaluator side must be completed and exit conference with evaluator completed.	-	-
	-	-
	_____	_____
4. Medical kit turned in to Athletic Office	-	-
	-	-
	_____	_____
5. Completed End of Season Checklist	-	-
	-	-
	_____	_____
6. Estimated number of hours spent on coaching duties (Outside of school day) _____ hours	-	-
	-	-
	_____	_____

AUTHORIZATION FOR FINAL SALARY PAYMENT

The coach listed above has completed all obligations for the current season and should receive final salary payment.

Athletic Director Signature Date

Principal Signature Date

COACH EVALUATION FORM VARSITY HEAD COACH

WAYNESFIELD-GOSHEN LOCAL SCHOOL DISTRICT PERFORMANCE EVALUATION

Name _____ Date _____

Position _____

This instrument has been developed to be part of a continuous improvement program for the Athletic Director and Head Coaching personnel. It is intended that the use of it be a professional growth experience for all persons involved. Emphasis is placed upon self evaluation on the part of each individual. There are specific job expectations for the Athletic Director and Head Coach positions in Waynesfield-Goshen. However, measurable improvement should be made from year to year if continuance in such position is to occur.

Two columns are provided, one to the left and one to the right of each number. Each individual is to complete a form on himself/herself using the column to the immediate left of the number. The Athletic Director and/or Principal will then complete the column on the right. A conference will be held between the individual and the Athletic Director and/or Principal in which the evaluation will be discussed.

The completed evaluation packet will be kept on file. The evaluation will be reviewed by the Board of Education in contract considerations.

This information will be kept in strict confidence. Unauthorized persons will not have access to it.

EVALUATION TERMS

- | | |
|----------------------------|--|
| E - Excellent | Exceeds the duties and responsibilities for the respective position |
| S - Satisfactory | Meets the duties and responsibilities for the respective position |
| L - Less than Satisfactory | Fails to meet the duties and responsibilities to a satisfactory degree for the respective position |
| N/A | Or insufficient knowledge on which to evaluate |

HEAD COACH EVALUATION FORM

I - Performance of Duties and Responsibilities

Self-Evaluation
(Head Coach) or

Athletic Director

Principal

TO WHAT DEGREE. . . .

- _____ 1. Do I fulfill the responsibility for the total respective sport program— (_____ elementary, junior high, freshman, if applicable) reserve and varsity?
- _____ 2. Do I provide for public information concerning the respective sport program (_____ responsible for?)
- _____ 3. Do I assign responsibilities to coaches or respective staff? _____
- _____ 4. Do I fulfill the responsibility for the building, property and equipment used at (_____ practice and games?)
- _____ 5. Do I fulfill the responsibility for equipment and uniform inventory? _____
- _____ 6. Do I fulfill the responsibility for exhibiting proper conduct and sportsmanship at (_____ all practices and contests?)
- _____ 7. Do I fulfill the responsibility for continually checking on the academic progress (_____ of all team members?)
- _____ 8. Do I fulfill the responsibility for the safety of students participating in the (_____ respective sport?)
- _____ 9. Do I fulfill the responsibility for maintaining positive team morale? _____
- _____ 10. Do I fulfill the responsibility for the organization and conducting of practices (_____ conditioning, and contests?)
- _____ 11. Do I keep the Athletic Director and Principal informed regarding respective (_____ sport program?)
- _____ 12. Do I fulfill the responsibility for scouting all opponents, if applicable? _____
- _____ 13. Do I fulfill the responsibility for enforcement of Athletic Discipline Policy? _____
- _____ 14. Do I fulfill the responsibility for making sure each team member has the proper (_____ insurance information and physical card on file before permitted to participate?)
- _____ 15. Do I fulfill the responsibility of developing competitive attitudes and the will (_____ to want to succeed?)

II. - Personal Responsibilities

Head Coach

Athletic Director
or
Principal

TO WHAT EXTENT.

- | | | | |
|-------|----|--|-------|
| _____ | 1. | Do I accept constructive criticism profitably? | _____ |
| _____ | 2. | Do I accept administrative decisions and work toward achieving goals even though they may not conform to my personal opinions? | _____ |
| _____ | 3. | Do I assume leadership in solving problems within the district athletic program when the opportunity presents itself? | _____ |
| _____ | 4. | Do I promote constructive relationships between the athletic program and the community? | _____ |
| _____ | 5. | Am I able to work effectively with the Board, Superintendent, Principals, and others? | _____ |

Additional Comments and Summary (Athletic Director or Head Coach/Evaluator)

Strengths (Evaluator)

Specific means to correct areas needed (Evaluator)

Date

Signature (Athletic Director or Head Coach)

Date

Signature (Evaluator)

WAYNESFIELD-GOSHEN LOCAL SCHOOLS

Notice of Intended Denial of Participation

NAME OF STUDENT

DATE: _____

This notice is to inform you that I intend to deny your participation in _____.

This denial means you will not be permitted to come to participate in _____
_____ for the period of time designated. The reason(s) I intend to deny your participation in _____
are:

You will have the chance to meet with me at an informal hearing. You may ask questions, tell your side of what happened, and question my reason(s) for the denial of participation.

(Signature of School Official)

I have received a copy of this notice of intended denial of participation.

(Signature of Student)

ALMA MATER

Sing a song to Dear Old Waynesfield
And to her be true.
Live up to the best that's in you
For the Gold and Blue.
Hail dear Waynesfield! Hail dear Waynesfield!
We'll uphold thy fame.
Striving ever to be worthy
Of thy glorious name.

FIGHT SONG

Come on you fine brave Warriors fall in line.
We're gonna win this game another time.
For old Wayne High we're gonna yell and yell.
For all the dear old blue and gold
Rah, Rah, Rah..
We're gonna fight, fight, fight for every goal,
And send the ball right down the field we go
We're gonna shout that score up to the sky
For old Wayne High! Yeah!