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Perrysburg High School Athletic Department

# Coach's Handbook



## **MESSAGE FROM THE HIGH SCHOOL PRINCIPAL**

I have been called many things in my career...some I will refrain from repeating, but of all of my titles: producer, director, teacher, principal, the one I most relished was coach. There was a connection with my athletes that I will always remember and I will always value. As I think back on those times, I can't believe I got paid to work with these special young people and was able to see them go beyond what they believed themselves capable of doing. As a principal I now look at those individuals who have the role I so enjoyed and admire their abilities. Our school is truly fortunate to have such wonderful coaches in our athletic programs and advisors in our co-curricular programs. As a coach you are fortunate to have a tremendous support structure in Ray Pohlman and Dave Hall as athletic directors. We are all fortunate to have some of the best young people with whom to work. We owe it to those young people to earn the title of "Coach" every day. Former Georgia Tech coach Bobby Dodd once said, "Either love your players or get out of coaching." Eddie Robinson of Grambling reiterated that thought, "Coaching is a profession of love. You can't coach people unless you love them." Often the last coach an athlete will play for is at the high school level; let them remember the experience as a positive one.

I wish you great success as a coach, and success is not always measured by wins and losses.

Michael Short  
Principal  
Perrysburg High School

## **MESSAGE FROM THE HIGH SCHOOL ATHLETIC DIRECTOR**

They call me "COACH". The most important meaning of the word goes all the way back to the 1500's when a coach was a horse drawn carriage with a specific purpose: to transport a person of importance from where he was to where he wanted to be or needed to be going.

At Perrysburg High School, our student athletes are important. We know where they are going and need to be going. It is the department's philosophy to help our young men and women become responsible adults who accept discipline and follow rules.

The coaching profession is a great career. It is imperative that the coaches we hire will support the Perrysburg district philosophy as it pertains to working with our youth.

The mission of the District, in partnership with the community, is to "motivate, challenge, and prepare all students to attain their full personal, intellectual, social, and physical potential, ready to participate in a diverse global society by providing excellent curricular and co-curricular programs and services in a safe and effective environment."

In order to maintain an effective program of interscholastic athletics, the district employs an athletic director and coaches who, in cooperation with the high school principal, are to fulfill the responsibilities described in the appropriate job descriptions. This manual contains board adopted policies and job descriptions for all coaches to follow.

As you are aware, the athletic department, along with the principal, continue to monitor and evaluate each coach throughout the season. If there is a problem you will know about it immediately. The end of the season summary with the athletic director, principal and the coach is valuable to the coach. It provides a dialogue and a written document that allows the coach to improve and grow professionally.

I hope you find this coach's manual a valuable resource. The contents of this manual reflect the policies and procedures of the athletic department and are adopted by the board of education.

Ray Pohlman  
Athletic Director  
Perrysburg High School

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# **PERRYSBURG HIGH SCHOOL ATHLETIC DEPARTMENT PHILOSOPHY**

The coaches and school administration of the Perrysburg School District believe that certain high standards are important to a sound athletic program. The Athlete and Coach have a strong influence in the community and in the school, as well as on fellow students and coaches. This influence must be a positive one.

The intent of the athletic program is to be an important part of the total educational process. It gives the students an opportunity to experience, as an individual or in a group, situations that are physically beneficial, mentally stimulating and socially sound.

The major emphasis of interscholastic athletics should be on the student-athlete, in which the needs of the student hold the highest importance. While on the field, skilled play and good sportsmanship are of high demand. Every attempt should be made to provide favorable playing conditions for the competitive experiences of the athletes to be wholesome and result in the attainment of desirable attitudes and conduct. The rules, regulations and supervision of the program must insure the maximum protection of the health and safety of the players.

The athletic department and its members must promote fair play and good sportsmanship through their actions and words. All rules and regulations of this handbook, Perrysburg Schools, Northern Lakes League and the OHSAA must be followed. No coach should be put under pressure by the department, school administration or community to win at all costs.

The ultimate goal of the athletic program should be to realize the value of participation without overemphasizing the importance of winning and to develop and improve sportsmanship and positive citizenship traits among the program's participants.

## **ADMINISTRATIVE ORGANIZATION**

The Administrative Head of the Perrysburg Athletic Program is the High School Principal. He may appoint the Athletic Director to act in his place.

When a problem arises, the chain of command shall be:

- Step 1 - Head Coach
- Step 2 - High School Athletic Director
- Step 3 - Principal
- Step 4 - Superintendent
- Step 5 - Board of Education



# SPORTSMANSHIP

In Perrysburg High School Athletics, sportsmanship is expected! As a role model in the school and the community, coaches are expected to help promote good sportsmanship through their actions and words. Please refer to the Board Adopted Policy 2431-B (Sportsmanship Expectations) in addition to what is provided below.

## The Role of Coaches

Coaches must demonstrate and apply leadership, integrity, responsibility, self-control, knowledge of the sport's rules and regulations, honesty and sportsmanship at all times on and off the playing field/court. It is necessary and important that the coach acts in a responsible and professional manner at all times because he/she represents the school, community, profession, faculty and student body leaders in this area. The coach must set a good example for all participants. While everyone wants to do their best and hopefully win the contest, coaches must remember that interscholastic athletics is an extension of the classroom and that the coach is probably the most influential person at the contest whose actions will be reflected in the behavior of others.

- Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards.
- Respect the integrity and personality of the individual athlete.
- Set a good example for players and fans to follow— refrain from arguments in front of players and fans; do not make inappropriate gestures to officials or opponents; do not throw objects in disgust. Shake hands with officials and the opposing coaches before and after contests in full view of the public.
- Respect the integrity and judgment of game officials. The officials are doing their best to help promote athletics and the student-athlete. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of all people at the event.
- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media.
- Teach sportsmanship and reward your players that are good sports.
- Be no part to the use of profanity, obscene language or improper actions.
- Describe and define respectful and disrespectful behavior. Stress that disrespectful behavior, especially taunting, trash talking and intimidation will not be tolerated.
- Instruct participants and fans in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.
- Treat opposing coaches, administrators, participants and fans with respect.

## Acceptable and Unacceptable Behavior

1. I will be reasonable when scheduling games and practices, remembering that young people have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials and opponents.
3. I will ensure that all athletes get instruction, support and opportunities.
4. I will not ridicule my athletes for making mistakes or performing poorly. I will remember that young people play to have fun and must be encouraged to have confidence in themselves.
5. I will remember that young people need a coach they can respect. I will be generous with praise and set a good example.
6. I will make sure that equipment and facilities are safe and match the athletes' ages and abilities.
7. I will obtain proper training and continue to upgrade my coaching skills.



## **Sportsmanship Pledge**

Young people need to know that integrity, fairness and respect are lifetime values taught through athletics, and these are the principles of good sportsmanship.

We need good sportsmanship

- To prevent violent action towards officials, opponents and other spectators which are becoming commonplace in today's society and sports.
- To decrease the emphasis on just winning and losing an athletic event.
- To promote ethics, respect and integrity in all walks of life.
- To promote the ideal of intrinsic rewards of athletics.
- To learn the attitudes necessary for responsible behavior.

You can make proper behavioral choices while coaching your school's athletic team.

Those who pledge agree...

- To be a proper role model for our student-athletes.
- To inform our student-athletes that we have taken the pledge and why.
- To be clear and firm about rules concerning our conduct and behavior while serving as a coach for our athletic team.

## **The Coaches' Pledge**

As a school coach, I acknowledge that I am a role model. I know that the principles of good sportsmanship are integrity, fairness and respect. While teaching the skills of the game, I must also teach student-athletes how to win and how to lose graciously, and that sports are meant to be educational and fun. I know the behavior expectations of me by this school, this conference and the OHSAA, and I hereby accept my responsibility to be a model of ethic behavior, integrity and good citizenship.





# **RESPONSIBILITIES AND DUTIES OF THE HIGH SCHOOL PRINCIPAL AS IT PERTAINS TO ATHLETICS**

1. The Principal shall keep the superintendent informed on all activities of the athletic department affecting the overall school system or the general public.
2. He/she is responsible for the entire operation of the athletic program and may delegate such authority and responsibility, as he/she seems proper, to the Athletic Director and the coaching staff.
3. Administer the rules of the OHSAA and the Northern Lakes League.
4. Certify eligibility of students participating in all interscholastic contests.
5. Be responsible for all correspondence to the state athletic commissioner and shall report such correspondence to the administration, Athletic Director and coaches.
6. Help with student discipline at basketball and football contests.
7. Evaluate all athletic personnel in consultation with Athletic Director and Assistant Athletic Director, as applicable.
8. Perform other responsibilities as determined by the superintendent.



## CRITERIA FOR COACHING POSITIONS

The Perrysburg High School Athletic Department believes that athletics are merely extensions of the classroom where instruction takes place. Even though a coach is hired primarily to instruct players in the fundamentals of a competitive sport, his/her job also includes the teaching of citizenship, manners, sportsmanship and whatever else makes up the character of a well-rounded person. A non-certified coach should realize that he/she represents Perrysburg High School and it is imperative that he/she can cooperate with fellow coaches of not only his/her sport but also the coaches of the numerous other sports that Perrysburg High School offers.

Therefore, the following criteria will be considered in the hiring of a person for the position of coach for a Perrysburg interscholastic team:

1. *Applicant who is the best fit for our student athletes.*
2. *Applicant that is sound in teaching basic fundamentals and is up to date on trends in the sport he/she coaches.*
3. *Applicant will support the Perrysburg district philosophy as it pertains to working with our youth.*

The mission of the District, in partnership with the community is to motivate, challenge, and prepare all students to attain their full personal, intellectual, social, and physical potential, ready to participate in a diverse global society by providing excellent curricular and co-curricular programs and services in a safe and effective environment.

4. *Applicant should possess a level of expertise commensurate with the expectations of the position for which he/she is applying.*
5. *It is preferred that the applicant has playing experience in the sport he/she desires to coach.*
6. *Applicant should possess personal integrity, confidence and moral clarity.*
7. *Applicant should demonstrate the ability to work cooperatively with others.*
8. *Applicant must successfully complete a BCI background check, CPR and Pupil Validation Program.*
9. *Applicant should be able to demonstrate how they will be able to aid in the development of the complete athletic program at Perrysburg High School.*

If an applicant is non-certified, the following criteria may be used when evaluating candidates in addition to the above requirements.

1. Present job schedule
2. Educational background
3. Total experience in instructing young people other than in sports
4. Record of leadership roles
5. Experience as a participant in his/her area
6. Experience as a coach in his/her particular sport
7. Win-loss record
8. Character in the areas of citizenship, confidence, manners, and cooperation with fellow coaches
9. References and performance in a personal interview setting
10. Future objectives and goals as related to coaching and young people in general



## HIRING PROCEDURES FOR COACHES

1. When a coaching position opens, the Athletic Director will notify the Principal and the Human Resources Director.
2. The position will first be posted in the school per negotiated agreement. If necessary, it will be advertised in local newspapers.
3. Applications received for the positions should be sent directly to the Athletic Director.
4. The Athletic Director shall interview the applicants he/she feels necessary for the position.
5. The Athletic Director will, when necessary and with the approval of the Principal, establish and coordinate the activities of a screening committee to evaluate applicants for key positions. The screening committee will normally consist of the Athletic Director, Principal, and their designees.
6. The Athletic Director shall call references and make the recommendation to the Principal.
7. The Principal shall discuss the recommendation with the Athletic Director and make the recommendation to the Superintendent.
8. The Superintendent shall make the recommendation to the local Board of Education.
9. All vacancies which occur unexpectedly will be handled on an individual basis within established time frames.
10. Athletic Director and head coach, in conjunction with one another, will determine qualifications for the hiring of assistant coaches and recommendations will be made together.
11. Head coaches will have input in the hiring of high school and middle school coaches.



# JOB DESCRIPTIONS

## High School Athletic Director

The goal of the High School Athletic Director is to provide overall leadership and coordination among the various sports to facilitate programs that provide students worthwhile learning experiences. In addition, the Athletic Director will assist all head coaches in running their program effectively.

Title: **5.56-AD Athletic Director, High School**

Reports To: Principal, Superintendent

Employment Status: Supplemental index 2.20

FLSA Status: Exempt

Qualifications:

1. Valid driver's license.
2. State of Ohio Teaching License (preferred, not required).
3. Coaching and administrative abilities.
4. Exemplary personal behavior and expectations.
5. Knowledge of school policy regarding student personnel with respect to scholarship, personal standards, health and safety factors.
6. Knowledge of Ohio School Law and regulations concerning liability, responsibility, etc.
7. Knowledge of first aid and its applications.
8. Professional tact, diplomacy and presentation with administrators, staff, teachers, students, parents and the community.
9. Conscientious and assumes responsibility for own work.
10. Good health, high moral character and good attendance record.
11. Demonstrate enthusiasm and a sincere desire to aid all students.

General Description: Coordinate, supervise and evaluate the total interscholastic athletic program in the best interest of the students.

### Essential Functions:

1. Oversee the entire athletic program.
2. Administer all interscholastic policies and procedures working within the confines of the rules and bylaws of the Ohio High School Athletic Association.
3. Approve or disapprove travel and clinic requests.
4. Organize and hold three seasonal head coaches meetings (pre-season).
5. Communicate with coaches through the creation and distribution of a monthly newsletter.
6. Act as a liaison between parents and the coach relating to areas of concern that may arise.
7. Properly report the gate receipts and revenue the athletic department receives.
8. Provide the district Treasurer with an annual budget in June of each year.
9. Evaluate and make recommendations to the building Principal with respect to the hiring or non-renewal of athletic coaches.
10. Responsible for the development of all interscholastic game schedules supported by a copy of the contract in his/her files. Approve the publication of all schedules.
11. Pay officials, security personnel and keep adequate records using a petty cash account for athletic contests.



12. Attend athletic events and supervise the set up, officials, teams and student body with the help of the assistant Athletic Director. Attend all home athletic contests and/or arrange for proper supervision of such contests.
13. Maintain a positive environment and sportsmanship at athletic contests.
14. Work cooperatively with the athletic boosters and attend monthly meetings to give the Athletic Department report to the boosters.
15. Attend monthly NLL Athletic Director meetings.
16. Work with the Co-Curricular Coordinator to schedule outside practice and game athletic fields, and inside the HS athletic wing (gymnasium, weight room, Jacket Room, wrestling room and inside running track).
17. Make arrangements for all interscholastic events such as transportation, lodging and meals, when required.
18. Supervises all radio and television broadcasts, as well as the public address system operation at home games.
19. Follow and enforce Perrysburg High School Co-Curricular Code of Conduct.
20. Meet with Co-Curricular Code of Conduct violators to determine consequences.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of sportsmanship, ethics and integrity, as it pertains to the Board of Education Adopted Policy 2431B – Sportsmanship Expectations.
3. Conduct other duties related to the Athletic Director's duties as assigned by the Principal and/or Superintendent.

**ADDITIONAL WORKING CONDITIONS:**

1. **Occasional exposure to blood, bodily fluids and tissue.**
2. **Occasional operation of a vehicle in inclement weather conditions.**
3. **Occasional interaction among unruly children.**



## Assistant Athletic Director

Title: **5.56-K Assistant Athletic Director, High School**

Reports To: Athletic Director, Principal

Employment Status: Part Time –supplemental index 1.70

FLSA Status: Exempt

Qualifications:

1. Valid driver's license.
2. State of Ohio Teaching License (preferred, not required).
3. Coaching and administrative abilities.
4. Exemplary personal behavior and expectations.
5. Knowledge of school policy regarding student personnel with respect to scholarship, personal standards, health and safety factors.
6. Knowledge of Ohio School Law and regulations concerning liability, responsibility, etc.
7. Knowledge of first aid and its applications.
8. Professional tact, diplomacy and presentation with administrators, staff, teachers, students, parents and the community.
9. Conscientious and assumes responsibility for own work.
10. Good health, high moral character and good attendance record.
11. Demonstrate enthusiasm and a sincere desire to aid all students.

General Description: Assist the Athletic Director in all areas necessary for the athletic program to run efficiently.

### Essential Functions:

1. Rotate coverage with the Athletic Director of specific events as assigned at the beginning of the year.
2. Attend assigned athletic events and supervise the set up, officials, teams and the student body with the help of the Athletic Director.
3. Responsible for and/or assist with the following:
  - Volleyball – all three levels
  - Varsity Football – Friday night
  - Limited 9<sup>th</sup> grade football and JV on Saturday mornings – rotate with AD
  - Assist with Saturday afternoon and evening soccer – rotate with AD
  - Assist with coverage of 9<sup>th</sup> grade and JV soccer – rotate with AD
  - Help with field set up for soccer and football games
  - Wrestling – Duals and help manage and organize the Perrysburg Invitational Tournament (PIT)
  - Basketball 9<sup>th</sup> grade boys/girls – rotate JV and Varsity
  - Assist in softball NLL All-League awards
  - Schedule spring contests (baseball, softball and tennis)
  - Assist in the function of all athletic teams in regard to ordering supplies, equipment and uniforms.
4. Send all non-league opponents a schedule of the contests prior to the start of the season to verify the time and date.
5. Assist the Athletic Director in paying the security and officials at events.



6. Maintain a positive environment and sportsmanship at athletic contests.
7. Follow and enforce Perrysburg High School Co-Curricular Code of Conduct.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of sportsmanship, ethics and integrity, as it pertains to the Board of Education Adopted Policy 2431B – Sportsmanship Expectations.
3. Conduct other duties related to the Assistant Athletic Director's duties as assigned by the Athletic Director and/or Superintendent.

**ADDITIONAL WORKING CONDITIONS:**

1. **Occasional exposure to blood, bodily fluids and tissue.**
2. **Occasional operation of a vehicle in inclement weather conditions.**
3. **Occasional interaction among unruly children.**



## **Athletic Department Secretary**

Title: **4.16 10-Month Athletic Department Secretary (HS)**

Reports To: Athletic Director

Employment Status: Full Time

FLSA Status: Non-Exempt

Qualifications:

1. Valid driver's license.
2. High school diploma or equivalent.
3. High degree of proficiency in office procedures machines and secretarial skills; excellent organizational skills.
4. Proficiency in Microsoft Word.
5. Professional tact, diplomacy and presentation with administrators, staff, teachers, students, parents and the community.
6. Conscientious and assumes responsibility for own work performance.
7. Good health, high moral character and good attendance record.
8. Demonstrate enthusiasm and a sincere desire to aid all students.

General Description: Serve as secretary to the Athletic Director and perform such duties to assure the accurate and efficient operation of the office.

### Essential Functions:

1. Enter all sports physical information on students in computer for fall, winter and spring athletes.
2. Enter OHSAA (HIPPA form) information in computer for fall, winter and spring athletes.
3. Enter students and their designated sport in computer for fall, winter and spring seasons.
4. Secure back-up for officials and security at each contest in order to account for all checks written by the athletic department so that proper reimbursement can be made.
5. Run mid-term grades and grade cards at the end of each quarter in order to determine eligibility of all students. Determine their GPA and a count of their credits to make sure they meet the OHSAA requirements as well as PHS requirements. Then, distribute eligibility sheets to all teachers and coaches as a means of keeping all departments updated as to students who are non-eligible to participate in a sport (to be done at mid-quarter and end of quarter).
6. Make sure the Athletic Director has updated copies of all athletic passes and sports physicals to assure that no student is playing a sport without having had a physical.
7. Type all purchase orders for supplies, equipment, medical supplies, traveling expenses for sports teams, awards, mileage forms, etc.
8. Compile roster of all teams with students' grade, letter, number, weight, height, etc. Make sure these rosters are sent to the media as well as opposing teams.
9. Type programs and order all awards for Awards Night for each sport at the end of their season.
10. Update and revise the coaching roster with phone numbers for staff. Make sure that the media and local newspapers receive this information.
11. Help secure workers/security officers to work each contest.
12. Do all correspondence for Athletic Director and Assistant Athletic Director.
13. Prepare packets for each athlete to be distributed at coach's meetings held prior to each season. Secure all materials that need to be passed out at that meeting.





14. Make copies of materials and distribute to proper individuals.
15. Handle incoming calls for Athletic Director, take messages, check for cancellations and changes on a daily basis.
16. Type OHSAA eligibility forms and keep on file in order to ensure all athletes are eligible.
17. Send out informational data to Athletic Directors at other schools.
18. Communicate daily with transportation office to confirm busses needed for each day's trips.
19. Receipt of money and requests of money for activities.
20. Enter all EMIS codes in the computer for each student participating in any activity/club/sport.
21. Enter all purchase orders for extra-curricular clubs.
22. Daily contact with coaches of in-season sports.
23. Determine if athletes are in school the required amount of time each day in order to be eligible to practice/play in a contest.
24. Update athletic hot-line daily.
25. Distribute central office and US postal mail daily to staff's mailboxes.
26. Help in coordinating athletic department breakfast appreciation and holiday luncheon.
27. Contact media, order refreshments, prepare bios for athletes who sign with colleges.
28. Keep on file all coach's certification of CPR and Sports Med. Notify coaches when they are due for re-certification.
29. Prepare and run copies of materials for athletic department that are to be included in the summer mailing.
30. Run monthly financial reports for athletics and all clubs.
31. Assist with summer registration.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of sportsmanship, ethics and integrity, as it pertains to the Board of Education Adopted Policy 2431B – Sportsmanship Expectations.
3. Conduct other job duties related to the secretary's duties as assigned by the Athletic Director.

**ADDITIONAL WORKING CONDITIONS:**

1. **Occasional exposure to blood, bodily fluids and tissue.**
2. **Occasional operation of a vehicle under inclement weather conditions.**
3. **Occasional interaction among unruly children.**



## Head Coach

Title: **5.56-B Head Coach**

Reports To: High School Athletic Director

Employment Status: Part Time

FLSA Status: Exempt

- Qualifications:
1. Valid driver's license.
  2. State of Ohio Teaching License (preferred, not required).
  3. Coaching and administrative abilities.
  4. Required to maintain a valid CPR card, BCI and certification from the Ohio Department of Education through the Pupil Activity Validation Program. Proof of both certificates must be on file with the Athletic Director prior to coaching.
  5. Ability to relate to, communicate with and inspire young athletes.
  6. Knowledge of prevention and care of athletic injuries.
  7. Organizational skills/resources to enhance the program.
  8. Skill in oral presentations.
  9. Ability to get along with other coaches.
  10. Desire to invest time during season.
  11. Knowledge of the sport with emphasis on fundamentals.
  12. Knowledge of training and conditioning techniques.
  13. Ability to diagnose player deficiencies and prescribe corrective activities.
  14. Ability to make minor repairs on equipment.
  15. Professional tact, diplomacy and presentation with administrators, staff, teachers, students, parents and the community.
  16. Conscientious and assumes responsibility for own work.
  17. Good health, high moral character and good attendance record.
  18. Demonstrate enthusiasm and a sincere desire to aid all students.

General Description: To prepare a sport team for interscholastic competition.

### Essential Functions:

1. Encourage students to participate in the program.
2. Account for the condition, inventory, distribution and procurement of all equipment.
3. Account for the procurement and distribution of all medical supplies and equipment.
4. Account for assignment of lockers and the condition of the locker room.
5. Schedule, record and assist as needed with physical examinations for all players.
6. Account for the collection of all fees.
7. Instruct and assist players in the prevention and care of injuries.
8. Accountable for all players meeting necessary requirements pertaining to insurance, physical cards, eligibility forms and athletic waivers.
9. Attend rules interpretation meetings.
10. Assist in the preparation of facilities for all games and practice sessions.
11. Schedule, plan and conduct all practice sessions and scrimmages.



12. Accountable for player behavior during practice sessions, meetings, locker room activities, bus trips and other activities under the support of the program.
13. Schedule and conduct meetings to discuss forthcoming opponents.
14. Support the athletic program as a whole.
15. Delegate specific duties, supervise implementation and, at season's end, analyze staff effectiveness and evaluate all assistant coaches.
16. Contribute to public relations by providing information to newspapers, radios and television stations, school newspapers and other school publications.
17. Correspond with college and university personnel to assist high school players in acquiring athletic scholarships.
18. Communicate with classroom teachers to determine the achievement level of each player.
19. Maintain a record of team statistics and requirements for lettering or certificates of award.
20. Participate in Awards Program by distributing awards to the players.
21. Instruct and supervise managers and statisticians in game and practice preparation.
22. Attend and participate in athletic booster club meetings.
23. Evaluate players after each game and at the end of the season through an exit interview.
24. Develop and enforce training rules.
25. Organize filming of games; present and discuss game films from previous contests; review and evaluate all game films.
26. Follow and enforce Perrysburg High School Co-Curricular Code of Conduct.

#### Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of sportsmanship, ethics and integrity, as it pertains to the Board of Education Adopted Policy 2431B – Sportsmanship Expectations.
3. Conduct other duties related to the coach's duties as assigned by the Athletic Director and/or Principal.

#### **ADDITIONAL WORKING CONDITIONS:**

- 1. Occasional exposure to blood, bodily fluids and tissue.**
- 2. Occasional operation of a vehicle in inclement weather conditions.**
- 3. Occasional interaction among unruly children.**



## Assistant Coach

Title: **5.56-A Assistant Coach**

Reports To: Head Coach, Athletic Director

Employment Status: Part Time

FLSA Status: Exempt

Qualifications:

1. Valid driver's license.
2. State of Ohio Teaching License (preferred, not required).
3. Coaching and administrative abilities.
4. Required to maintain a valid CPR card, BCI and certification from the Ohio Department of Education through the Pupil Activity Validation Program. Proof of both certificates must be on file with the Athletic Director prior to coaching.
5. Ability to relate to, communicate with and inspire young athletes.
6. Knowledge of prevention and care of athletic injuries.
7. Organizational skills/resources to enhance the program.
8. Skill in oral presentations.
9. Ability to get along with other coaches.
10. Desire to invest time during season.
11. Knowledge of the sport with emphasis on fundamentals.
12. Knowledge of training and conditioning techniques.
13. Ability to diagnose player deficiencies and prescribe corrective activities.
14. Ability to make minor repairs on equipment.
15. Professional tact, diplomacy and presentation with administrators, staff, teachers, students, parents and the community.
16. Conscientious and assumes responsibility for own work.
17. Good health, high moral character and good attendance record.
18. Demonstrate enthusiasm and a sincere desire to aid all students.

General Description: To cooperatively work with the head coach to prepare a sport team for interscholastic competition.

### Essential Functions:

1. Assist in issuing uniforms and equipment to players.
2. Help collect and inventory equipment at end of season.
3. Assist in labeling and recording equipment issued.
4. Help prepare locker room and lockers for players.
5. Assist in the collection of fees.
6. Assist in the preparation of the field for practice sessions and games.
7. Assist with the inventory and stocking of medical supplies in first aid kits.
8. Help organize practice sessions.
9. Help supervise players during practice sessions, meetings and locker room activities.
10. Assist players in prevention and care of injuries.
11. Assist in administering physical examinations forms for all athletes.



12. Shall be accountable for all players meeting necessary requirements pertaining to insurance, physical cards, eligibility forms and athletic waivers.
13. Supervise players on all bus trips.
14. Attend rule interpretation meetings.
15. Attend coaches' meetings.
16. Perform game duties as assigned.
17. Perform practice duties as assigned.
18. Participate in awards program by distributing awards to players.
19. Support the program as a whole.
20. Follow and enforce Perrysburg High School Co-Curricular Code of Conduct.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of sportsmanship, ethics and integrity, as it pertains to the Board of Education Adopted Policy 2431B – Sportsmanship Expectations.
3. Conduct other duties related to the assistant coach's duties as assigned by the Athletic Director and/or Principal.

**ADDITIONAL WORKING CONDITIONS:**

- 1. Occasional exposure to blood, bodily fluids and tissue.**
- 2. Occasional operation of a vehicle in inclement weather conditions.**
- 3. Occasional interaction among unruly children.**



## Athletic Trainer

Title: **5.56-AT Athletic Trainer - HS**

Reports To: Principal, Athletic Director

Employment Status: Part Time

FLSA Status: Exempt

- Qualifications:
1. Valid driver's license.
  2. Valid certificate/license from OATA/NATA Association.
  3. Must meet the qualifications of the OATA chapter for licensure.
  4. Current Emergency Advanced Heart Saver/AED course.
  5. Ability to relate to, communicate with and advise coaches, parents, and/or young athletes/students.
  6. Knowledge of prevention and care of athletic injuries.
  7. Desire to invest time in practices and athletic contests.
  8. Knowledge of particular sports with an emphasis on injury prevention.
  9. Ability to evaluate, prevent, treat and rehabilitate injuries.
  10. Professional tact, diplomacy and presentation with administrators, staff, teachers, students, parents and the community.
  11. Good health, high moral character and good attendance.
  12. Conscientious and assumes responsibility for own work.
  13. Demonstrate enthusiasm and a sincere desire to aid all students.
  14. Administrative, organizational and time management skills.
  15. Oral and written communication skills.

General Description: To cooperatively work with the Principal, Athletic Director and coaches to aid the student athlete in interscholastic competition. Athletic training is the practice of prevention, recognition and assessment of an athletic injury and the complete management, treatment, disposition and reconditioning of acute injuries upon the referral of an individual licensed under chapter 4731, 4715, 4734 and section 4729.01.

### Essential Functions:

1. Assist in pre-practice preparation (i.e. taping, first aid, protective devices).
2. Post-practice treatment (ice – rehab – consultation).
3. Keep accurate records of injuries, rehabilitation, treatment logs, injury assessment, meetings and student progress (including physician notes).
4. Assess athletic injuries and refer athletic injuries to physicians for diagnosis and/or treatment, if necessary.
5. Distribution and collection of supplies (assess fee if necessary).
6. Order medical supplies through the Athletic Director.
7. Preparation for medical functions held at contest.
8. Supervise "Doc" Thomas Training Room, while also being responsible for its care and cleanliness.
9. Assist in pre-season conditioning.
10. Look over all student physicals for potential health risks or complications and carry out appropriate instructions and treatment as directed by the athlete's physician.



11. Perform medical staff game duties as necessary, which involve a number of teams and a significant amount of time. Determine if a player is capable of continued participation in a game and/or practice if the player is injured.
12. Support athletic program.
13. Responsible for giving basic instruction to athletic staff members in the prevention and care of injuries. Assist and advise the coaching staff regarding injury prevention, conditioning programs and the selection, care and fitting of protective equipment.
14. Follow and enforce Perrysburg High School Co-Curricular Code of Conduct.
15. Other duties as assigned by Principal or Athletic Director related to the practice of athletic training.

**Other Duties and Responsibilities:**

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Serve as a trainer and supervisor to student athletic trainers or student aides.
4. Attend GLATA/OATA – maintain CEU's for credentials.
5. Establish and maintain "Doc" Thomas Training Room rules.
6. Conduct an emergency response situation for coach's performance.

**ADDITIONAL WORKING CONDITIONS:**

1. **Occasional operation of a vehicle in inclement weather conditions.**
2. **Occasional exposure to blood, bodily fluids and tissue.**
3. **Occasional interaction among unruly children.**
4. **Response to emergency cardiac care of a student or community member attending a contest.**
5. **High stress – easy burn out.**
6. **Extended amount of time spent on site.**



## **Ticket Manager**

Title: **5.56-M Ticket Manager - HS**

Reports To: Athletic Director, Principal

Employment Status: Part Time – supplemental index .40

FLSA Status: Exempt

Qualifications:

1. Valid driver's license
2. State of Ohio Teaching License (preferred, not required)
3. Cooperative attitude in working with the administration and community members
4. Exemplary personal behavior and expectations
5. Professional tact, diplomacy and presentation with administrators, staff, teachers, students, parents and the community
6. Conscientious and assumes responsibility for own work.
7. Good health, high moral character and good attendance
8. Demonstrate enthusiasm and a sincere desire to aid all students

General Description: Responsible for the ticket sales and receipts at athletic events at the high school as assigned by the Athletic Director

Essential Functions:

1. Responsible for the securing and selling of tickets for football games, basketball games, wrestling matches and any other activities as directed by the Athletic Director.
2. Arrange for the printing of tickets
3. Arrange for the presale of tickets
4. Responsible for all monies involved in ticket sales and making deposits
5. Prepare written reports of all ticket sales per each event
6. Responsible for tickets, when needed, for events of an all-school nature
7. Responsible for preparing a payroll of ticket workers

Other Duties and Responsibilities

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the Ticket Manager's duties as assigned by the Athletic Director and/or Principal

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional operation of a vehicle in inclement weather conditions.
3. Occasional interaction among unruly children.





## DUTIES OF ATHLETIC PERSONNEL

All coaches, by accepting a position with the Perrysburg School District, become teachers on the field of play through athletic participation. The position is unique in the fact that the coach's association with youth on the field of play places them automatically in a position for tremendous influence upon the athletes and the entire student body. This distinction is thus accompanied with tremendous responsibility, for what the coach does and what he/she says are reflected in the attitudes of the young people under his/her guidance. Coaches must demonstrate and promote good sportsmanship at all times.

All coaches are identified entirely with the Perrysburg School District and not as a separate entity. They must support school policy and never advocate or over-emphasize athletics to the total purpose of the school.

### Guidelines for All Coaches

1. Each coach is expected to set a fine example on and off the field.
2. All coaches must work together for the good of the school and students.
3. The high school head coach is responsible for structuring the basic skill program and style of play for his/her sport. While it is expected that assistant coaches will offer their support, the head coach has the final say.
4. The high school staff is expected to help with scouting duties and to help with the management of games and meets.
5. Coaches should support the local and state organizations for their sport. This is imperative if belonging to that organization will determine eligibility of an athlete to receive district or state honors.
6. All coaches must show dignity and respect of all players and never place them in a position of ridicule.
7. All coaches should show an interest in other sports and activities in which students and athletes are involved.
8. When visiting other schools, act as a responsible guest and make sure that all students under your care do the same.
9. Make sure that all students trying out for the team have an equal chance. Do not make these decisions before try-outs.
10. Do not allow any athlete to participate in practice, conditioning or open gym if they are in another sport that is currently in season.
11. No coach may try to influence an athlete into not going out for a sport or may not try to influence an athlete to quit one sport to participate in another.
12. Although the goal of every coach is to win, this cannot be done at the expense of the players or rules.
13. All coaches should be professional in dealing with the administration, press, public and other faculty.
14. Any parent who wants to talk with the coaching staff should be permitted to do so. An appointment should be made convenient for the coaching staff and parents.
15. Do not discuss any difference of opinion within the staff with players or individuals outside the coaching ranks. Be faithful to your fellow coaches even if you do not agree with their philosophy. Differences should be handled internally and quickly.
16. Coaches should be on time to practices and games. They should also dismiss athletes on time after practice. Schedules of practices and games should be distributed to the athletes.



17. All coaches should be willing to help the athletic department with contests and offer any other help that may be needed to run the athletic program.
18. The coach will turn in a season summary as soon as his/her sports season is completed. These will be filed in the athletic office for future reference.
19. The coach will keep an accurate inventory of equipment and make sure that all equipment is properly charged to the athlete receiving the equipment.
20. The coach will be responsible for collecting and returning to the Athletic Director all emergency medical forms, waivers of responsibility and physical examination cards before the first practice is held.

### **Head Coach Responsibilities**

The head coach will...

1. Operate at all times within the scope of the general and specific educational philosophies of the Perrysburg School District. His/her first responsibility is the welfare, safety and growth of the athletes under his/her supervision.
2. Cooperate with the administration, Athletic Director, assistant coaches, coaches of other sports, and students to promote the best interest of the athletic program.
3. Make his/her coaching philosophies clearly known to the assistant coaches at all levels by holding a reasonable number of staff meetings. The coach will also direct and advise his/her staff throughout the entire season.
4. Send squad lists for program and eligibility requirements to the Athletic Director on the assigned date given.
5. Keep an accurate record of player participation for award purposes.
6. Report, when applicable, the results of games to newspapers, radio, and television.
7. Be responsible for obtaining managers (if applicable).
8. Check in all equipment at the end of the season and prepare it for cleaning, storing or reconditioning.
9. Submit an inventory of all equipment and supplies to the Athletic Director and equipment manager at the end of the season, and also report all lost or stolen equipment.
10. Submit all requests for new equipment or supplies for the coming season to the Athletic Director. No materials are to be ordered directly by the coach.
11. Submit a projected budget for the coming season to the Athletic Director, including equipment needs, reconditioning, and anticipated clinics.
12. Assume responsibility for the conduct of his/her athletes during school, practices, contests, and until the athlete has dressed and left the building following an activity.
13. Set up and administer training regulation of athletes to coincide with the Perrysburg High School Co-Curricular Code of Conduct and have approval by the Athletic Director and Principal. The coach will also have a signed student/parent/coach agreement form that has been approved by the Athletic Director and Principal on file prior to the first game or scrimmage. He/she should develop a form that covers all of the necessary responsibilities pertaining to the sport including philosophies, conduct code, training rules, penalties, due process, etc.
14. Ensure that all athletes that go on trips wear presentable clothing.
15. Be aware that an athlete must be in school at least three and one-half (3 ½) hours on a regular day and at least two and one-half (2 ½) hours on a delayed day to participate in practice or games except when excused by permission of the administration.
16. Plan, organize, and supervise all out-of-season conditioning programs. Such programs are subject to the approval of the Athletic Director and Principal.
17. Organize a pre-season meeting with parents, players, coaches and guests to cover rules and regulations.



18. Complete written evaluations of his/her high school assistant coaches on a yearly basis upon completion of the season. Evaluations should be shared with assistant coaches in a timely manner after the conclusion of the season. A signed copy should be given to the assistant coach and the Athletic Director.
19. Attend or have a representative at all league and district voting meetings. In addition, coaches should make every appropriate effort to promote their athletes for league, district, and state honors.

### **Assistant Coach Responsibilities**

It will be the duty of the assistant coach to cooperate in every way possible to help the head coach fulfill his/her duties and responsibilities. It is also the duty of the assistant coach to carry out the coaching philosophy and techniques of the head coach. Any disagreement on techniques or methods should be kept within the staff. Complete agreement must be presented to the players and the public. If at any time, you as an assistant coach, are unhappy about your position, let the head coach know directly, not behind his/her back.

The assistant coach will...

1. Possess a thorough knowledge of all the athletic policies approved by the Perrysburg Board of Education and is responsible for its implementation.
2. Maintain discipline and work to increase morale and cooperation within the athletic program.
3. Help the head coach with the issue of equipment.
4. Be familiar with the rules and regulations of his/her sport in accordance with National Federation, OHSAA, League and school rules.
5. Be a scout when necessary and attend meetings when determined by the head coach.
6. Be active in off-season training and open gyms.
7. Must be willing to keep up with modern trends in coaching, attend clinics, professional readings, and participation in coaching associations.
8. Encourage class attendance, grades, and moral conduct of the players.
9. Be expected to devote his/her full energies to responsibilities as assigned.
10. Required to attend award banquets.
11. Be loyal to the head coach, squad, athletic department, school administration and school.
12. Perform other duties that are consistent with the nature of the position and that may be requested by the head coach.

### **Cheerleading Coach Responsibilities**

The cheerleading coach is to advise and lead the cheerleaders so that they effectively instill school spirit at athletic events.

The cheerleading coach will...

1. Be responsible for selecting, supervising and training the cheerleaders.
2. Be responsible for the conduct of the cheerleaders at practice sessions and at all contests.
3. Lead and direct the cheerleaders in such a way as to encourage good sportsmanship by example and leadership.
4. Conduct himself/herself before the students and the community so as to instill respect and good sportsmanship.
5. Assume responsibility for an energetic public relations program for the cheerleaders and their activities.
6. Be responsible for uniforms and supplies.
7. See that the cheerleaders carry out all the duties set forth in their constitution.
8. Conduct clinics for tryouts of cheerleaders in the spring of the year and arranges for all judges for the tryouts.



9. Be responsible for ordering awards and issuing awards to deserving cheerleaders.
10. Be responsible for any other duties relating to cheerleaders as may be directed by the Athletic Director and/or Principal.

### **Weight Room Supervisor Responsibilities**

The weight room supervisor...

1. Must have knowledge of the type of lifts needed for an individual's position in various sports.
2. Must have knowledge of first aid and athletic training.
3. Must be able to develop a set of regulations regarding safety and proper use of the weight room and weights.
4. Must be able to develop off-season programs for various sports.

Additional requirements:

1. The weight room must be supervised at all times when students are lifting.
2. The in-season sports have priority in the weight room and no in-season sport has priority over another in-season sport. There are four seasons in the weight room: fall, winter, spring and summer. Scheduling for use of the weight room can be arranged with the Athletic Director.
3. The coordinator, with assistance from the Athletic Director, will be in charge of maintenance of the weight room, along with ordering supplies and equipment.
5. Weight room users are expected to pick up after themselves and rack the weights when finished with an exercise.
6. Horseplay in the weight room will not be tolerated!

### **Volunteer Coach Responsibilities**

The primary responsibility of a volunteer coach is to carry out the aims and objectives of the assigned team as outlined by the Athletic Department and Board of Education policy. The volunteer coach is also required to instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

There shall be no more than **ONE** volunteer coach per each sport program. The head coach must submit a "SUPPLEMENTAL POSITION" form (on next page) to request a volunteer coach by the following dates:

June 15 – Fall sports

September 15 – Winter sports

December 15 – Spring sports

A volunteer coach will...

1. Attend all meetings and meet all criteria pertaining to athletics that is required of a coach employed by the Perrysburg School District.
2. Follow all criteria as outlined in the job descriptions for Head Coach or Assistant Coach as determined by assignment.
3. Meet all Board mandated criteria, which includes completion of BCI, CPR and Pupil Activity Validation program.



# Supplemental Position

Perrysburg Public Schools  
140 East Indiana Ave.  
Perrysburg, Ohio 43551

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Position Desired \_\_\_\_\_

School Building \_\_\_\_\_

Social Security Number \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Signature \_\_\_\_\_

---

## To Be Completed by Administration

Position to be filled \_\_\_\_\_

Building \_\_\_\_\_

Season \_\_\_\_\_

CPR \_\_\_\_\_

Sports Medicine/Pupil Validation \_\_\_\_\_

BCII Completed \_\_\_\_\_

Signature of Building Administrator \_\_\_\_\_

Signature of Personnel Office \_\_\_\_\_

Please schedule BCII Fingerprinting:  
Paula Stout  
Perrysburg Board of Education  
419-874-9131 ext. 22105



# COACHING EVALUATIONS AND END OF SEASON REVIEW

The end of season review summary is valuable to all coaches in our athletic program. It provides dialogue and a written document that allows the coach to improve and grow professionally. If there is a problem during the season, you will know about it immediately. All necessary adjustments and communication associated with the problem/issue that has occurred will not wait until the end of the season.

To implement a broad comprehensive evaluation of the coaching staff in our school, it will be necessary to incorporate a multi-step process. It should include:

*A thorough job description*

*A method for in-season assessment as deemed necessary by the administration*

*Procedures for evaluation*

*Comprehensive written end-of-season evaluation*

*A statement on coach's rebuttal.*

The following instrument have been developed to help the Athletic Director accomplish the goals of coaching assessment and evaluation.

## **Evaluation Procedure with Accompanying Form for Evaluation of Head Coach**

The enclosed form represents an appraisal form for coaching evaluations. The basic purpose behind this form and the effort of everyone is for improving the instruction athletes receive. Other purposes of an appraisal evaluation system are as follows:

1. To afford an opportunity to identify, recognize and praise quality coaching and instruction.
2. To provide an opportunity to identify potential leadership within a system.
3. To create a climate to achieve individual improvement through job targets.
4. To provide information necessary to make an objective assessment of the performance of a coach.
5. To identify those factors which interfere with a coach's overall contribution to the athletic program.
6. To assure that quality coaching is a responsibility shared by the entire coaching staff.

The following procedures are to be observed in the use of this form:

1. The head coach will conduct evaluations of high school assistant coaches.
2. The high school Athletic Director will conduct evaluations of head coaches.
3. The Athletic Director and the building Principal will be responsible for the contract recommendation.
4. All evaluations are to be completed within a two to four week period after the conclusion of the season involved. Evaluations shall be reduced to writing using the form in this handbook.
5. The final step is a conference with the Athletic Director to review the written evaluation.



## Head Coach Evaluation Form

Name of Coach	Sport Assignment	Season	Level & School
---------------	------------------	--------	----------------

General comments about season:

1	2	3	4	5	6
Effective	Needs Improvement	Unsatisfactory	No Opportunity to Overview	Not Applicable	Refer to Comments

### I. Professional and Personal Relationships

1. Cooperates with the Athletic Director in regard to submitting participant lists, bus times, parent permission, physical cards, year-end reports and program information relative to your sport.
2. Follows policy in the Athletic Handbook and meets all criteria as outlined in the job description.
3. Provides training rules to team members in writing and follows due process procedures.
4. Develops rapport with the athletic coaching staff.
5. Participates in in-service meetings and other activities to improve coaching performance. Attends meetings necessary to the welfare of the Athletic Department.
6. Develops sound public relations. Co-operates with newspapers, radio, T.V., Booster Club, and interested spectators. Upholds the integrity of the athletic program by refraining from making negative remarks.
7. Maintains suitable sideline conduct at games. Expects sportsmanlike behavior to be displayed by assistant coaches and athletes toward all individuals involved with the contest (officials, workers, fans, etc.).
8. Serves as a role model to players, coaches and spectators in demonstrating good sportsmanship and ethical behavior at all times.
9. Demonstrates respect for opponents before, during and after the contest. Displays modesty in victory and graciousness in defeat.
10. Works cooperatively with junior high coaches in developing a coordinated program.
11. Works cooperatively with Athletic Director and completes duties assigned to them.
12. Attends all meetings called by the Athletic Director.




## II. Coaching Performance

1. Develops respect by example in appearance, manners, behavior, language, and sportsmanlike conduct during a contest.
2. Is well-versed and knowledgeable in matters pertaining to the sport.
3. Has individual and team discipline and control.
4. Is fair, understanding, tolerant, sympathetic and patient with team members.
5. Educates players on rules and regulations of the game. Expects players to follow them and to accept the decisions about the game made by officials.
6. Teaches sportsmanship and rewards players who are good sports.
7. Teaching ability is innovative using new coaching techniques and ideas in addition to sound, already proven methods of coaching.
8. Is prompt in meeting team for practices and games.
9. Shows an interest in athletes in off-season activities and classroom efforts.
10. Delegates authority with responsibility while remaining accountable for such delegations.
11. Team performance consistent with quality of athletes available.
12. Supervision of players in locker room, practice, field, bus and other areas.




### III. Related Coaching Responsibilities

1. Is concerned about the care of equipment, including issue, collection, inventory and storage.
2. Is cooperative in preparation of non-league scheduling.
3. Is cooperative in helping service clubs, Booster Club, Recreation Department and other organizations in their projects, which in turn relate to our athletic program.
4. Follows proper procedure for purchase of equipment.
5. Operates sport within the budget as submitted.
6. Follows job description adopted by the Perrysburg Board of Education;


### Summary

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## Head Coach Evaluation Summary

\_\_\_\_\_ Date

\_\_\_\_\_ Season

\_\_\_\_\_ Number of years coaching in this assignment

\_\_\_\_\_ Number of years coaching in the school district

\_\_\_\_\_ Coaching Record

### Strengths

### Job Targets

### Comments

### Circle ONE

#### **SUCCESSFUL**

To be recommended for contract renewal.

#### **NEEDS IMPROVEMENT**

To be recommended for contract renewal, provided an understanding can be reached in areas where improvement is suggested.

#### **UNSATISFACTORY**

To be recommended for non-renewal of contract.

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Head Coach

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## I. Assistant coach Evaluation form

Sport \_\_\_\_\_ Head Coach \_\_\_\_\_

Assistant Coach \_\_\_\_\_ Position \_\_\_\_\_

Rating	Effective	Needs Improvement	Unsatisfactory
1. Loyalty to head coach and program			
2. Care of equipment			
3. Knowledge of sport-Attends clinics related to the sport to stay current with new trends			
4. Teaching ability			
5. Ability to motivate			
6. Rapport between coach and players			
7. Intensity of interest in coaching this sport			
8. Supervision of players in locker room and other areas			
9. Rapport between coach and rest of coaching staff			
10. Accepts duties given by the head coach & works to give it the best effort.			

**General evaluation of this coach given by:**

- Head coach
- Athletic director

Comments \_\_\_\_\_

The coach's signature indicates only that all phases of the appraisal have been conducted with the knowledge of the coach.

Head Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

Assistant's Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

Athletic Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Circle one:

Successful- To be recommended for continued assignment

Needs Improvement: To be recommended for reassignment provided an understanding can be reached in areas where improvement is suggested.

Unsatisfactory: Not to be recommended for continued assignment



## END OF SEASON OBLIGATIONS

*Two to three weeks prior to the end of your season* the following needs to be turned into the Athletic Director.

- ❑ List of athletes who will be receiving awards at the conclusion of the season. Next to each athlete's name state the type of award he/she will be receiving. Please also list any special awards that will be given.

Upon completion of the season, the following should be completed. EVERYTHING should be returned to the Athletic Director's office within *1 week* after the final game of the season.

- ❑ Equipment inventory, including a list of needed repairs and updates.\*
- ❑ Uniforms returned from players, stored properly and an inventory list completed.
- ❑ Requests for equipment and uniform needs for next season.
- ❑ Long range planning – scheduling changes, officials, etc.
- ❑ Season Summary Sheet – win/loss record.\*

\* Forms are provided in the following pages



## Awards

### Explanation of Awards

1. Freshmen participants not earning a varsity letter will receive a certificate.
2. Junior Varsity Awards:
  - a. First, Second, Third or Fourth Year – certificate
3. Varsity Awards:
  - a. First year
    - i. Girls – 7” Chenille Block “P,” gold pin of sport
    - ii. Boys – 7” Chenille Block “P,” gold pin of sport
  - b. Second year in a sport – Gold Chevron
  - c. Third Year in a sport – Gold Chevron, Black Varsity Blanket (only 1 blanket may be received during high school career)
  - d. Fourth Year in a sport –Hoodie with name on back and sport listed with graphic.  
NOTE: An athlete can receive more than one hoodie if he/she participates in multiple sports.
4. Any varsity athlete designated as the “team captain” for the season may receive a gold “captain” pin.

NOTE: No athlete will be issued more than one varsity blanket or varsity letter.

### Requirements for Letters by Sport

*All varsity awards are given at the discretion of the coaches.*

Baseball:	Participation of one-half of the innings.
Basketball:	Participation of one-half of the quarters.
Bowling:	Participation in one-half of the games.
Cheerleading:	Freshman Team – receives 9 <sup>th</sup> grade certificate. Junior Varsity Team – receives junior varsity certificate. Varsity Team – receives varsity letter (Block “P”), sport pin and megaphone pin.
Chess:	Participation in one-half of the matches on “A” Team.
Cross Country:	Participation in one-half of the meets at varsity level.
Football:	Participation in one-half of the quarters; 2 consecutive plays are required for participation per quarter. Special teams (PAT, KO, KO-return, punt, punt return, FG) participation on 2 different specialty teams in 7 of 10 games.
Golf:	Participation in one-half of the matches or a league or state tournament score.
Gymnastics:	Scoring an average of two (2) points for the number of meets the team has participated in or scoring in the top six (6) in the state tournament. Points are awarded for being in the top 6 and/or a team score.
Ice Hockey:	Participation in one-half of varsity games.
Lacrosse:	Participation in one-half of varsity games.



Mat Stats:	9 <sup>th</sup> Grade – 9 <sup>th</sup> Certificate 10 <sup>th</sup> Grade – JV Certificate 11 <sup>th</sup> & 12 <sup>th</sup> Grade – Varsity Letter (Block “P”)
Soccer:	Participation in 320 minutes of varsity playing time.
Softball:	Participation in one-half of the varsity innings.
Swimming:	An average of three (3) points per meet.
Tennis:	Participation in one-half of the varsity matches.
Track:	An average of two (2) points per meet or any points in the league meet.
Volleyball:	Participation in one-half of the varsity games.
Wrestling:	Participation in one-half of the matches or team points in a tournament.

Any participant meeting the above requirements, who remained on the team for the entire season, will receive the appropriate award. Earning a varsity award one year does not guarantee earning varsity status in that sport for succeeding years. Any senior participating on an athletic team may receive a varsity award automatically.

All athletic awards are given at the discretion of the coaches. In unusual circumstances where a four (4) year participant in the same sport will not earn a varsity award, that athlete and his/her parent(s) or guardian will have at least two conferences prior to the end of the season with the head coach indicating the athlete’s status. During the first meeting, the athlete and his/her parents shall be advised as to what must happen if the athlete is to receive his award. During the second meeting, the athlete and his/her parents shall be informed of the status and the reason for it. The head coach is also responsible for notifying the Athletic Director of such cases before the season ends.

#### “Wall of Fame”

Any student who competes for Perrysburg High School in a tournament sponsored by the Ohio High School Athletic Association and places first in the state or is selected first team All-State by media or state coaches’ poll shall have their picture permanently displayed on the “Wall of Fame” in the high school gymnasium.

#### Independent Sports Competition

If Perrysburg High School does not offer an individual sport program which has a state tournament sponsored by the Ohio High School Athletic Association and a Perrysburg High School student wishes to compete in that sport for Perrysburg High School, he/she must notify the athletic department of their intent to compete. Notification to the Athletic Director should be done prior to August 1<sup>st</sup> of the year they intend to compete. Each individual who competes for Perrysburg High School will compete under the rules and regulations of the Ohio High School Athletic Association and must be working with a recognized coach/team outside of the high school. Expenses incurred are the responsibility of the athlete.

#### Requirements for Athletic Awards for Independent Sport and/or Club Sport Competition:

Any individual or team who competes for Perrysburg High School in two (2) or more meets/games/matches which have been scheduled through the athletic administrator or who places



or scores at any level of competition in an Ohio High School Athletic Association sponsored tournament will be eligible to earn the appropriate athletic letter or award. Athletes falling under this category will be responsible for their own expenses and will adhere to all athletic policies and procedures. School transportation will be provided whenever possible.

### Annual Special Awards

#### 1. Senior All-NLL Academic Award

This award is given to senior athletes at the completion of each season. To be eligible, the senior athlete must have a 3.00 or better scholastic accumulative average over seven semesters and lettered as a varsity athlete during that season.

#### 2. Steinecker Award

This award is presented to a male and female athlete who has excelled during the current year. To be eligible, an athlete must be a senior and earned a varsity letter as a senior. The athletic department staff determines the winners of this award.

#### 3. OHSAA Archie Griffin Sportsmanship Award

Guidelines from OHSAA

- This award goes to one male and one female student who demonstrate outstanding traits of sportsmanship. The award recipient does not need to be an athlete.
- Criteria and method of selection is entirely the decision of the school.
- The awards should be presented at a school-wide assembly. Annual awards assemblies would be very appropriate.

#### 4. Courageous Student Award

This award is presented to one deserving individual who has been involved in, or supportive of, the interscholastic athletic program, and who deserves recognition for courage. Examples of deserving individual include the following:

- Student who either currently has, or who has overcome, a serious illness, injury, or disability.
- Student who has overcome great adversity in a positive way (challenging social or family situation).
- Student who has gone far beyond normal in assisting a fellow student, family member or friend.
- Other extraordinary situations, where a student has displayed tremendous courage against overwhelming odds.

#### 5. State Award for Sportsmanship, Ethics and Integrity

This award is presented to an adult (coach, teacher, administrator, booster or supporter of the school program) within the school or community who continually exemplifies good sportsmanship. The individual is a positive role model for others and reflects a high level of ethics and integrity in dealing with students and the interscholastic athletic program. He/she supports and demonstrates positive values and has contributed to the well-being of the youth at Perrysburg High School.



# Awards Summary

Return to Athletic Office TWO to THREE weeks prior to the end of the season.

Please fill out this sheet completely by using the given abbreviations so we can organize the awards for your sport's Award Night. If there are special awards that will be given, please write the name of the award on the line that corresponds to the athlete receiving the award and under the column labeled "Special Awards."

- F = Freshmen
- JV = Junior Varsity
- V = Varsity
- C = Captain (Varsity ONLY)

*Precede the abbreviations with a number indicating the number of years the athlete has participated at that level.*

Sport _____ Year _____			
Your Award Night is scheduled for _____			
Outstanding Senior Award given to _____			
Athlete's Name	# of years and level of play (i.e. 2JV, 3V)	Special Awards (Maximum of 3)	Award (OFFICE USE ONLY)





Sport \_\_\_\_\_ Year \_\_\_\_\_

**All-League Players**

Name	Team (1 <sup>st</sup> , 2 <sup>nd</sup> , HM)

**All-District Players**

Name	Award

**All-State Players**

Name	Award

**District Qualifiers**

Name	

**State Qualifiers**

Name	



## Guidelines for Awards Night

### *General Guidelines*

1. Do not make comments about unexcused players.
2. Public predictions or announcements of next year's varsity players are unfair to underclassmen.
3. There are parents in the audience who care only about their athlete. Play by play descriptions of a season makes your presentation drag and takes time away from honoring the teams.
4. Be positive! No excuses need to be made for anything.
5. Double check names, grade level, numbers - people pick up on this.

### *Guidelines for Head Coach*

1. Thank everyone who helped with your season.
2. Keep comments about season brief and positive
3. Make sure every player is introduced by name.
4. Comments about each player should be brief and positive. Keep most comments for seniors.
5. Do the talking for your team. You run the awards part of the program.

### *Guidelines for Reserve/Freshman Coach*

1. Thank people special to your season.
2. Comments about your season should be brief and positive. Save time for the varsity coach to make most of the comments.
3. Introduce each player by name. Save time by calling the entire team forward together, then introducing each player.

### *Comments to Avoid*

1. Talking about the past (players or coaches).
2. Predictions about the future.
3. Anecdotes not appropriate for a formal awards ceremony.
4. Recruiting for next year's team. It makes this year's players feel inadequate.
5. Talking about other teams or schools.
6. Long season review. Keep it short and positive.
7. If you plan to resign from your coaching position, please do not announce this at the awards banquet.



# Equipment

## Inventory Form\*\*

Team equipment must be returned no later than one week after the season’s last game. Issued uniforms, sweats and warm-ups are to be used ONLY at scheduled practices and games and NOT as street apparel.

Athletes not returning equipment on time will receive an “Equipment Final Notice” from the Athletic Director and a **\$20.00 fine** will be assessed to the athlete.

Sport\_\_\_\_\_

Date Issued\_\_\_\_\_

Coach\_\_\_\_\_

Date Returned\_\_\_\_\_

Item/Description	Returned	Size	Quantity	#s	Remarks & Information

**\*\*Feel free to use your own form to record inventory. This is just a guideline for what needs to be recorded.**

# PERRYSBURG HIGH SCHOOL ATHLETIC DEPT "Fighting Yellow Jackets"

## Equipment Issued

<b>Name</b>		<b>Grade</b>	
<b>Address</b>		<b>Phone Number</b>	
<p>The athlete named above has been issued the following equipment. He/she is responsible for any equipment not turned in. The athlete will pay for the full amount for each article not turned in. In the event the athlete is dismissed or leaves the team, he/she must return the equipment immediately. If the equipment is not turned in on the coach's due date there will be a \$20 one time fine.</p>			
<b>Athlete's Signature</b>		<b>Date</b>	
<b>Practice Equipment</b>		<b>Game Issued Equipment</b>	
<b>Miscellaneous</b>			
1. Issued _____ Returned _____	1. Issued _____ Returned _____	1. Issued _____ Returned _____	
2. Issued _____ Returned _____	2. Issued _____ Returned _____	2. Issued _____ Returned _____	
3. Issued _____ Returned _____	3. Issued _____ Returned _____	3. Issued _____ Returned _____	
4. Issued _____ Returned _____	4. Issued _____ Returned _____	4. Issued _____ Returned _____	
5. Issued _____ Returned _____	5. Issued _____ Returned _____	5. Issued _____ Returned _____	
6. Issued _____ Returned _____	6. Issued _____ Returned _____	6. Issued _____ Returned _____	



# PERRYSBURG HIGH SCHOOL ATHLETIC DEPT “Fighting Yellow Jackets”

## Equipment Final Notice



Michael P. Short, Principal  
 Ray Pohlman, Athletic Administrator  
 Dave Hall, Asst. Athletic Administrator  
 Ann Sinclair, Athletic Secretary

TO: \_\_\_\_\_

This notice is to inform you that you have been assessed a fee for either:  
 1. Failure to return equipment on the due date assigned by the head coach.  
 2. Loss of equipment issued to you during the season.

All athletic equipment received by you must be returned immediately or settled in cash payment. Equipment return or payment to the athletic office must be completed as soon as possible. There is a one time \$20.00 late fee automatically figured in all fines.

Equipment to return	Number	Cost
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
<b>Fine</b>		<b>\$20.00</b>
TOTAL		



Season Summary Sheet

Using your sport's schedule, please create a report listing the opponent and then the final score of the contest.

Sport \_\_\_\_\_ Year \_\_\_\_\_

Opponent	Final Score	
	Perrysburg	Opponent

Overall Record \_\_\_\_\_

NLL Record \_\_\_\_\_

NLL Place Finish \_\_\_\_\_

Additional Accomplishments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# CONTEST ADMISSION

## Admission and Ticket Sales

The Northern Lakes League sets the ticket prices for all varsity boys and girls contests. The ticket prices for Varsity sports are \$6.00 for adults and \$5.00 for students. At freshmen events, the gate prices are \$4.00 for adults and \$3.00 for students. These prices are in effect for all home league and non-league contests.

### Admission for Perrysburg High School Employees

Perrysburg High School employees are able to attend home athletic events at no charge. Any full time or part time employee can attend home athletic events by showing their identification card to the ticket takers and then signing the pass clipboard. Immediate family members (ONLY spouse and child(ren)) may attend the event with a full time employee. One guest may accompany a part time employee. NOTE: Immediate family members and guests must be with the employee when entering the athletic event! Family members and guests are not permitted into the event without the presence of the employee at the moment of entrance.

## Athletic Passes

The Perrysburg Athletic Department offers an All Sports Pass and a Senior Stinger Pass.

The All Sports Pass allows the purchaser to attend home contests by showing their pass to the ticket taker when attending the sporting events listed below.

All Sports Passes are good for admission to the following:

Football	Gymnastics
Boys basketball	Swimming
Girls basketball	Wrestling (excluding PIT)
Boys soccer	Lacrosse
Girls soccer	Bowling
Hockey (student pass ONLY)	Volleyball

The passes are separated into three categories.

### All Sports Pass

Perrysburg High School Student Pass	\$70.00
Individual Adult Pass	\$125.00
Family Pass	\$255.00

*NOTE: Family members who have graduated and are still living at home or attending college will have to pay the adult fee for the pass.*

### Senior Stinger Pass

The Perrysburg Athletic Department also recognizes Senior Citizens (60 years of age) by offering a Senior Stinger Pass at no charge. The Senior Stinger Pass can be obtained by contacting the Athletic Director and is good for admission into any Perrysburg contest, excluding tournaments. In addition, the Golden Buckeye Card will allow the bearer admission at the current student rate.



# TRANSPORTATION

## Transportation of Athletic Teams

1. Arrangements for transportation of teams are made by the Athletic Director and the Transportation Director.
2. The Athletic Director will determine transportation needs, which will be entered into the scheduling system.
3. A copy of the transportation schedule for each team will be given to the appropriate head coach for review. After reviewing and making any needed changes, the schedule is given back to the Athletic Director.
4. If needed, the Athletic Director will make adjustments in the scheduling system per the revised schedule from the head coach.
5. The finalized transportation schedule will be sent to the Transportation Director by the Athletic Director.
6. Any legitimate complaints such as late arrival of a bus at the school or others must be presented in writing to the Athletic Director and the Transportation Director.
7. Coaches are advised to inspect the bus for cleanliness and damage before and after using it. Any particular situation should be reported to the driver before the team boards the bus. This could eliminate any false accusations from being levied against a team or coach.
8. The coach is responsible for the conduct of his/her team while being transported. All rules for bus riding should be adhered to at all times.
9. All team members are expected to ride the bus to and from the contest. Under special circumstances, if a player must return home with a parent rather than ride the bus, the parent must sign a "Request for Change of Transportation" form for their son or daughter prior to leaving. The principal or athletic director may approve change of transportation for a contest due to special circumstances.
10. Student drivers will not be allowed.
11. Bus Guidelines
  - A. A minimum of two coaches must accompany the bus when a contact sport is on the road.
  - B. A first aid kit must accompany the bus and contain the "Emergency Medical Forms" for each athlete.
  - C. The coach will assume all responsibility for conduct and discipline of the athletes on the bus in conjunction with the driver.
  - D. Athletes must be ready to leave 15 minutes prior to departure. Athletes who miss the bus will not be allowed to participate.
  - E. No food or drink will be allowed on the bus unless prior approval has been given by the driver.
  - F. All athletes are expected to dress appropriately for trips.
  - G. All participants are expected to conduct themselves in an appropriate manner and not to use foul language.
  - H. Only assigned personnel may ride the bus. No spectators or coaches' family members are permitted.
  - I. No spikes or cleats are to be worn on the bus.
  - J. The coach will check the bus when it returns to see if all equipment has been removed.





PERRYSBURG ATHLETIC DEPARTMENT CHANGE  
OF TRANSPORTATION REQUEST FORM

All team members are expected to ride the bus to and from a contest. Under special circumstances, if a player must return home with a parent rather than ride the bus, the parent must sign this "Request for Change of Transportation" form prior to leaving. The coach will be responsible for keeping this form on file until the season is completed.

ATHLETES NAME	Parents Name	Reason



## **Inclement Weather**

When school is cancelled due to inclement weather, all school events/activities/practices will also be suspended. If the weather conditions improve, these events/activities/practices may be rescheduled with the permission of the Superintendent of Schools and the Principal only. The attendance of co-curricular participants at any rescheduled event/activity/practice will be at the option of the co-curricular participant/parent.



# PROFESSIONAL DEVELOPMENT

## Scouting

1. Coaches in football and basketball will assign their coaches to scout games at their discretion.
2. Video tapes may be assigned to the scout to exchange at the game site with a future opponent.
3. Scouts will travel in their personal car or use a school van.
4. Scouts will keep a record of all mileage incurred during the season and submit an expense report at the end of the season.

## Coaching Clinics

All Perrysburg coaches are encouraged to attend professional meetings (coaching schools, clinics, etc.) to help keep abreast of new developments in the sports which he/she is coaching. It will be the Athletic Department's policy to pay for some or all of the expenses incurred while attending these professional meetings. All requests must stay within the budget allocated to each sport. All coaches will adhere to the following guidelines to be granted time to attend clinics.

Head Football and Basketball Coaches:

- 5 total professional days
- 2 Overnight clinics
- 2 Commuter clinics

**State tournament expenses may be substituted for an overnight clinic.**

Head Track, Wrestling, Volleyball, Softball, Baseball, & Soccer Coaches:

- 4 total professional days
- 1 Overnight clinic
- 2 Commuter clinics

**State tournament expenses may be substituted for an overnight clinic.**

Head Cross Country, Golf, Tennis, Bowling, & Assistant. Coaches:

- 3 total professional days
- 1 Overnight clinic
- 1 Commuter clinic

**State tournament expenses may be substituted for an overnight clinic.**

Overnight Clinic – Lodging paid as follows:

- 1 coach = room rate
- 2 coaches = \$40/coach/1 room
- Commuter clinic – no lodging paid

Meal Money - \$20/day (breakfast = \$4, lunch = \$6, dinner = \$10)

If the meal is provided by clinic, no reimbursement will be made.

Clinic Registration – Paid

Travel Expenses - **.17/mile** or **School Van-Staff travel together**

All clinics must have prior approval of Athletic Director and Principal. Once approved, reimbursement for expenses will be made once receipts are itemized and returned to the Athletic Director. Each



coach should obtain a tax exempt form prior to attending a clinic since the Athletic Department will not pay for state taxes. Requests to attend a clinic must be submitted at least two weeks in advance to the building Principal for approval and should also be processed through the head coach to the Athletic Director.

No more than 3 assistants will accompany a head coach at any one clinic held during a school day unless approved by the Principal and Athletic Director.



# Perrysburg Public Schools

## Request for Approval to Use Professional Leave

**A  
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Name \_\_\_\_\_

Building \_\_\_\_\_

Grade/Subject \_\_\_\_\_

Name of Organization \_\_\_\_\_

Type of Meeting \_\_\_\_\_

Sport \_\_\_\_\_

Location of Meeting (City, State) \_\_\_\_\_

Dates of Meeting \_\_\_\_\_

Ideas/Experiences expected from this meeting

Substitute required for \_\_\_\_\_ days. Substitute paid by \_\_\_\_\_.

**When the trip is OVER, complete the bottom of this form, attach receipts, and submit with a written report to the TREASURER'S OFFICE for payment of expenses.**

Estimated cost of Trip		Actual Cost of Trip
	_____ miles @ \$0.17/mile	
	Food	
	Lodging	
	Registration and Other Meeting Fees	
	Other (explain)	
	Total	

NOTE! A report of the meeting and Receipts for all expenses, including lodging, registration or other conference fees, meals and parking MUST be attached to this form.

\_\_\_\_\_ Approved \_\_\_\_\_ Signature of person making request \_\_\_\_\_ Date

\_\_\_\_\_ Not Approved \_\_\_\_\_ Signature of Athletic Director \_\_\_\_\_ Date

\_\_\_\_\_ Building Principal or Supervisor \_\_\_\_\_ Date



# FINANCES

## Requisitions and Purchases

All coaches and the Athletic Director must follow the procedure set up by the Treasurer and Board of Education. Requests for the purchase of new athletic equipment is made by the head coach to the Athletic Director. A purchase order signed by the Athletic Director, Principal, and Superintendent must be completed before any order is placed with a dealer. No payments or reimbursement will be made unless the correct procedures have been followed.

At the completion of each sports season, all head coaches will submit a list of needs for the following season. From this list, the Athletic Director will develop a budget for that sport. The coach and Athletic Director together will monitor the budget.

1. Equipment and uniforms are school property and are never to be given to the athletes. Old and no longer used equipment may be purchased by the athletes with approval from the Athletic Director.
2. The requests for equipment should contain, in writing, the number needed, name brand of item, and the exact cost.
3. Orders for new or replacement equipment should be made as soon as possible to avoid late deliveries.



## Fundraising Policy

The only door-to-door, raffle, or any other "intrusive" fundraiser the athletic department or any branch of the athletic department will be involved in is the fall Athletic Booster membership drive.

All fundraiser ideas (tournaments, spirit item sale, etc.) for the **next year** must be submitted to the Athletic Director by **May 20<sup>th</sup>**. Please submit the Fundraiser Request form below if you would like your fundraiser to be considered for the upcoming year. The Athletic Director, Principal, Board of Education and Treasurer will consider the fundraiser ideas in June and approval will be granted to those decided upon for the upcoming year.

Ten percent of all fundraiser profits will be credited back to the athletic facilities at the beginning of September.

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## FUNDRAISER REQUEST

All fundraisers for any organization in the High School **MUST** be approved in June by the Board of Education. If not, **YOU MAY NOT HOLD ANY TYPE OF FUNDRAISER.**

I must have your club name, fundraiser, date desired, purpose of fundraiser and whether or not the activity will be held in school or out of school.

Examples of Fundraiser: Sock hops, candy sales, donut sales, car washes, flower sales, etc.

Club Name \_\_\_\_\_

Advisor's/Coach's Name \_\_\_\_\_

Fundraiser	Date Desired	Purpose	Inside or outside of school?
1.			
2.			
3.			
4.			

Additional Comments:



# PERRYSBURG HIGH SCHOOL ATHLETIC DEPARTMENT

## FUNDRAISER REPORT

\*\*\* To be completed when project is finished \*\*\*

Date(s) of event \_\_\_\_\_

ATTACH copies of PO's, receipts, invoices, etc. for all purchases/expenses

	Quantity	@	Unit Price	Total
<b>Revenue</b>				
Sales				
		@		
		@		
		@		
<b>Total Sales</b>			A	\$

<b>Expenses</b>				
Purchases				
		@		
		@		
		@		
<b>Total Purchases</b>			B	\$

<b>Returns</b>				
(any products returned to company)				
		@		
		@		
		@		
<b>Total Returns</b>			C	\$

<b>Total Expenses</b>			D (line B – line C)	\$
-----------------------	--	--	------------------------	----

<b>Net Profit/Loss</b>			E (line A- line D)	\$
------------------------	--	--	-----------------------	----

**Evaluation of Fundraiser**  
(strengths, weaknesses, ways to improve, etc)

  
  
  
  
  
  
  
  
  
  

Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

Athletic Director's Signature \_\_\_\_\_ Date \_\_\_\_\_



## **GAME OFFICIALS**

All game officials for Perrysburg High School Athletics must be actively registered with the OHSAA. The commissioner of the NLL assigns all officials for varsity football, boys and girls basketball (varsity and JV), wrestling and volleyball. The commissioner of the NWOHSSL assigns officials to both the boys and girls soccer games. The Wood County Umpire Association assigns officials for softball and baseball. The high school Athletic Director contracts all other officials for non-league contests and track.

The Athletic Director may send a reminder card to the officials to avoid any problems that may arise in an official not showing up for a contest. Any official that fails to appear for a league contest should be reported to the league commissioner. The Athletic Director should keep track of any officials who fail to fulfill their contracted duties.

All head coaches must comply with the evaluation process of officials as directed by the OHSAA and the commissioner of the NLL.

## **TOURNAMENT PARTICIPATION**

When athletes qualify for advanced tournament competition, the athletic department will cover expenses for the qualifier. Admission for the contest, room and meal expenses will be covered. Every player in uniform and coach will also be covered. Those teammates who did not qualify will be required to cover their own expenses. Students will be excused from school for practice and competition that is customary for the particular sport. In addition, one teammate may also be excused to accompany the qualifier.



# ATHLETIC TRAINING

## Taping Student Athletes

“Taping” is referred to as placing adhesive material (tape) over an injured area to add additional support. Athletic teams that are members of the OHSAA or a sport team sponsored by Perrysburg High School Athletic Department are considered “athletes” and fall under the following guideline for having an athlete get “taped” for an injury.

1. The role or need of “taping” an athlete is for additional support after an injury has been sustained during the season in which he/she is participating. Tape is used to help reduce the chance for re-injury.
2. Athletes should be on a preventative program and not require “taping” to participate in a sport unless seen by an athletic trainer or licensed medical practitioner.
3. Preventative measures would include wearing ankle braces, ankle strengthening, strength program, and stretching program. Wearing a “brace” for preventative measures should be done prior to wanting to be taped.
4. An athletic trainer or a physician will determine which athletes need or require to be “taped” for practices or games.
5. If an athlete receives “taping,” he/she will be required to attend rehabilitation for the injured area. With the completion of the rehabilitation program, the athlete will be returned to the sport and may require additional taping for added support. This is a decision made by the athletic trainer or another medically licensed practitioner.
6. Priority of “taping” and rehabilitation:
  - A. In-season athletes
  - B. Out of season athletes for rehabilitation ONLY (no taping will occur)
  - C. Club – rehabilitation only, no taping will occur based on the availability or recommendation of the athletic trainer
  - Out of season or club athletes can be taped if they bring their own supplies.
7. The athletic trainer will determine if it is beneficial for the athlete to be taped.

## Procedures for Injuries and Illnesses

Since all physical activity involves a certain amount of risk as far as injuries to the athlete is concerned, coaches must be aware of certain established procedures to follow when an injury occurs.

1. All coaches must have completed a course in CPR/AED training and have taken a seminar in Sports Medicine. A current and valid certificate/card for both must be on file with the athletic department secretary.
2. Coaches must provide first aid within the realm of his/her knowledge base and make a sound judgement about the extent of the injury.
3. If there is no trainer available, call for help immediately (dial 911) by notifying the nearest EMS squad. Stay on the phone with the dispatcher until they hang up.
4. The athlete's Emergency Medical Form must be available and the instructions on it must be followed. If there is a medical emergency, the standard of care changes to EMS standards. If the parents are not present, call them immediately and give only basic information. Do not go into detail, diagnose or discuss the injury in detail.
5. An Athletic Injury Report form should be filled out after the injury and filed with the Athletic Director and athletic trainer no later than 24 hours after the incident. If the injury is potentially serious (i.e. paralysis, cardiac condition, etc.), call the Athletic Director and Principal as soon as possible.
6. Stay with the injured player in spite of the game conditions. If you are unable to stay with the player, have a designee who is employed by the school, take your place. Ideally, the assistant coach should stay with the team until someone arrives to help the injured athlete.



7. Do not discuss the extent of the injury with the team, spectators or media. Refer all questions to the Athletic Director or athletic trainer.
  8. Get your facts straight by writing down on paper the events of treatment and how the situation was handled as a refresher for paperwork. Do not get the opinion of others. Stick to what you actually witnessed or what the person in charge witnessed.
  9. Latex gloves (check for allergies!!) should be used when helping any student-athlete who is bleeding. Dispose of products in a separate bag. Wash hands with soap and hot water ASAP after treatment.
  10. When dealing with head injuries (concussion), never leave a player alone. Check athlete's status every 10 minutes looking for mental change. If a negative change occurs, call the EMS immediately. Never move an athlete if he/she complains of back or neck pain. Call the EMS immediately.
  11. Return to play without the injured athlete. Consider the athlete out for the remainder of the contest unless a licensed physician or athletic trainer has granted permission for him/her to play.
  12. As a matter of personal interest and professionalism, contact the athlete or parents at a later time concerning the injured athlete. It is preferred that the parents are contacted the same day that the injury occurred.
  13. Illness to an athlete should be treated the same as any injury.
  14. Athletes that have been out of action for a time because of illness or injury, and were under the treatment of the trainer or family physician **MUST** have a written statement from the physician allowing him/her to return to competition. The physician's note must specify the date of return and have no limitations to the athlete's participation status.
- NOTE: Once an athlete sees a physician, those orders are standing until the physician releases the athlete back to competition. Example: An athlete sprains an ankle and goes to see a physician who says the athlete is out for six (6) weeks. The athlete feels better and is able to participate after three (3) weeks according to their judgment. The athlete is still held out for the remaining three (3) weeks unless a new note from the physician releases the athlete to play before this time has elapsed.
15. If you have questions about legal issues, please see the Athletic Director.

### **"DOC" Thomas Training Room Rules**

Perrysburg High School Sports Medicine shall strive to provide student-athletes with traditional athletic training services, which promote a positive and safe environment.

1. The athletic trainer's office is off limits to students. Stay out of the office.
2. No one should use a modality (whirlpool) without proper training and supervision by a PHS staff member.
3. Book bags and personal belongings are not to be in the "Doc" Thomas Training Room, or left around the "Doc" Thomas Training Room. This includes outside the "Doc" Thomas Training Room doors. Place belongings in assigned locker room.
4. The "Doc" Thomas Training Room is not a lounge or socializing area. **No one is permitted to simply "hang out" in the "Doc" Thomas Training Room.** If you are in the "Doc" Thomas Training Room, you are expected to work. Work would include, but not limited to rehabilitation, getting taped, and receiving medical treatment.
5. Only four (4) student-athletes are permitted in the "Doc" Thomas Training Room at a time, unless the athletic trainer gives permission. The remaining student-athletes shall remain outside the "Doc" Thomas Training Room door until the room is available for another person.
6. Loitering is not permitted.
7. No food or drink will be allowed in the "Doc" Thomas Training Room without permission of the athletic training staff.



8. Horseplay will not be tolerated in the “Doc” Thomas Training Room.
  9. Foul or abusive language will not be tolerated and you are subject to removal from the “Doc” Thomas Training Room without treatment, rehabilitation or counseling.
  10. Athletes need to shower prior to receiving treatment or an injury evaluation (if possible).
  11. Towels need to stay in the “Doc” Thomas Training Room.
  12. Be dressed appropriately before entering the “Doc” Thomas Training Room (i.e. shirt, shorts)
  13. Adhere to blood borne pathogens standards of universal precaution and policies.
  14. The “Doc” Thomas Training Room will be open 1 hour prior to first contest or by athletic trainer on duty.
- 
- Coaches: any and all information in a student’s medical file is strictly confidential. It is against the law to distribute any such information. These records are kept in the “Doc” Thomas Training Room office and in the Junior High training room.



## Athletic Trainer Coverage

	Fall	Winter	Spring
Athletic Trainer at contest (home)/ on site	Football M Soccer W Soccer Volleyball XC invitational W Tennis - appt	M basketball W basketball Wrestling Gymnastics	Baseball Softball Track M Tennis – appt M Lacrosse W Lacrosse
Athletic Trainer at Practice  On site 2:30-5:00	Var/JV/Fresh Football  On site - JH	2:30-5:30 Training Room - HS  By prior arrangements	2:30-3:15 Training Room - HS On site - JH  By prior arrangements
Athletic Trainer – No Coverage	Volleyball practice M Soccer practice W Soccer practice XC practice Tennis practice Golf practice/contest Cheerleading practice/contest  Out of season athletes or pre-season conditioning	Swimming practice/contest Dance practice/contest Cheerleading practice/contest evening practice Hockey practice/contest Bowling  Out of season athletes or pre-season conditioning	M Lacrosse practice W Lacrosse practice Baseball practice Softball practice Tennis practice Track practice  Out of season athletes or pre-season conditioning

Code:

M = Men

W = Women

\*\* APPT= schedule a time with the athletic trainer and he/she will make every attempt to see your athletes.



## Emergency Guidelines

The following emergency action plan should be read and understood by all coaches, faculty, staff, administration, and students that will have direct contact with the student-athletes at Perrysburg High School. It is understood that every emergency is not the same, and actions may have been taken beyond the scope of this plan to ensure the safety of those involved.

1. The athletic trainer will be the primary caregiver. In absence of athletic trainer, the coach is the caregiver.
2. The caregiver will designate someone to call 911. The involved individual(s) should be continually monitored and he/she is not to be left alone. Give the following information to the dispatcher.
  - a) Athlete breathing, have a pulse, and/ or unconscious
  - b) Detailed information about the injury
  - c) Exact location of injury
  - d) Exact location of where the ambulance should arrive
3. Caregiver will designate someone to stand at the entrance to the complex to direct the rescue squad to the appropriate place.
4. Caregiver shall provide first aid as trained to do so within the scope of one's knowledge base.
5. The caregiver should designate an individual to keep team members and spectators away from the scene.
6. The athletic trainer (if not present), Athletic Director and building Principal should be notified when there is no longer any danger to the involved.
7. If the parent is not present, someone with the authority to represent Perrysburg Athletics should accompany or immediately follow the injured party to the hospital. It will be the responsibility of the caregiver to assure this occurs. Generally speaking, this will be the head coach or an assigned assistant coach.
8. The incident should be documented on an Incident Report Form (on following page) and submitted to the Athletic Director within 24 hours.
9. Do not discuss the extent of the injury with the team, spectators or media. Refer all questions to the Athletic Director or athletic trainer.



## PERRYSBURG EXEMPTED VILLAGE SCHOOL DISTRICT

### SCHOOL ACCIDENT REPORT

I. School \_\_\_\_\_ ENROLLMENT

City     Exempted Village     Local (County)     Parochial    Male \_\_\_\_\_  
 Female \_\_\_\_\_  
 Total \_\_\_\_\_

Mailing address \_\_\_\_\_

A. Name \_\_\_\_\_ B. Grade \_\_\_\_\_ C. Age \_\_\_\_\_

B. Sex - Male  Female

#### ACCIDENT INFORMATION

II.

A. Time of Accident \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. Date \_\_\_\_\_

B. Supervised Activity? Yes  No  C. If yes, person in charge \_\_\_\_\_

#### D. NATURE OF INJURY (May be completed after medical examination)

1. <input type="checkbox"/> Abrasion	4. <input type="checkbox"/> Concussion	7. <input type="checkbox"/> Fracture	10. <input type="checkbox"/> Sprain
2. <input type="checkbox"/> Bruise	5. <input type="checkbox"/> Cut	8. <input type="checkbox"/> Laceration	11. <input type="checkbox"/> Strain
3. <input type="checkbox"/> Burn	6. <input type="checkbox"/> Dislocation	9. <input type="checkbox"/> Puncture	12. <input type="checkbox"/> Other _____

#### E. PART OF BODY INJURED

#### F. KIND OF ACCIDENT (check one only)

I. Head	II. Trunk	III. Arms	IV. Legs	1. <input type="checkbox"/> Animal bite or insect bite
1. <input type="checkbox"/> Scalp	1. <input type="checkbox"/> Chest	1. <input type="checkbox"/> Shoulder	1. <input type="checkbox"/> Hip	2. <input type="checkbox"/> Collision with student (Bump, etc.)
2. <input type="checkbox"/> Back	2. <input type="checkbox"/> Abdomen	2. <input type="checkbox"/> Upper Arm	2. <input type="checkbox"/> Upper Leg	3. <input type="checkbox"/> Contact with hot or toxic substances
3. <input type="checkbox"/> Front	3. <input type="checkbox"/> Back	3. <input type="checkbox"/> Elbow	3. <input type="checkbox"/> Knee	4. <input type="checkbox"/> Fall or Slip
4. <input type="checkbox"/> Eyes	4. <input type="checkbox"/> Lower Arm	4. <input type="checkbox"/> Lower Arm	4. <input type="checkbox"/> Lower Leg	5. <input type="checkbox"/> Fighting
5. <input type="checkbox"/> Ear	5. <input type="checkbox"/> Hand	5. <input type="checkbox"/> Foot		6. <input type="checkbox"/> Struck by auto, bike, etc.
6. <input type="checkbox"/> Nose	6. <input type="checkbox"/> Fingers	6. <input type="checkbox"/> Toes		7. <input type="checkbox"/> Struck by object (swing, etc.)
7. <input type="checkbox"/> Mouth				8. <input type="checkbox"/> Student collided with object (door, etc.)
8. <input type="checkbox"/> Tooth				9. <input type="checkbox"/> Other _____
9. <input type="checkbox"/> Neck				

#### G. WHERE ACCIDENT HAPPENED (check one only)

1. <input type="checkbox"/> Athletic Field	5. <input type="checkbox"/> Hallway	9. <input type="checkbox"/> Stairway
2. <input type="checkbox"/> Cafeteria	6. <input type="checkbox"/> Playground	10. <input type="checkbox"/> To or from school
3. <input type="checkbox"/> Classroom	7. <input type="checkbox"/> Restrooms	11. <input type="checkbox"/> Vocational shops and labs
4. <input type="checkbox"/> Gym	8. <input type="checkbox"/> School bus	12. <input type="checkbox"/> Other _____



---

III. CONTRIBUTING CAUSES

<p>A. ENVIRONMENTAL FACTORS (check one only)</p> <p>1. <input type="checkbox"/> Crowding                  2. <input type="checkbox"/> Doors                  3. <input type="checkbox"/> Drinking fountain                  4. <input type="checkbox"/> Equipment                  5. <input type="checkbox"/> Floors                  6. <input type="checkbox"/> Hard surface                  7. <input type="checkbox"/> Lighting                  8. <input type="checkbox"/> No handrail                  9. <input type="checkbox"/> Weather                  10. <input type="checkbox"/> Other</p>	<p>B. HUMAN FACTORS (check one only)</p> <p>1. <input type="checkbox"/> Active game                  2. <input type="checkbox"/> Fatigue                  3. <input type="checkbox"/> Fighting                  4. <input type="checkbox"/> Horseplay                  5. <input type="checkbox"/> Lack of training/experience                  6. <input type="checkbox"/> Preoccupation                  7. <input type="checkbox"/> Running                  8. <input type="checkbox"/> Violations                  9. <input type="checkbox"/> Other _____</p>	<p>C. AGENTS (check one only)</p> <p>1. <input type="checkbox"/> Animal or insect                  2. <input type="checkbox"/> Electricity                  3. <input type="checkbox"/> Fire                  4. <input type="checkbox"/> Gases                  5. <input type="checkbox"/> Liquids                  6. <input type="checkbox"/> Recreation equipment                  7. <input type="checkbox"/> Pencil                  8. <input type="checkbox"/> School equipment                  9. <input type="checkbox"/> Solids                  10. <input type="checkbox"/> Student                  11. <input type="checkbox"/> Vehicle                  12. <input type="checkbox"/> Other _____</p>
---	---	--

IV. ACCIDENT DESCRIPTION

Describe the accident in your own words. Please give all details so that this accident report may be used to prevent other similar accidents.

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V. POST ACCIDENT INFORMATION

A. Was first aid given?      Yes       No

B. Was parent or other responsible person notified?      Yes       No   
 If no, explain \_\_\_\_\_

C. Does health record indicate tetanus immunization currently effective?      Yes       No

D. Was injured sent home?      Yes       No       If yes, was s/he accompanied?      Yes       No

E. Was injured sent to physician?      Yes       No       Name \_\_\_\_\_ of \_\_\_\_\_ physician

F. Was injured sent to hospital emergency room?      Yes       No       Name of hospital \_\_\_\_\_

G. Days absent from school work \_\_\_\_\_



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ACTION TAKEN TO PREVENT SIMILAR ACCIDENT

VI.

I. INSTRUCTIONAL

- 1.  Discussed at staff meeting
- 2.  Discussed in each class as part of regular instruction
- 3.  Discussed with parent
- 4.  Personal instruction given to person in charge
- 5.  Personal instruction given to person in charge
- 6.  Presented as a subject of assembly program

II. POLICY, OR CORRECTIVE ACTION

- 1.  Environment changes affected
- 2.  Notified school safety committee
- 3.  Safety rules amended to prevent recurrence
- 4.  Safety specialist invited to school to assist in safety program
- 5.  Suggest closer supervision

III. OTHER

- 1.  No action taken

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VII.

Signed \_\_\_\_\_ Title \_\_\_\_\_

Teacher \_\_\_\_\_

Other Witnesses \_\_\_\_\_

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## Lightning Policy

By establishing such guidelines, Perrysburg Athletics ensures the safety of all student-athletes, coaches, medical personnel and spectators at home or away events.

### Recommendation:

1. Monitor weather conditions and be ready to react.
2. When thunder/lightning is observed, suspend activities if the Flash – Bang count is 30 seconds or less because the storm is 6 miles away. Way to close!
  - Flash-Bang count: count the seconds from the time lightning is sighted to when the clap of thunder is heard. Divide the number by 5 to obtain how far away (in miles) the lightning is occurring. (ex. 25 seconds = 5 mile distance)
3. When lightning is at an extended distance, appropriate measures should be taken if sky scan is available.
4. Leave athletic fields immediately and seek safe shelter areas. Use sound judgment about your location.
  - Safe Shelter:
    - a. Enclosed building (school preferred), not dugouts unless no other possibilities
    - b. Fully enclosed metal vehicle with windows up
    - c. Low ground areas, bottom of hill, bushes, etc... as last resort
  - Unsafe Shelter:
    - a. Open fields or outside practice facilities
    - b. Metal bleachers (on or under)
    - c. Golf cart or gator
    - d. Umbrellas
    - e. Tall trees
    - f. Pool of standing water
5. Avoid the following activities:
  - a. Showers
  - b. Telephones (except cell phones)
  - c. Electrical outlets
  - If you feel your hair standing on end/or crackling noises, you are in lightning's electric field. IMMEDIATELY assume a crouch position: arms around knees, head tucked, and only the balls of your feet touching the ground.
6. Resume activity 30 minutes from the last sight of lightning and sound of thunder.
7. Activate emergency plan if someone is struck by lightning. Do not touch them.

## Summer Camp Policy

Perrysburg High School "Doc" Thomas Training Room is closed during the summer, so if you would like camp coverage you can choose from the following options.

- Certified athletic trainer on-site during the camp at \$ 20.00/hour
- Local hospital or medical staff coverage is based on organization's policy.
  - Subject to the availability of the athletic trainer.

Campers should have some type of Risk of Injury form signed and an emergency contact number available.

Supplies used by the campers will be charged to the camp sponsor at its conclusion. Supplies will be charged based on what has been opened and used for the campers.



Water coolers will be made available for check out from the “Doc” Thomas training room for camp use. It will be the responsibility of the camp sponsor(s) to fill coolers and provide cups or water bottles. Water coolers returned damaged or not returned will have a replacement cost assessed to the camp sponsor(s).



# FACILITIES AND EQUIPMENT

## Facilities and Practice Time

Our gymnasiums in the Perrysburg School District are used daily and it is necessary that certain procedures be followed in an effort to avoid confusion and conflicts.

1. The Athletic Director and head coaches will set the master schedule for gym use.
2. All coaches who desire additional practice time on Saturdays or during vacation periods must notify the Athletic Director for approval.
3. Coaches shall follow very closely the time frame made available to them as a matter of courtesy to other coaches.
4. Head coaches, along with the Athletic Director, must have an ongoing dialogue in regards to adjusting the gym schedule.
5. All head coaches using the gym must be flexible in allowing deviation from the schedule due to school cancellations.
6. Attempts should be made to schedule practices early for any team that has a game on the following night.
7. Any coach who desires to deviate from the posted schedule must notify the Athletic Director so adjustments can be made. This includes the notification if a practice is cancelled.
8. For summer and off-season open gym and conditioning, all coaches must follow all rules set by the OHSAA, league and Perrysburg High School. All coaches must remember that this is not in-season practice time and it should not be every day during the summer.

## Sunday Practices

Sunday practices are never encouraged by the athletic department or its constituents; however it is understood that under some circumstances a need for a Sunday practice may occur. Therefore, Sunday practices may be held if there is a Tuesday game or a similar contest that requires a Sunday practice. All Sunday practices must be cleared with the Athletic Director and/or the Principal prior to their occurrence.

## Use of School Equipment

It is important to emphasize to all athletes their responsibilities to take care of school equipment and facilities, as well as to report any abuse to their coach or the Athletic Director. Replacing equipment and repair to facilities can only result in a loss of money that could be used elsewhere in the athletic program.

1. Athletic department equipment issued to athletes is to be worn only during practice sessions and contests, or by permission of the coach. At no time are athletes to wear school-issued equipment or uniforms for gym classes, work or a job, socially or for school wear (see #2 below).
2. Varsity level teams may wear uniform tops or warm-ups on certain game days only. Normally, the wearing of school athletic items will be reserved for special occasions.
3. In particular sports where a portion of the practice or game uniforms are purchased, the athlete may wear these items at the discretion of the athlete.
4. Athletic equipment of the school district will not be loaned to outside groups except with the approval of the Athletic Director in unusual circumstances.
5. A one time fine will be assessed to athletes when equipment is not turned in by the coach's collection date.



## **Locker Room Responsibilities**

1. Each coach is responsible for the action of members of his/her team from the time they report to the locker room until they leave the building after practice.
2. The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked up and the room is left as neat as possible.
3. Since many coaches will be using the locker room office area, each coach must make an effort to keep this area as neat and clean as possible.
4. Each coach shall keep a record of the lockers and locks used.
5. All coaches will be issued a set of keys by the Athletic Director and will return these keys at the end of the school year unless permission has been granted to keep the keys.

## **Athlete Rules for Coaches to enforce**

1. Rough housing is not allowed in the locker room.
2. All showers must be turned off after showering.
3. No one except coaches and assigned players are allowed in the locker room.
4. No glass containers are allowed in the locker room.
5. All spiked or cleated shoes must be put on and taken off outside of the locker room in extreme muddy weather. No spikes or cleats are allowed in any other part of the school building.
6. Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sports season.
7. All athletes should make prior arrangements for transportation home to avoid the use of the office phone.
8. Athletes are not to be in the "Doc" Thomas Training Room unless they are receiving treatment or being examined by the trainer or coach. Use of training equipment must be authorized and supervised by qualified personnel of the school.
9. The weight room will be controlled by the strength coach. Both out-of-season and in-season coaches may supervise the weight room on a schedule as established by the strength coach. At no time are athletes to use the weight room without authorized supervision. Coaches have the responsibility of being in the weight room with athletes that are under his/her supervision.



# SQUAD SELECTION

## Philosophy

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program, we encourage coaches to keep as many students as they can without compromising the integrity of their sport. Obviously, time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, please strive to maximize the opportunities for our students without diluting the quality of the program.

## Cutting Policies

1. Choosing the members of athletic squads is the sole responsibility of the coaches of those squads.
2. Lower level coaches shall take into consideration the policies as established by the head coach in that particular program when selecting team rosters.
3. Prior to trying out, the coach shall provide the following information to all candidates for the team:
  - extent of try-out period
  - criteria used to select the team
  - number to be selected
  - practice and game commitments, if they make the team
4. When a cut becomes a necessity, the process will include two important elements. Each candidate shall:
  - have completed in three to five practice sessions.
  - be personally informed of the cut by the coach and the reason for the action.
5. Cut lists are not to be posted.
6. Coaches will discuss alternative possibilities for participation in the sport, or other areas in the activities program.
7. If a coach foresees difficulties arising as a result of cuts, he/she should discuss the situation with the Athletic Director.

## Policy on Athletes Quitting One Sport to Join Another

Once an athlete is selected for a team, put on the roster and the regular competition season has started, he/she may not quit that sport to join another sport. However, if the coach for the team he/she is quitting and the coach for the team he/she wants to join agree upon the athlete's decision to change the sport he/she is participating in, the athlete may switch teams. If an athlete is cut from a team, he/she may try-out for a different sport in that particular season.



# INTERSCHOLASTIC SCRIMMAGES

## Definition of a Scrimmage

The Ohio High School Athletic Association regulations are:

- a. An interscholastic scrimmage shall be defined as a contest in sports in which the rules of the sport are not followed in all respects. The length of the scrimmage shall be limited to a maximum of three consecutive hours per squad or individual per day for grades 9-12 and two consecutive hours per squad or individual per day for grades 7-8.
- b. A scrimmage may involve any number of teams from various schools. A scrimmage does not count in the win/loss record.
- c. No admission of money, materials or supplies may be charged for a scrimmage. Voluntary donations of supplies or money may be accepted at a scrimmage, but cannot be required for admission.
- d. This regulation prohibits two or more school teams from practicing together unless it is a scrimmage.

## Scrimmage Scheduling

Interscholastic scrimmages shall be scheduled by the head coach of each sport with the approval of the Athletic Director.

- Scrimmages are to be scheduled with no loss of school time.
- Reserve and Freshman scrimmages may be arranged.

## Officials

If the coach desires the use of registered officials for a scrimmage, he/she must personally secure their services.



# PERRYSBURG ATHLETIC BOOSTERS

Perrysburg Athletic Boosters exists as an organization of parents and community members dedicated to:

1. Supporting, encouraging and advancing the athletic program and related activities of the Perrysburg School District, thereby cultivating clean, wholesome school spirit, promoting good sportsmanship, and developing high ideals of character.
2. The athletic boosters shall promote projects to improve facilities and equipment necessary to provide an adequate athletic program for the school district.
3. The athletic boosters shall not seek to influence or direct the technical activities or policies of the school administration or of the school officials who are charged with the responsibility of conducting the athletic program of the schools of the district.
4. The athletic boosters shall do nothing which violates the rules of the Ohio High School Athletic Association or in any way jeopardize the membership of the school in this association.
5. Contributing to the athletic department for capital improvements to the athletic facilities, spirit wear, team photos and athletic awards.

## **Relationship with Coaches**

The more coaches become involved with the athletic boosters, the more it will strengthen good-will between the community and the athletic department.

## **Relationship with the Athletic Director**

The high school Athletic Director will attend athletic booster meetings and act as an official liaison between the boosters and the school.





# **PERRYSBURG HIGH SCHOOL CO-CURRICULAR CODE OF CONDUCT AND DRUG TESTING POLICY**

## **PHILOSOPHY**

The Perrysburg Schools provide a variety of co-curricular activities that complement the educational and athletic development of each student. The privilege of participation carries the responsibility of adherence to the Co-Curricular Code of Conduct and Drug Testing Policy. Since the actions of student co-curricular participants (hereinafter “participants”) in school and community reflect upon the overall image of the institutions and activities they represent. As representatives of Perrysburg Schools, participants are expected to display exemplary conduct at all times, whether or not engaged in co-curricular activities. Through participation in the student athletic program, students are provided an opportunity for education and character-building experiences. As well, conformance to this code and drug testing policy will promote the safety and welfare of participating students. The Perrysburg Board of Education desires to implement a policy that will attempt to provide this district with a safe and healthful student athletic program. This policy applies to all athletes from grade 7-12, those that are in competitive extracurricular activities, and students who are approved for a high school parking permit.

The Co-Curricular Code of Conduct, and Drug Testing Policy, developed by students, parents, coaches, counselors, police, and administrators, establishes the standards expected for participants in all co-curricular activities. Failure to conform to the Co-Curricular Code of Conduct and Drug Testing Policy will result in appropriate disciplinary action.

Parents/guardians and the school community need to work together to provide these activities for our children. This code is not meant to usurp or restrict the responsibility of parents. The Perrysburg School District feels very strongly that parents must monitor their own children’s behavior and impose their own discipline measures beyond those consequences outlined in this document.

## **PURPOSE OF THE DRUG TESTING POLICY SHALL BE:**

1. To provide a healthy and safe environment to all student athletes participating in the athletic program.
2. To discourage all student athletes from using drugs and alcohol.
  - a. Students will assume all responsibility for regulating their personal lives in ways that will result in their becoming healthful members of a team and worthy representatives of the school and community.
3. To provide athletes with the opportunity to become leaders in the student body for a drug-free school.
4. To provide solutions for the student athlete who does use drugs and alcohol.
5. To provide the athletic department with positive guidelines and disciplinary policies for violations of the drug free policy.
6. To encourage those students who participate in athletic programs and extracurriculars to remain drug free and alcohol free.
7. To reflect the Perrysburg community’s desire to have its youth live drug and alcohol free lives.



## **ENFORCEMENT OF COCURRICULAR CODE AND DRUG TESTING POLICY**

The Co-Curricular Code of Conduct is enforced during the school year, twenty-four (24) hours a day, seven days a week, while participant is enrolled in high school or junior high school. The Code is also in effect and enforced over summer break.

Violations occurring in the junior high will not be carried over to high school.

### **IN-SEASON AND OFF-SEASON CO-CURRICULAR PARTICIPATION**

In-season participation in co-curricular activities is defined as follows:

1. For athletes, beginning with the Ohio High School Athletic Association starting date through the latter of awards night, or completion of the activity by the student.
2. For an elected or appointed position, beginning with election/appointment through the expiration of the term of office/season/activity.
3. For all other clubs and organizations, beginning with the first meeting through the end of the school year, including all activities scheduled during summer.

A participant whose activity is not in-season at the time of the participant's violation of this Code shall be considered an off-season participant. A student is not considered an "off-season" athlete until they have been a member of an interscholastic sport.

### **DRUG & ALCOHOL POLICY FOR ATHLETES & SELECTED EXTRACURRICULAR ONLY**

Any person participating in the Perrysburg High School athletic program and/or contests under the control and jurisdiction of the Perrysburg Schools and/or the Ohio High School Athletic Association (OHSAA). Any student participating in a selected competitive extracurricular school sponsored activity that requires a coach and/or advisor.

### **TYPES OF TESTING**

#### **1. REQUIRED TESTING**

All athletes at the start of his/her athletic season will be required to take a drug test.

#### **2. RANDOM TESTING**

In-Season random testing shall be conducted during each sports season (i.e. fall, winter, spring) and the summer. Random testing may be conducted more than one (1) time per sports season. An athlete may be tested more than once per sports season, or calendar year. Random testing will be unannounced. The Athletic Director in conjunction with the building principal will select the day and date.

Out of Season testing shall be conducted during each sports season (i.e. fall, winter, spring) when other random tests occur. Any member of an athletic team from the previous year and/or season will automatically be entered in the random pool, including any self-referral. If a student refuses to participate in the random out of season test he/she may be prevented from joining a team/activity for the remainder of the year. When determining consequences for refusal the AD may take into account the following including, but not limited to;

1. History
2. Reason(s) for not taking the out of season test
3. Personal appeal



The names of all participants listed on team rosters will be provided to the testing company by the Athletic Director. The testing company will select, at random, a representative sample up to 50% of all participants in grades 7-12 for testing. The testing company MAY use one of the following methods for selecting the random sample: computer generated random numbers/names or drawing numbers from a pool of numbers equal to the number of student-athletes listed on rosters.

### 3. DRUGS FOR WHICH ATHLETES MAY BE TESTED:

LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco) Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon) or any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with directions for use provided for in the prescription or by the manufacturer.

### 4. A. COLLECTION PROCESS

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

- All students must have available a picture ID or be identified by the Athletic Director or Principal. No exceptions will be allowed.
- Drug testing area must be secured during the testing.
- Only technicians and students will be witness to the test.
- Privacy must be kept for all athletes.

***The Athletic Director or designee is responsible for ensuring that all of the forms are completed and signed by both a parent or guardian and the student athlete. No student is to enter the collection site until forms and proper ID are completed.***

- When students arrive and cannot give a sample, they will need to start drinking water, pop or juice. Students will be required to remain in the testing area until they complete the test.
- Any student who is taking a medication must indicate so on the informed consent agreement. It must be a current prescription in the student's name (drugs of exception are most over-the-counter, birth control, normal aspirin, Tylenol, Excedrin, Advil, etc.) In the event of a question, students must be able to provide the testing company with the prescription bottle for verification.
- No bags, backpacks, purses, cups, containers, or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and tee-shirts or dresses may be worn in the collection area. Testing Center may provide alternative clothing. Any infringement of the rules will result in the student taking the test over in a monitored designated area for 60 minutes.
- Students processed by the technician who cannot produce a sample will be kept in a secured area to wait until they can provide a sample. If they leave this area, it will be treated like a refusal. They are not to have contact with anyone until after the sample is given.
- Students will be asked to hold out their hands and a sanitizer will be put on their hands. The bathroom personnel will add a dye to the toilet.
- Students will be asked to urinate directly into the collection cup given to them by the technician. The technician will stand outside the stall and listen for normal sounds of urination.
- The lab checks every sample for adulteration; such as additives you drink or add to urine to change the sample. They are not called positives but may have the same consequences. Any and all adulteration of the specimen or diluted specimens may be detected and considered the same as a test refusal or first-time violation. A retest will be required within 24 hours.



- Any suspicion of tampering with the sample will be brought to the student's attention. The sample will be sent to the lab for immediate confirmation of tampering.
- The sample must be taken in one attempt and be at least 30 ml. in size. The student must hand the cup to the technician.
- Students are not to flush the toilets or urinals until directed by the technician. In the event that a student flushes the toilet s/he will be required to give a new sample immediately or the sample will be invalid.
- With student watching, the technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or walks out to talk to anyone, the sample will be invalid and the student will have to give another sample.
- This collection procedure is subject to change because of procedural requirements by the testing agency. The Perrysburg Exempted Local Village School District Board of Education reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.
- Any student who tests positive may be tested during the term of a five-week program with drug counseling.

#### 4. B. ORAL SCREENING COLLECTION PROCESS

The students will be notified to report to the collection site. An oral specimen from the student will be collected as follows and all students must follow this process.

- All students must have available a picture ID or be identified by the athletic director or principal. No exceptions will be allowed.
- Drug testing area must be secured during the testing.
- Only lab technicians and students will be witness to the test.
- Privacy must be kept for all students.

The Athletic Director is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian/and student. No student is to enter the collection site until forms and proper ID are obtained.

- When students arrived to the collection site they will be asked to sign in with the technician. Each student will be asked for a photo ID if not accompanied by the coach or athletic director.
- Each student upon signing in will be given a capsule with a random number that corresponds to the student's name. The student will then be instructed to take a seat in a monitored area.
- Technicians will approach each student with an oral swab. The technician will witness the student placing the swab in his/her mouth.
- The technician will plunge the swab into each student's capsule once they have collected saliva. If the amount of saliva collected was not enough, the student must place the swab back in their mouth until the required amount is reached.
- Once enough saliva is collected the student will be instructed to take their capsule back to the check in table and give the capsule to the technician who will record the student as having completed the test.
- Once all students have completed the oral screening, the technicians will test each sample and report any and all positive results.



## 5. RESULTS OF A POSITIVE TEST

Any positive drug test results will be made known to the athletic director or assistant athletic director, who in turn will notify the parents or guardian and the student. The Testing Company, after verification by their certified laboratory, will be responsible to determine if the urine or oral sample testing positive for drugs is the result of illicit use or from prescribed medications showing up in the urine or oral sample. If the student is taking a prescribed medication, it must be documented on the informed consent agreement, or verified by the student or parents.

Whenever a student athlete's confirmed test result indicates the presence of illegal drugs or banned substances, a parent or guardian will be notified after the sample has been sealed and sent to a lab for confirmation.

## 6. IF A POSITIVE TEST OCCURS

(A) Upon the first violation the student shall lose eligibility for a number of games equal to **10 %** of the regular season's scheduled *contests*. The athlete must report to practice during this time. These events shall be consecutive starting with the first scheduled event after the confirmation of the violation. In the event that an athlete cannot serve out the 10% of the season suspension, the remaining balance will be served in the next athletic season. The student will also be required to participate in a Alcohol and Drug Education/Intervention Program beginning with an assessment from a certified chemical dependency counselor; then following the counselor's recommendations plus possible submission to future drug testing, the total duration of which is not to exceed five (5) weeks. The student must successfully complete the Alcohol and Drug Education/Intervention Program or else she/he will be deemed in violation of the code of conduct and will be ineligible to participate until the program has been completed. The student will automatically be included in the next random testing sequence. Parents are encouraged to attend counseling sessions with their child. All consequences under section 9 (student drivers) of this policy will also be applied.

(B) Upon confirmation of the second violation, the student athlete shall lose eligibility for a number of games equal to 50%. These events shall be consecutive starting with the first scheduled event after the confirmation of violation. The student will also be required to participate in a Alcohol and Drug Education/Intervention Program beginning with an assessment from a certified chemical dependency counselor; then following the counselor's recommendations plus possible submission to future drug testing not to exceed five (5) weeks. The student must successfully complete the Alcohol and Drug Education/Intervention Program or else she/he will be deemed in violation of the code of conduct and will be ineligible to participate until the program has been completed. Parents are encouraged to attend counseling sessions with their child.

(C) Upon confirmation of the third violation, the student-athlete shall be permanently denied participation in athletics in the Perrysburg School District.

Violations are accumulative throughout the student's junior high school career (grades 7 & 8) and then throughout their secondary school career (grades 9-12)

## 7. STUDENT AND PARENT CONTRACT

A copy of the Co-Curricular Code and drug testing policy will be included in the junior high school's and high school's Student Handbook effective 2010-2011 school year and the junior high and high school web pages effective 2009-2010 school year.

A meeting to review the Code of Conduct and drug testing policy may be held by the athletic department for parents and student participants. The Athletic Director and Co-curricular Director may utilize a power point presentation on the Co-Curricular Code of Conduct and drug testing policy. The presentation provides a standardized presentation for the student, parents, advisors and coaches. After the presentation, the athletic



director may conduct a question, answer, and additional rules session, reemphasizing the responsibility of the participants, parents, and coaches. However, enforcement of the provisions of this Code does not depend on attendance at a review session, seeing the presentation or even whether or not such a review session is held.

## **8. SELF REFERRALS**

A student athlete may give a self-referral one (1) time during their four year tenure at Perrysburg High School. A student/athlete can only self refer BEFORE test is taken, or before information is brought to the administration that could lead student athlete code violation. The student will also be required to participate in a Alcohol and Drug Education/Intervention Program beginning with an assessment from a certified chemical dependency counselor; then following the counselor's recommendations plus future drug testing are required. NO other punitive action is taken upon the student's referral. If another violation occurs, the next offense goes to level 2.

## **9. STUDENT DRIVERS**

Students who elect to secure a parking permit from Perrysburg High School will be automatically entered into the random testing pool for that school year. Students testing positive for the first time will have the option of completing the five-week counseling program or having his or her parking permit suspended for 10% of the school year. A second offense will result in a prorated refund for the parking permit and the student shall be banned from parking for 1 calendar year. A third offense will result in the student being banned from parking at the high school for the remainder of his/her high school career. Students electing to self refer prior to the random test can keep his/her parking permit at the high school as long as he/she are enrolled and complete the 5-week counseling program.

## **10. REVIEW PANEL**

A Review Panel will be established annually by the athletic director. The High School Review Panel will include the following individuals: assistant principal, the athletic director, assistant athletic director, a counselor, a coach and co-curricular director, and the onsite drug counselor. The athletic director and the co-curricular activities director shall investigate suspected violations of this Code.

Violations that are admitted to by the student and/or parent and are clear-cut will be acted upon by the athletic director or the co-curricular director. All other violations will be taken to the Review Panel. The Panel may, in its discretion, conduct further investigation, including requesting the appearance before it, of the alleged violator and/or witnesses with information concerning the alleged violations. Decisions rendered by the Review Panel will require a simple majority vote based on the evidence presented. A student charged with a violation of this Code will be given a written notice of violation. The student may appear before, and be heard by the Review Panel, with or without a representative. The student may appeal the decision by presenting a written request to the building principal within 24 hours after receiving the notice of violation.

The Review Panel is not bound by formal rules of evidence of procedure in the conduct of its investigations and deliberations, and there is no right on the part of the participant to record the proceedings or to confront or cross-examine witnesses. The Review Panel may withhold awards or honors pending its decision.

A participant may request review by the Board of Education or its designee of a decision by the Review Panel finding a Code violation. Such a request must be in writing and given to the principal with 24 hours of being notified of the Review Panel's decision. The review shall occur no later than the Board of Education's next regularly scheduled meeting following receipt of the written request for review. The participant shall have the right to appear before the Board/designee, with or without a representative. The Board designee's review shall be held in closed session, and the Board/designee, is not bound by formal rules of evidence or procedure. The participant shall not have to confront or cross-examine witnesses, or to make a record of the Board/designee's proceedings. The Board of Education/designee's decision in the matter is final. Pending the Board's review and decision, the decision of the Review Panel shall remain in full force and effect.



In cases of requested reinstatement following Code violations involving alcohol, tobacco or illegal use of drugs, the Review Panel will assess information presented by the school-contracted Drug and Alcohol Counselor after the student completes substance abuse counseling. The panel will determine whether the student has fulfilled the requirements established by the Co-Curricular Code of Conduct and further determine eligibility for further participation in co-curricular activities.

## **11. CODE VIOLATIONS**

The following shall constitute violation of the Co-Curricular Code of Conduct.

- a. Any conduct by a participant, which would otherwise be a violation of the Perrysburg Schools Code of Conduct.
- b. Any conduct by a participant that may be deemed by the Review Panel to be both of a serious nature, and a violation of state, local, or federal criminal or juvenile law.
- c. Attendance by a participant at a party or other gathering (unless accompanied at all time by the participant's parent/guardian) where alcohol or illegal drugs are available for consumption by the participant or any underage individual in attendance. A participant is required to leave a party or gathering immediately upon knowing of, or detecting by use of any of the participant's senses, the availability of alcohol or illegal drugs at the party or gathering.
- d. Consumption, possession, use, purchase, sale, concealment, or transmission of alcohol defined as: Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the O.R.C. The term "alcoholic beverage" includes any liquid or substance, such as "near beer" which contains alcohol in any proportion or percentage. The term "alcoholic beverage" does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and directions for use or b) an over-the-counter medicine

Or any controlled substance, inhalant, illegal/illicit Drugs, paraphernalia, intoxicant, or any illegal drug and tobacco products defined as; any substance included in the U.S.C. 802(6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

## **12. CODE VIOLATION CONSEQUENCES**

Any co-curricular participant violating the Code of Conduct, as determined by the Review Panel, will at a minimum receive a written warning. The Review Panel retains the discretion to adjust the penalty for more serious violations, and to determine further conditions for reinstatement.

A student athlete may give a self-referral one (1) time during their four-year tenure at Perrysburg High School. A student/athlete can only self refer BEFORE a drug test is taken, or before information is brought to the administration that could lead to a student athlete code violation. The student will also be required to participate in a Alcohol and Drug Education/Intervention Program beginning with an assessment from a certified chemical dependency counselor; then following the counselor's recommendations plus future drug



testing are required. NO other punitive action is taken upon the student's referral. Parents are encouraged to attend counseling sessions with their child.

Upon the first violation the student shall lose eligibility for a number of games equal to **10 %** of the regular season schedule. The athlete must report to practice during this time. These events shall be consecutive starting with the first scheduled event after the confirmation of the violation. The student will also be required to participate in a Alcohol and Drug Education/Intervention Program beginning with an assessment from a certified chemical dependency counselor; then following the counselor's recommendations plus possible submission to future drug testing not to exceed five (5) weeks. The student must successfully complete the counseling program or else she/he will be deemed in violation of the code of conduct and will be ineligible to participate in any athletic program until the program has been completed. The student will automatically included in the next random testing sequence. Parents are encouraged to attend counseling sessions with their child. If the athlete does not complete the counseling recommendations within 6-11 week range then they will not be eligible for the next sport they participate in.

*If the student is involved in a non-athletic club*, students testing positive for the first time will have the option of completing the five-week counseling program or having his or her club activity participation suspended for six (6) weeks. A second violation will result in twelve (12) week suspension from the club activity with reinstatement conditioned on satisfying the counseling requirements. A third violation of this Code of Conduct will automatically result in **permanent exclusion** from all co-curricular activities offered by Perrysburg Schools.

Suspension from a co-curricular activity under this section does not render the participant ineligible for tryouts and auditions for future co-curricular activities.

After a violation of this Code is charged, but pending appeal to the Review Panel, a participant may participate in co-curricular activities.

Upon confirmation of the second violation, the student athlete shall lose eligibility for a number of games equal **50%** of the regular season schedule. These events shall be consecutive starting with the first scheduled event after the confirmation of violation. The student will also be required to participate in a Alcohol and Drug Education/Intervention Program beginning with an assessment from a certified chemical dependency counselor; then following the counselor's recommendations plus possible submission to future drug testing not to exceed five (5) weeks. The student must successfully complete the Alcohol and Drug Education/Intervention **Program** or else she/he will be deemed in violation of the code of conduct and will be ineligible to participate in the athletic program until the program has been completed. Parents are encouraged to attend counseling sessions with their child. If the athlete does not complete the counseling recommendations within 6-11 week range then they will not be eligible for the next sport they participate in.

A third violation of this Code of Conduct will automatically result in **permanent exclusion** from all co-curricular activities offered by Perrysburg Schools.

Violations are accumulative throughout the student's secondary school career (grades 9-12)

### **13. SUSPENSION**

Students enrolled in co-curricular activities who are under suspension from school may not participate in practices, contests, productions, performances, meetings, field trips, etc., sponsored by the co-curricular activity.





#### **14. TRANSPORTION**

When the school provides transportation, all co-curricular students will travel to and from the scheduled event on school transportation. Co-curricular participants can be released only by their coach/advisor to their parents or legal guardian in an emergency or unusual circumstance or if prior arrangements have been approved by the athletic director or principal.

#### **15. EQUIPMENT RESPONSIBILITY**

Co-curricular participants and their parents are financially responsible for all district owned equipment or uniforms issued to the students. A late/damage fee will be assessed for any equipment/uniforms not returned by the due date or returned damaged.

#### **16. INCLEMENT WEATHER**

When school is canceled due to inclement weather, all school events/activities/practices will also be suspended. If the weather conditions improve, these events/activities/practices may be rescheduled with the permission of the Superintendent of Schools and the Principal only. The attendance of co-curricular participants at any rescheduled event/activity/practice will be at the option of the co-curricular participant/parent.

#### **17. VACATIONS**

Co-Curricular students missing events/activities/practices due to vacations with parents/legal guardians will be considered excused absences during regularly scheduled school vacation periods only.

#### **18. ABSENCES**

A co-curricular participant must be in attendance a minimum of 3.5 hours on a regular school schedule or 2.5 hours on a delay schedule. Any non-emergency, unusual circumstance that would prevent the co-curricular participant from meeting the minimum attendance requirement must have prior approval from the Athletic Director, Co-curricular Director or Principal.

*Note: The above-stated co-curricular code applies to any and all Perrysburg High School students who wish to be involved in extra-curricular and co-curricular activities offered by Perrysburg Schools, including all clubs, organizations and athletics.*



## ELIGIBILITY

For a student athlete to be eligible to participate in extra-curricular activities, all of the following must be followed:

1. Completed physical card with parent/guardian and student signature on file with the athletic department secretary.
2. Proof of insurance/Assumption of Risk and Risk of Injury form signed by parent/guardian.
3. Completed emergency medical form.
4. Completed Equipment Contract form.
5. Completed Student Athlete and Parents Pledge form.
6. Completed Informed Consent Agreement.
7. Code of Conduct signed by athlete and parent/guardian.
8. Football: a helmet warning signed by athlete and parent/guardian.
9. Scholastically eligible.
10. Adhere to all regulations as set forth by the OHSAA.
11. Adhere to the Perrysburg High School Athletic/Academic Policy as listed below.

### Scholarship Eligibility Requirements

1. Perrysburg High School Athletics shall be governed by all the rules and regulations of the Ohio High School Athletic Association (OHSAA).
2. Perrysburg High School Athletics shall conform to the adopted policies of the Perrysburg Board of Education. These policies may be in addition to, but not to conflict with the bylaws of the OHSAA.

### OHSAA Bylaw 4-4 Scholarship

High School:

In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation.

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which the grades from the immediately preceding grading period become effective. EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season. For the purposes of this Bylaw, "school day" includes faculty in-service days, calamity days and regular school attendance days but not holidays or school breaks.

A student enrolled in the first quarter after advancement from eighth grade must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled.

An ineligible student may practice at the pleasure of the coach, but may not dress nor participate in any interscholastic scrimmages or games during the period of his/her ineligibility.





# 2009-10 Student-Athlete Eligibility Guide

Published by the  
Ohio High School Athletic Association

## Ohio High School Athletic Association Regulations Overview

Participating in your school's interscholastic athletics program will provide some of your most memorable and enjoyable moments ever. Your state association, the Ohio High School Athletic Association, has standards that must be met in order to be eligible to compete.

The essential eligibility requirements in this publication are only a summary of some of the regulations affecting student eligibility. Most requirements are published in the *OHSAA Handbook*, which can be found in the offices of your principal and athletic administrator and is posted on the OHSAA web site ([www.ohsaa.org](http://www.ohsaa.org)). Your school district also has the authority to establish additional academic standards and codes of student or athletic conduct.

Any questions you have concerning the OHSAA standards or your athletic eligibility should be reviewed with your school principal or athletic administrator. **You should also meet with these administrators EVERY TIME before you change your course schedule or drop a course.** Should you transfer schools, you must follow up with your previous school and your new school to ensure that all proper forms have been submitted to the OHSAA.

The eligibility standards of the OHSAA have been adopted by the member schools and were accepted by your school when it became an OHSAA member.

You are urged, as a student-athlete, to study these standards carefully since you are responsible for compliance with these standards.

Best wishes as you learn the valuable lessons that come with your participation in interscholastic athletics!

## OHSAA Regulations On Scholarship

High school students (grades 9-12) must be currently enrolled in a member school and have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period.

Seventh- and eighth-grade students must be currently

enrolled in a member school and have received passing grades in 75 percent of the subjects in which enrolled.

- You may not use summer school grades for failing grades received or lack of courses taken in the final grading period.
- Your semester or yearly grades have no effect on OHSAA eligibility.
- Those taking postsecondary school courses must comply with OHSAA scholarship regulations.
- The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. **Note:** Check with your principal or athletic administrator to determine the exact date that eligibility will be restored.

## OHSAA Regulations On Residence

You may attend any public or non-public high school in which you are accepted when you enter high school (grade 9) from a 7th-8th grade school. Eligibility is established by:

1. Participating in a contest (scrimmage, preview or regular season game) prior to the first day of school, or
2. Attending the first day of school at any high school (or attending the first five days of school for freshmen).

If your parent or legal guardian lives outside of Ohio, you are ineligible unless one of the exceptions to the regulation is met. These exceptions to the out-of-state residency rules are found in Bylaw 4-6.

## OHSAA Regulations On Transfers

Once you establish your eligibility at a high school, a transfer to a different high school will mean you will be ineligible for athletics for one year from the date of enrollment in the new school.

- There are several exceptions to this regulation. To see if you qualify for an exception, you and your parents should arrange a meeting with your principal or athletic administrator.
- If additional questions concerning these regulations remain, school principals or athletic administrators should contact the OHSAA.

## OHSAA Regulations On Semesters

After establishing ninth-grade eligibility, you are permitted eight (8) semesters of athletic eligibility.

- The semesters are taken in order of attendance once ninth-grade eligibility has been established.
- Semesters are counted toward eligibility whether you participate in interscholastic athletics or not.
- There are exceptions to this regulation, so please arrange a meeting with your principal or athletic administrator to review these exceptions.

## OHSAA Regulations On Home Schooling

If you are home schooled and enrolled in an OHSAA member school in accordance with the school's board-adopted partial enrollment policy, you may be eligible for interscholastic athletics participation at the school where you are enrolled and attending.

- To be eligible, you must enter the OHSAA member school from the home school at the beginning of the school year after having been home schooled for at least one calendar year.
- Failure to meet the one-year provision will require you to be enrolled for a minimum of one grading period before eligibility can be granted.

## OHSAA Regulations On Age

High school students (grades 9-12) who turn 19 years of age prior to August 1, 2009, are ineligible for interscholastic athletics.

Seventh- and eighth-grade students who turn 15 years of age prior to August 1, 2009, are ineligible for 7th-8th grade athletics but are eligible to participate in high school athletics.

- There are exceptions to this regulation, so please arrange a meeting with your principal or athletic administrator to review these exceptions.

## OHSAA Regulations On Awards

You may receive awards as a result of athletic participation in interscholastic athletics from any source. However, the value cannot be more than \$200 per award.

## OHSAA Regulations On Amateurism

You will lose your amateur status and forfeit your eligibility if you:

- Compete for money or other monetary compensation.
- Capitalize on your athletic fame by receiving money, merchandise or services.
- Receive expenses or compensation from a sponsor unless that sponsor is a recognized amateur governing body or organization, recognized by a mem-

ber school or is your parent or guardian.

- Sign a contract or make a commitment to play professional athletics.
- Receive services, merchandize or any form of financial assistance from a professional sports organization.
- Compete with a professional athletics team even if no pay is received.
- Enter into an agreement with a sports or marketing agent.

## OHSAA Regulations On False Information

If you compete under a name other than your own or provide a false address, you immediately become ineligible.

## OHSAA Regulations On Open Gyms

School officials may designate open gyms or facilities and the sports to be played. You may participate in open gyms or facilities provided:

- No one is limited from participating.
- No one is required to attend.
- No school officials invite selected students or determine the teams.
- No school officials transport students to either school or non-school facilities.
- No timing or written scoring is kept.
- No coaching or instruction is provided.

Violating these rules may result in your being declared ineligible for a maximum of one (1) year.

## OHSAA Regulations On Instruction/Camps

You may attend camps, clinics and workshops that involve team play any time between June 1 and July 31.

- Team play means there is more than one player opposing one player.
- There is no limit on the number of students from the same school team that may participate on the same non-school team from June 1 to July 31.

You may receive instruction from a coach from a school team only:

1. During the season of the sport, or
2. For 10 days only from June 1 to July 31.

**Note:** Interscholastic coaches in the individual sports of bowling, golf, gymnastics, swimming & diving and tennis may coach athletes from the school where employed outside the interscholastic season of the sport.

You may receive individual skill instruction from a non-school coach at any time during the year in individual or group lessons.

Members of a school football team may play in non-contact football contests and attend non-contact team football camps at any time between June 1 and July 31. Remember, however, that the 10-day regula-

tion for instruction from school coaches is in effect.

**Note:** It is a violation if a coach suggests your participation in an instructional program is mandatory.

### OHSAA Regulations On **Non-School Teams**

You may not try out, practice or participate in a contest with a non-school team while a member of a school team in the same sport.

- In individual sports of bowling, cross country, golf, gymnastics, swimming and diving, tennis, track and field and wrestling, however, you may practice and try out for a non-school team but may not compete in a contest.

Those in the team sports of baseball, basketball, field hockey, football, ice hockey, soccer, softball and volleyball may try out, practice and compete on non-school teams before and after the school season provided:

1. The number of students from the same school on the roster of the non-school team is limited to five (5) students in the sports of soccer, field hockey and ice hockey; four (4) students in the sports of baseball and softball; three (3) students in the sport of volleyball, and two (2) students in the sport of basketball. School football team members are prohibited from competing on non-school teams except from June 1 to July 31. **Note:** Seniors are exempt from these limitations after the conclusion of their sport season. In addition, there is no limit on the number of students from the same school team that may participate on the same non-school team from June 1 to July 31.
  2. You have no contact with school coaches while on a non-school team other than the 10 days permitted between June 1 and July 31.
- Violating these rules during the school season may result in your being declared ineligible for the remainder of the school season.
  - Violating these rules outside the school season may result in your being declared ineligible for the next season.
  - Violating these rules by a senior may result in that student being declared ineligible for the remainder of the school year.

### OHSAA Regulations On **Recruiting**

You will be declared ineligible if you are recruited by a person or group of persons to change schools. Any attempt by you to recruit a prospective student-athlete for athletic purposes is also prohibited. A violation may also affect the eligibility of the school team.

### OHSAA Regulations On **Alcohol, Tobacco, Drugs**

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

from that contest, and you will likely face additional school and/or legal penalties.

### OHSAA Regulations On **Steroids and Performance- Enhancing Drugs**

If you use anabolic steroids or other performance-enhancing drugs, you are ineligible for interscholastic competition until medical evidence indicates that your system is free of these items.

### OHSAA Regulations On **Preparticipation Evaluations and Consent Forms**

Each year you must submit a physical examination form signed by a medical examiner before you begin practice for a school sport. In addition, your parents/guardian and you must sign the OHSAA Authorization and Consent Forms.

- Procedures will be reviewed by school officials.
- Physical examinations are valid for one year from the date of the exam except for those that take place from May 1-June 1. Those exams are valid for one year plus through the end of the next school year.

### OHSAA Regulations On **Sporting Behavior**

You are expected to accept seriously the responsibility and privilege of representing your school and community while participating in interscholastic athletics. As a student-athlete, you are expected to:

- Treat opponents, coaches and officials with respect.
- Display no behavior that could incite fans or other participants in the contest or which is intended to embarrass, ridicule or demean others under any circumstances including on the basis of race, religion, gender or national origin.
- Remember that winning isn't everything. Having fun, improving your skills, making friends and doing your best are also important.

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

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

If you are ejected or disqualified a second time in a season, you are subject to additional, stiffer penalties, including suspension from play for the remainder of the season in that sport.

**Note:** The complete OHSAA ejection/disqualification policy for unsporting behavior can be found in the *OHSAA Handbook* and is posted on the OHSAA web site ([www.ohsaa.org](http://www.ohsaa.org)).

## Overview

Now in its 103rd year, the Ohio High School Athletic Association is a non-profit service organization that regulates and administers interscholastic competition in a fair, consistent and impartial manner. This means the OHSAA ensures that everyone has a chance to compete on an even playing field.

Approximately 830 high schools and 830 7th-8th grade schools belong to the OHSAA, which represents over 350,000 students competing in 24 sanctioned sports (12 for boys and 12 for girls). Schools voluntarily become members of the OHSAA.

Each member school has an equal voice in determining the bylaws and constitution of the OHSAA. Regardless of the size of the school or whether the school is public or non-public, each member school has one vote. When a school becomes a member of the OHSAA, it agrees to follow the regulations as approved by the membership.

The OHSAA Board of Directors is charged with employing the administrative and support staff; determining contest rules and regulations; organizing a series of statewide tournaments, and hearing appeals of rulings that are made by the commissioner or his staff. Board representatives are members of the teaching profession, are employed full-time by a member school and are elected to their positions.

The OHSAA commissioner and his staff are charged with enforcing the regulations and promoting the purpose of interscholastic athletics. Among their duties are to answer questions from the member schools and make interpretations on the regulations; prepare for and conduct tournaments; serve as an educator by conducting meetings, clinics and workshops for officials, coaches, administrators and student-athletes, and manage the fiscal affairs of the association. There currently are eight administrators and 12 support staff members employed by the OHSAA, with the office located in Columbus.

The OHSAA is organized into six geographic regions called athletic districts. Each six-member District Athletic Board assists the OHSAA in conducting sectional and district tournaments.

The OHSAA receives no tax money. The primary source of financial support comes from tournament gate receipts. Schools are assessed no fees to maintain membership within the OHSAA or to enter OHSAA tournaments. They are provided rule books, educational materials and other printed items along with catastrophic accident insurance coverage that is paid for by the OHSAA at an annual cost of over \$700,000. Additionally, the OHSAA reimburses schools for many of their tournament expenses and allows schools the opportunity to keep some of the receipts from the sale of tournament tickets.

## Eligibility Checklist

Before you play, you must be eligible. Please review the following checklist with your parents. Unchecked boxes will likely mean you are **NOT** eligible. For questions, see your principal or athletic administrator.

- I am officially enrolled in an OHSAA member high school.
- I am enrolled in at least five one credit courses or the equivalent, each of which counts toward graduation.
- I received passing grades in at least five one credit courses or the equivalent, each of which count toward graduation, during my last grading period.
- I have at least one parent living in Ohio.
- I have not changed schools without a corresponding move by my parents or legal guardian or by qualifying for one of the exceptions to the OHSAA transfer regulation.
- If I have changed schools (transferred), I have followed up with my previous school and my new school to ensure that all proper forms have been submitted to the OHSAA.
- I have not been enrolled in high school for more than eight semesters.
- I did not turn 19 before August 1, 2009.
- I have not received an award, equipment or prize valued at greater than \$200 per item.
- I am competing under my true name and have provided my school with my correct home address.
- I have not competed in a **mandatory** open gym/facility, conditioning or instructional program.
- I have not been coached or provided instruction by a school coach in a team sport or cross country, track & field and wrestling other than during my sport season or for no more than 10 days between June 1 and July 31 (applies to team sports only).
- I am not competing on a non-school team during my school team's season.
- I have not been recruited to attend this school.
- I am not using anabolic steroids or other performance-enhancing drugs.
- I have had a physical examination within the past year and it is on file at my school.
- My parents and I have signed the OHSAA Authorization Form and the OHSAA Eligibility and Authorization Statement and they are on file at my school.

## Required Contract Forms

In addition to academic requirements, all of these forms must be on file with the Athletic Department in order for an athlete to be eligible.

Emergency Medical Form (ALL athletes) PINK

**PERRYSBURG PUBLIC SCHOOLS  
ATHLETIC DEPARTMENT  
EMERGENCY MEDICAL FORM**

Name (Print) \_\_\_\_\_ Date \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_  
Custody with \_\_\_ Mother; \_\_\_ Father; \_\_\_ Both; Guardian: Name \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Bus# if you ride \_\_\_\_\_  
City & State \_\_\_\_\_  
Father's Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Father's Employer \_\_\_\_\_ Work Phone \_\_\_\_\_  
Mother's Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Mother's Employer \_\_\_\_\_ Work Phone \_\_\_\_\_  
Name of Relative or Child Care Provider \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Relationship \_\_\_\_\_  
Other Contact \_\_\_\_\_ Phone \_\_\_\_\_

(over)

**PERRYSBURG PUBLIC SCHOOLS  
ATHLETIC DEPARTMENT  
EMERGENCY MEDICAL AUTHORIZATION**

Purpose - To enable parents to authorize emergency treatment for children who become ill or injured while under school authority, when parents cannot be reached.

PART I OR II MUST BE COMPLETED  
**PART I TO GRANT CONSENT**

In the event reasonable attempts to contact me at \_\_\_\_\_ (phone number) or \_\_\_\_\_ (other parent) at \_\_\_\_\_ (phone number) have been unsuccessful, I hereby give my consent for: (1) the administration of any treatment deemed necessary by Dr. \_\_\_\_\_ Phone \_\_\_\_\_ (preferred physician) or Dr. \_\_\_\_\_ Phone \_\_\_\_\_ (preferred dentist), or Medical Specialist \_\_\_\_\_ Phone \_\_\_\_\_ or in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to \_\_\_\_\_ Phone \_\_\_\_\_ (preferred hospital) or any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentist, concurring in the necessity for such surgery, are obtained before surgery is performed.

Facts concerning the child's medical history including allergies, medications being taken, and any physical impairments to which a physician should be alerted: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Address \_\_\_\_\_

DO NOT COMPLETE PART II IF YOU COMPLETED PART I  
**PART II (REFUSAL TO CONSENT)**

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

Signature of Parent \_\_\_\_\_ Address \_\_\_\_\_



Risk of Injury and Insurance/Assumption of Risk Form (ALL athletes) GOLD

**PERRYSBURG PUBLIC SCHOOLS  
ATHLETIC DEPARTMENT  
RISK OF INJURY**

I acknowledge that I have been properly advised, cautioned and warned by the administration and/or coaching staff of the Perrysburg Public Schools that by participating in interscholastic athletics, I am exposing myself to the risk of serious injury. This could include, but is not limited to sprains, fractures, ligament and/or cartilage damage which could result in temporary or permanent, partial or complete, impairment of limbs, brain damage, paralysis or even death. I do desire to participate in athletics.

\_\_\_\_\_  
ATHLETE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

(over)

**PERRYSBURG PUBLIC SCHOOLS  
ATHLETIC DEPARTMENT  
INSURANCE/ASSUMPTION OF RISK FORM**

\_\_\_\_\_  
NAME OF STUDENT

\_\_\_\_\_  
GRADE

As Parent/Guardian of \_\_\_\_\_, I give my permission for my child to participate in athletics at Perrysburg Public Schools. I understand the school district will make every effort to supervise my child during practices and games so that he/she may participate without being injured, but acknowledge that injuries including serious and permanent ones, and even death, are a possibility in interscholastic athletics. Understanding the risk involved, I consent to have my child participate in athletic department, programs, and waive and forever release the Board of Education of the Perrysburg Public Schools, its officials, agents and employees from all liability for wrongful death, bodily injury or property damage that may result to my child during or as a result of interscholastic athletics. I understand the school assumes no financial responsibility in case of any injury.

**WARNING: THIS IS A RELEASE. READ CAREFULLY BEFORE SIGNING**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

(over)





**PERRYSBURG PUBLIC SCHOOLS  
ATHLETIC DEPARTMENT  
CODE OF CONDUCT/EQUIPMENT CONTRACT**

\_\_\_\_\_  
NAME OF STUDENT

\_\_\_\_\_  
GRADE

I have read am aware of, and understand the rules and regulations that govern the conduct of participant in Perrysburg Public Schools Athletic Program. The receipt of this code is my first warning, and it is in effect from the first practice until until the awards ceremony at the conclusion of the season. If I choose to violate these rules and regulations, I understand I will be disciplined according to policy.

I will be responsible for all equipment issued to me. I will take proper care of, clean and return it when told to. I will pay replacement cost for any equipment that is lost or damaged that has been issued to me.

I \_\_\_\_\_ will abide by the PHS Athletic Department Code of Conduct  
ATHLETE

I \_\_\_\_\_ understand my responsibilities and have read the rules with my  
Parent/Guardian son/daughter.

**PERRYSBURG PUBLIC SCHOOLS  
ATHLETIC DEPARTMENT  
EQUIPMENT CONTRACT**

The athletic equipment listed below may be issued to your son/daughter by the athletic department. By signing this contract, you and your son/daughter agree to accept responsibility for this equipment and will return the equipment at the end of the season or pay the replacement cost as listed below.

<u>FOOTBALL</u>	<u>TENNIS</u>	<u>CROSS COUNTRY</u>
Helmet and face mask \$130.00	Warm up \$70.00	Shirt \$35.00
Practice pant 20.00	<u>SOCCER</u>	Shorts 30.00
Game pant 50.00	Game shorts \$30.00	Game sweat top 45.00
Game jersey (s) 60.00 ea.	Game jersey 60.00	Game sweat pant 45.00
Travel bag 40.00	Warm up pants 50.00	<u>CHEERLEADING</u>
Knee pads 15.00 pr.	Warm up top 60.00	Skirt \$50.00
Shoulder pads 85.00	<u>VOLLEYBALL</u>	Sweater 55.00
Strap hip pads 20.00.	Bag \$55.00	Warm up pants 40.00
Neck ring 40.00	Jersey \$40.00	Warm up jacket 60.00
Practice jersey (9) 20.00	Shorts \$20.00	Raincoat 25.00
Sideline jacket 60.00	<u>Golf</u>	Pom poms 20.00
Rib pads 30.00	Bag \$110.00	

I DO AGREE TO PAY THE COST OF EQUIPMENT THAT WAS ISSUED TO MY SON/DAUGHTER. IF IT IS NOT RETURNED TO THE ATHLETIC DEPARTMENT AT THE END OF THE SEASON, EQUIPMENT NOT TURNED IN ON THE DUE DATE ASSIGNED BY COACH WILL INCUR A ONE TIME \$20.00 FEE.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
ATHLETE SIGNATURE



**PERRYSBURG PUBLIC SCHOOLS  
ATHLETIC DEPARTMENT  
CODE OF CONDUCT/EQUIPMENT CONTRACT**

\_\_\_\_\_  
NAME OF STUDENT

\_\_\_\_\_  
GRADE

I have read am aware of, and understand the rules and regulations that govern the conduct of participants in Perrysburg Public Schools Athletic Program. The receipt of this code is my first warning, and it is in effect from the first practice until the awards ceremony at the conclusion of the season. If I choose to violate these rules and regulations, I understand I will be disciplined according to policy.

I will be responsible for all equipment issued to me. I will take proper care of, clean and return it when told to. I will pay replacement cost for any equipment that is lost or damaged that has been issued to me.

I \_\_\_\_\_ will abide by the PHS Athletic Department Code of Conduct  
ATHLETE

I \_\_\_\_\_ understand my responsibilities and have read the rules with my  
Parent/Guardian son/daughter.

(over)

**PERRYSBURG PUBLIC SCHOOLS  
ATHLETIC DEPARTMENT  
EQUIPMENT CONTRACT**

The athletic equipment listed below may be issued to your son/daughter by the athletic department. By signing this contract, you and your son/daughter agree to accept responsibility for this equipment and will return the equipment at the end of the season or pay the replacement cost as listed below.

<u>BASKETBALL</u>		<u>GYMNASTICS</u>		<u>CHEERLEADER/MATMAIDS</u>	
Home game shirt -2	\$70.00	Leotard	\$55.00	Skirt	\$50.00
Home game shirt	70.00	Warm-up jacket	55.00	Sweater	55.00
Home game shorts -2	65.00	Warm-up pants	40.00	Pom Poms	25.00
Away game shorts	65.00	Travel bag	30.00	Warm-up jacket	60.00
Shooting shirt	45.00			Warm-up pants	40.00
Warm-up jacket	60.00	<u>WRESTLING</u>		<u>SWIMMING</u>	
Travel Jacket	60.00	Head gear	\$20.00	Warm-up	\$85.00
Travel bag	40.00	Knee pads	20.00		
		Singlet	50.00		
<u>BOWLING</u>		Warm-up top	80.00		
Shirt	\$30.00	Warm-up pants	40.00		
		Travel bag	35.00		

I DO AGREE TO PAY THE COST OF EQUIPMENT THAT WAS ISSUED TO MY SON/DAUGHTER. IF IT IS NOT RETURNED TO THE ATHLETIC DEPARTMENT AT THE END OF THE SEASON, EQUIPMENT NOT TURNED IN ON THE DUE DATE ASSIGNED BY COACH WILL INCUR A ONE TIME \$20.00 FEE.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
ATHLETE SIGNATURE



PERRYSBURG PUBLIC SCHOOLS  
ATHLETIC DEPARTMENT  
CODE OF CONDUCT/EQUIPMENT CONTRACT

\_\_\_\_\_  
NAME OF STUDENT

\_\_\_\_\_  
GRADE

I have read am aware of, and understand the rules and regulations that govern the conduct of participants in Perrysburg Public Schools Athletic Program. The receipt of this code is my first warning, and it is in effect from the first practice until the awards ceremony at the conclusion of the season. If I choose to violate these rules and regulations, I understand I will be disciplined according to policy.

I will be responsible for all equipment issued to me. I will take proper care of, clean and return it when told to. I will pay replacement cost for any equipment that is lost or damaged that has been issued to me.

I \_\_\_\_\_ will abide by the PHS Athletic Department Code of Conduct  
ATHLETE

I \_\_\_\_\_ understand my responsibilities and have read the rules with my  
Parent/Guardian son/daughter.

(over)

PERRYSBURG PUBLIC SCHOOLS  
ATHLETIC DEPARTMENT  
EQUIPMENT CONTRACT

The athletic equipment listed below may be issued to your son/daughter by the athletic department. By signing this contract, you and your son/daughter agree to accept responsibility for this equipment and will return the equipment at the end of the season or pay the replacement cost as listed below.

BASEBALL/SOFTBALL

Uniform                    \$130.00  
Jacket                      \$80.00  
Belt                         \$10.00

TRACK

Shirt                        \$40.00  
Shorts                      \$25.00  
Game sweat top          \$40.00  
Game sweat pant        \$40.00  
Practice sweat pant     \$40.00

TENNIS

Warm up suite            \$70.00

LACROSSE

Warm up top              \$60.00  
Warm up bottom         \$50.00

I DO AGREE TO PAY THE COST OF EQUIPMENT THAT WAS ISSUED TO MY SON/DAUGHTER. IF IT IS NOT RETURNED TO THE ATHLETIC DEPARTMENT AT THE END OF THE SEASON. EQUIPMENT NOT TURNED IN ON THE DUE DATE ASSIGNED BY COACH WILL INCUR A ONE TIME \$20.00 FEE.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
ATHLETE SIGNATURE



**Code of Conduct/Informed Consent Agreement (ALL athletes) LILAC**

**Perrysburg Exempted Village School District  
INFORMED CONSENT AGREEMENT**

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

**AS A STUDENT:**

- I understand and agree that participation in athletic activities is a privilege that may be withdrawn for violations of the Perrysburg Exempted Village School District Drug Testing Policy.
- I have read the Drug Testing Policy and thoroughly understand the consequences that I will face if I do not honor my commitment to the Drug Testing Policy.
- I understand that when I participate in any athletic program, I will be subject to initial and random drug and alcohol testing, and if I refuse, I will not be allowed to practice or participate in any athletic activities. I have read the Informed Consent Agreement on the reverse and agree to its terms.
- I understand this agreement is binding while I am a student in the Perrysburg Exempted Village School District system.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**AS A PARENT OR GUARDIAN:**

- I have read the Perrysburg Exempted Village School District Drug Testing Policy and understand the responsibilities of my son/ daughter/ ward as a participant in athletic/ extracurricular activities in the Perrysburg Exempted Village School District.
- I pledge to promote healthy lifestyles for all student athletes and participants in selected competitive activities in the Perrysburg Exempted Village School District.
- I understand that my son/ daughter/ ward, when participating in any athletic program and selected competitive extracurricular programs, will be subject to initial and random urine drug and alcohol testing, and if s/he refuses, will not be allowed to practice or participate in any athletic activities and/or selected competitive extracurricular programs. I have read the Informed Consent Agreement on the reverse and agree to its terms.
- I understand this agreement is binding while my son/ daughter/ ward is a participant in athletics and/or selected competitive extracurricular programs in the Perrysburg Exempted Village School District.
- I understand that my son/daughter/ward will be asked to participate in a drug testing survey. Names are not collected on the survey.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Work Phone



## INFORMED CONSENT AGREEMENT

We hereby consent to allow the student named on the reverse side to undergo urinalysis or oral testing for the presence of illicit drugs, alcohol or banned substances in accordance with Policy and Procedures for Drug Testing of the Perrysburg Exempted Village School District.

We understand that testing will be administered in accordance with the guidelines of the Perrysburg Exempted Village School District Drug Testing Policy for student athletes.

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

We hereby give our consent to the company selected by the Perrysburg Exempted Village School District Board of Education, its employees or agents, together with any company, hospital or laboratory designated to perform urinalysis/ oral testing for the detection of drugs.

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

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

We hereby release the Perrysburg Exempted Village School District Board of Education, its employees or agents from any legal responsibility or liability for the release of such information and records.

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



# COORDINATING SCHEDULING WITH OTHER EXTRA-CURRICULAR ACTIVITIES

## Schedule Conflicts

All coaches are to follow the procedures given in Board Policy 2430 (District-Sponsored Clubs and Activities) in dealing with schedule conflicts.

Many students have multiple talents and interests they wish to develop or pursue through participation in District-sponsored activities and groups. Since the District's policy is to encourage such participation, the following guidelines have been established for dealing with potential schedule conflicts a student could experience when participating in more than one (1) activity.

- A. At the beginning of each semester or season, each staff member in charge of a credit course, co-curricular, or extra-curricular activity is to prepare a schedule for any practices, performances, or other after-school obligations involved in participation. *This information is to be sent to the school office.*
- B. By the first day of an activity, students are to be made aware of the schedule of any practices and performances as well as other obligations. Each staff-member-in-charge is to determine which, if any, students will have conflicts with other activities in which they wish to participate.
- C. If such conflicts exist, the staff-members-in-charge of the activities in conflict are to meet for the purpose of resolving the conflict. The emphasis should be on modifying the requirements so the student can participate in both activities.
- D. If it is not possible to resolve the conflict without seriously undermining the integrity of the activity program, the following procedure is to be followed:
  - a. If one of the activities provides the student with credit and the other one does not, the student and his/her parents are to be made aware of the possible consequences of not enrolling in each activity and of not meeting the obligations for participation.
  - b. If both activities are credit activities, the student is to be advised to contact his/her counselor to work out a solution that does not penalize the student.
  - c. If one of the activities is an after-school, off-school of a credit activity but is not, itself, a credit activity, e.g., jazz band from concert band, the requirements for the credit activity may not be imposed as a condition for participating in the noncredit, after-school activity.
- E. When the activity or program begins, the students are to be informed of the following:
  - a. If a student encounters a previously-unforeseen conflict during the semester or season, he/she should inform both staff-members-in-charge as soon as possible in order to increase the likelihood that an accommodation can be worked out.
  - b. If, during the year, an ad-hoc situation develops which creates a conflict in schedule for a student, he/she should discuss the conflict with his/her counselor who, in turn, will work with the staff-members-in-charge to try to reach an accommodation that is most advantageous to the student and least disadvantageous for the activities involved.
  - c. If a student is experiencing difficulty in deciding between activities, he/she should make contact with the counselor to discuss the alternatives rather than discuss it with the staff-members-in-charge.
  - d. Under no circumstances is the student to be intimidated while making a decision by threats of penalties or future consequences.



## **Two Sports in One Season**

Any athlete may play two sports in one season given that the following guidelines are adhered to:

1. The coaches agree on practice/game schedule for the athlete prior to the season.
2. The athlete's parents and coaches meet with the Athletic Director prior to the season's beginning.
3. The athlete will not miss a practice or a contest for either sport.



# HALL OF FAME

## **Purpose of the Organization**

This organization was founded for the purpose of recognizing individuals who were outstanding athletes or who have made outstanding contributions to the athletic program of Perrysburg High School. These individuals have distinguished themselves as successful adults in their respective careers. This would include those who have received honors through meritorious service in selected careers and/or have served as benefactors of mankind.

## **Criteria for Nominations:**

- A. All candidates must be nominated on an official Hall of Fame nomination form. The candidate must be eligible in one of the following categories:
  1. The nominee, if an ATHLETE, becomes eligible 10 years after the time his/her class graduated from Perrysburg High School and should have earned two or more varsity letters in at least one sport.
  2. The nominee, if a COACH, must have coached at least 20 years or more in the Perrysburg High School athletic program and must have made an outstanding contribution to the athletic program during his/her tenure.
  3. The nominee, if a SCHOOL OFFICIAL, must have been employed at least 20 years or more by the Perrysburg City Schools and must have made an outstanding contribution to the athletic program during his/her tenure.
  4. The nominee, if a COMMUNITY MEMBER, will be considered if they have made ongoing and outstanding contributions to the sports program at Perrysburg High School.
- B. The record and/or the contribution of the individual must be so outstanding that there is no question as to his/her qualifying for the Hall of Fame.
- C. The nominee must have demonstrated good citizenship in school and after leaving school.
- D. All inductees must be able to attend or be represented.
- E. Once nominated, the nomination will be kept active for a period not to exceed three years. Following that time, nominations will be kept in an active file to be used for reference in later years.
- F. NOMINATIONS ARE DUE IN THE PERRYSBURG HIGH SCHOOL ATHLETIC OFFICE BY THE FIRST MONDAY IN NOVEMBER IN ORDER TO BE CONSIDERED FOR INDUCTION FOR THAT YEAR.

## **Who may nominate**

- A. Any member of the community, past or present athletic staff, teaching staff or administrative staff.
- B. Members of the selection committee may nominate for induction

## **Selection committee should consist of:**

- A. Current Athletic Director
- B. Current Assistant Athletic Director
- C. Current high school Principal
- D. 2 Community members
- E. President of Boosters Hall of Fame
- F. 2 current or former high school coaches

- The Athletic Director will select the committee and once appointed, he/she will remain on the committee for life. The positions of Athletic Director, Assistant Athletic Director, Principal and





booster president automatically lose their position on the committee if they no longer serve Perrysburg in said capacity.

### **Selection of Inductees**

- A. The selection committee will be notified of all eligible candidates no later than October 31. Each member will receive the names of eligible candidates and the nomination form. Specific accomplishments etc... can be obtained at the High School Athletic Office.
- B. The committee must meet to select that year's class no later than November 30. Should a committee member be unable to attend, he/she may vote by absentee ballot provided it is turned in prior to the meeting date.
- C. At the selection meeting, all materials will be made available to the committee for review. Once all questions and concerns have been addressed a written vote will be held. For a nominee to be elected, he/she must receive a minimum of 2/3 vote. (Should a committee member be a nominee, he/she may not vote for himself/herself. Members may vote for nominees they have nominated.)
- D. There shall be no minimum members to be inducted with a maximum to be inducted set at six. In case of a tie, for numbers of inductees, total votes received will be used to break the tie. Should a tie still exist, a second ballot for these individuals must be taken with the members voting for only the number of positions on the class still available. If after two votes, the tie cannot be broken, the committee may agree to accept both/all nominees that were tied.

### **Induction Ceremonies**

- A. Awards - each inductee will receive a plaque bearing his/her likeness as well as a written dialogue documenting his/her accomplishments. A duplicate plaque will be added to the existing Hall of Fame plaques on the Wall of Fame.
- B. A committee will be appointed to handle all arrangements for the banquet and ceremonies.
- C. The date of induction will be left up to the Athletic Administration to be placed on the school calendar. It is recommended that a common date be used each year to set an established time each year.



**PERRYSBURG HIGH SCHOOL  
ATHLETIC HALL OF FAME NOMINATION FORM**

**Information about Nominee**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Name, address and phone number of closest  
relative \_\_\_\_\_  
(if nominee is deceased)

Circle the category that the person is nominated for:

ATHLETE                      COACH                      SCHOOL OFFICIAL                      COMMUNITY MEMBER

Did the nominee graduate from Perrysburg High School? \_\_\_\_\_  
If so, what year? \_\_\_\_\_  
If not, explain why and list the year his/her class graduated.

Sports the nominee lettered in and number of letters in each sport.

Honors and achievements (may include post-high school career)  
(Use the back of this paper if necessary.)

Current vocation of nominee \_\_\_\_\_

**Information from Nominator**

Signature \_\_\_\_\_  
Name (Printed) \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_  
Date of nomination \_\_\_\_\_

## **JACKET ROOM**

The Jacket Room, located in the hallway north of the gym, is the hospitality room for individuals involved with the operation of boys and girls home basketball games. Media, game workers, officials and coaches are all invited to join others in the room for food and beverages.

The Jacket Room is also utilized for seniors who are signing with a college to play a particular sport. A small reception is held for each player, in which family and friends are invited. Newspaper reporters are also in attendance to take pictures and get comments from the player and his/her parents.



## REFERENCES

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