

Franklin Local School District

Philo High School

Philo Junior High School



2022-2023

STAFF

Athletic Policy

Philosophy

The total athletic program is an integral part of the entire educational program at Franklin Local. We believe there are substantial educational advantages from a soundly conceived and executed program for the players, the student body, and the community.

A profitable experience can be gained through athletic participation. The values to the participants are very life adjusting. Rigorous competition provides students the opportunity to develop ideas, fair play, good health, achievement, initiative, and emotional control.

We, in Franklin Local, believe the game exists for the student...never the student for the game.

Objectives

1. To provide a program that will be available to all students where competition can be found and skilled and interested people are sufficient.
2. To provide an interscholastic athletic program with emphasis on good and proper sportsmanship.
3. To provide an interscholastic athletic program to develop skills, moral qualities, social development, and emotional maturity.
4. To comply with all rules and regulations of the Ohio High School Athletic Association (OHSAA).

Participation Requirement

Requirements for participation in Philo High School and Philo Junior High School athletics:

1. A physical examination completed by a doctor.
2. School insurance or athletic waiver (At Risk Form) signed by parent/guardian.
3. Emergency medical form on file with the athletic director, a copy of which is to be carried by the coach to all away contests.
4. Meet all OHSAA and Philo High School and Philo Junior High eligibility requirements.
5. Parent/guardian and student-athlete signed agreement to abide by the Franklin Local School District Athletic Code.
6. Parent/guardian signed agreement to abide by the student-athlete's parent pledge.
7. Parent/guardian and student-athlete signed Ohio Department of Health Concussion Information Sheet.
8. Parent/guardian and student-athlete signed Sudden Cardiac Arrest information form.

Eligibility Requirements for Interscholastic Extracurricular Activities

Eligibility will be based on Board policy. At the end of each grading period, student eligibility will be determined by the following guidelines and any additional eligibility rules imposed by the OHSAA:

1. OHSAA requirements for passing classes leading to five credits which could lead to graduation for the grading period, and must maintain a 1.3 G.P.A. (Block scheduling students must pass 2.5 credits each grading period).
2. Students receiving a letter grade of F, even though they have a GPA of 1.3 or higher, will be placed on probation until the interim date. At the end of the probationary period/interim date, the student must be passing all classes. If not, the student will be declared ineligible and removed from competition for the remainder of the grading period.
3. Students in junior high become ineligible with two failing grades of F in all subjects taken during the grading period.
4. Eligibility will be established as follows:
 - a. 1st nine weeks, based on previous year's last nine weeks' grades. (9th graders will be based on junior high requirements)
 - b. 2nd nine weeks will be based on 1st grading period.
 - c. 3rd nine weeks will be based on 2nd nine weeks, and so on.

Head Coach

Duties and Responsibilities

You are responsible for all coaches on all levels within your sport. The duties listed below are important, with many to be completed by assistants. Assistant coaches should help you in every way possible. Be certain that they are aware of their duties. Always set a good example in sportsmanship and judgment.

Before the season begins you must:

- A. Check your practice area and equipment to be certain it is ready for use.
 - a. Work orders must be approved by the athletic director before being submitted.
 - b. Purchases must be initiated from the athletic director's office. Purchases should never be made by individuals. A purchase order must be obtained prior to any purchases.

- c. Make sure coaches at all levels within your sport have an current Pupil Activity Permit from the state and all required certifications to coach. Coaches (and volunteers) cannot coach or help in any way until all certifications are met.

B. Registration of Athletes:

- a. Athletes must complete physical/medical history forms and complete Final Forms before they are allowed to practice or compete. No equipment should be issued until Final Forms has been completed.
 - b. An accurate list of all participants must be on file and in Final Forms at all times. This list must be turned in (and on Final Forms) by the end of the first day of practice so that an accurate eligibility list can be prepared. You must inform the athletic department of additions or deletions.
- C. Assist in arranging for the systematic issuance of equipment. This system varies by sport. Ask questions of the athletic director if you are not sure what to do.
- D. Discuss athletic program and policies with your athletes and assistants. If you have any special rules for your team, be sure that the athletic director is aware of them before distribution to students and parents and has access to a copy. Winter and Spring family vacations often present problems for the athlete. An athlete should not be dismissed from a team or adversely treated because of family obligations. However, absent athletes may have to work hard to regain their previous playing status. The athletes who remain here during vacations must be given consideration for their commitment. Athletes should inform their coach well beforehand if they plan to miss practice or contests because of family vacations.
- E. Submit a copy of your schedule with bus departure times listed at least 4 weeks before any contest. The athletic director will have final say on departure times for away contests.
- F. Meet with your staff to standardize techniques, drills, systems of play, etc. to ensure consistent teaching within your sport.
- G. During any practice or competition, coaches must be in school uniform, professional dress, jersey/coaching shirt with coaching shorts/pants or warm-up suits in school colors or colors of khaki, black, denim, white or gray. All clothing must be clean in in good condition, without holes or rips.
- H. Ensure that all coaches understand and follow the Athletic Policy and Athletic Code of Conduct. Drugs, alcohol, and tobacco and tobacco products are not permitted on school property. Your staff is to serve as role models for your athletes and refrain from using tobacco products while coaching. Disciplinary action will be taken if coaches do not follow policy.
- I. Comply with all Board of Education policies, District procedures and practices, and directives of

the administration.

During the season you must:

- A. Make certain that the athletes in your program are supervised at all times. Locker room supervision before and after practice and on away trips is your responsibility. Assign assistants as needed. Students may not be assigned as assistants or be relied upon to supervise other students. Be the first one to arrive and the last one to leave the locker room.
- B. Use sound judgment and coaching practices at all times. If you observe lightning or other dangerous or inclement conditions, practice or contests should immediately be suspended or terminated. Seek safe shelter for everyone.
- C. Assist in the care and security of your equipment, practice area, and locker room.
- D. Schedule and organize daily practices. Practices and tryouts should be organized so that each athlete has an equal opportunity to show his/her ability. Gym space is assigned by sport; you are to assign it by level. The athletic director reserves the right to determine facility space.
- E. Turn in statistical information and scores for each contest to the athletic director, media, website, etc.
- F. Attend Booster Club and other meetings.
- G. Keep accurate team and individual records. Turn in a summary at the end of your season.
- H. Keep your eligibility list accurate and up to date in *Final Forms*. If an athlete drops from your team, make certain that the athlete's equipment is timely collected and the name is removed from the team list. Be sure to review the eligibility for varsity awards.
- I. An accident report must be filled out and submitted to the Athletic Director for each injury. This report should be completed on Final Forms for review by the athletic trainer/director within 24 hours of the accident. The Coach must also ensure that appropriate care is provided to the athlete immediately following an injury, including by providing first aid, contacting the student's parents, and calling emergency services if necessary.
- J. Final Forms must be used to keep attendance records for each sport.
- K. Continue to monitor staff and athletes regarding the Athletic Policy. **Any infractions of the Athletic Code of Conduct, the Student Code of Conduct, or Board policy must immediately (within 4 hours) be reported to the Athletic Director or designee.** Disciplinary action will be taken if infractions are not reported within 4 hours of notification.
- L. Comply with all Board of Education policies, District procedures and practices, and directives of the administration.

At the conclusion of the season, you must:

- A. Collect all District equipment. This is your responsibility. Do not leave it for others to do. Have your athletes turn in all equipment/uniforms within two weeks after the final contest.
- B. If an athlete quits or is removed from your team at any point during the season, collect his/her uniform/equipment immediately. Inform the athletic secretary and Athletic Director.
- C. Prepare for and conduct the awards presentation. Submit a list of award winners to the athletic secretary for preparation as soon as possible (please allow more than two weeks for awards).
- D. Turn in a summary of the season to the athletic director or designee. This report should include an equipment inventory, a list of award winners, win/loss record, team and individual stats and final standings within the league.
- E. Assist in the evaluation of each coach on your staff.
- F. Schedule your end-of-year evaluation with the Athletic Director. Bring completed evaluations of assistant coaches to this meeting.
- G. Check major equipment and facilities. Make recommendations for repairs, cleaning and improvements.
- H. Prepare a tentative list of equipment needed for the following season. This should include detailed information such as sizes and prices.
- I. Assist in the preparation of the schedule for the next season.
- J. Comply with all Board of Education policies, District procedures and practices, and directives of the administration.

Inclement Weather Athletic Policy

As the winter season continues, so does the chance for inclement weather. The general policy for athletic practice and/or games are as follows:

- A. If school is cancelled, all middle school and 9th grade practices and/or games are cancelled for the day.
- B. Junior varsity/varsity games may be held following contact with proper authorities. 9th grade basketball games may be played in conjunction with the reserve/varsity level games (tripleheader). The administration will make this decision as close to 12:00 p.m. as possible. Practices will occur at the junior varsity/varsity level between the hours of 2:00 p.m. to 4:00 p.m. and may be cancelled if weather conditions persist or deteriorate throughout the day.
- C. On early dismissal days due to inclement weather, all middle school and junior varsity/varsity level games and/or practices will be decided on individual team-by-team basis. All athletes

are advised to listen to end of day announcements for future practice/game schedules.

Purchasing of Athletic Equipment

- A. At the end of each season the head coach and assistants take a complete inventory.
- B. The head coach and athletic director will determine what equipment will be purchased based on need.
- C. Equipment is school property and is never to be given to a player to keep.
- D. Pay-outs (purchase orders) are to be completed and authorized by the athletic director before any equipment is purchased.
- E. Equipment such as warm-ups, game uniforms, etc. purchased by the school shall not be worn for personal use.

Lost or Damaged Equipment

An athlete assumes the responsibility of returning issued equipment, including uniforms, in reasonably good condition at the end of the season or upon request by the coach. The following procedures apply if the equipment is returned or is not returned in reasonably good condition:

- A. The athlete and the athlete's parent/guardian must reimburse the District for the cost of the lost or damaged equipment. The coach or athletic director will notify the athlete and parent/guardian of the cost of replacement.
- B. The District will not issue equipment in other sports to the athlete until the athlete reimburses the District for the cost of the lost or damaged equipment.
- C. Failure to reimburse the District for lost or damaged equipment may result in the District withholding the athlete's awards, athletic letters, grades, credits, report cards, and/or diploma until such fees are paid.

Uniform Policy

This policy will apply to all equipment and clothing that is provided to student athletes. Equipment and clothing provided to student athletes is the property of the school district and not the individuals who wear the uniforms.

Guidelines:

- A. Equipment must be well maintained and the uniforms must be cleaned after every game or as otherwise directed by the coach.
- B. Uniforms are to be worn for practice and games only! They are not to be worn in school or other non-sport settings, except with permission from the coach and administration.
- C. Uniforms may only be worn by the athlete to whom they are issued.
- D. Uniforms must be returned to the coaches within two weeks after the last game.
- E. All coaches will have a uniform sign out list, of their own design.
- F. Athletes will be responsible for their uniforms and equipment throughout the season. This also includes warm-ups, travel bags, shooting shirts, etc.
- G. Athletes who would like to use their uniforms for senior pictures or other personal uses must receive permission in advance from the head coach and athletic director

Athletic Ticket Policy

- A. Athletic admission fees are determined by the Board of Education each spring. Admission fees will be advertised at a later date.
- B. The following people will be issued (2) complimentary reserved seats:
 - a. Superintendent and Assistant Superintendent
 - b. Principal and Assistant Principal
 - c. Head Coach (in season)
 - d. Ticket Manager
 - e. Athletic Director
 - f. Assistant Athletic Director
 - g. Faculty Manager
 - h. Athletic Trainer
 - i. Others as a token for their assistance and service to the athletic department. A list will be board approved.
- C. Student athlete admission rules.
 - a. Varsity squad members can attend home games in their sport at no cost.
 - b. 9th grade team members will be given, in their sport, a pass to be honored at the gate for the varsity home games.
 - c. Junior high athletes must pay to attend a high school sport unless prior arrangements or special nights are created.

- d. When a varsity, reserve, or 9th grade athlete attends another sport, he/she must pay the prevailing rate.

Scouting

- A. All scouting assignments will come from the head coaches. If possible, a MVL pass will be issued for that purpose. Requests for reimbursement should be made to the athletic director.

Transportation

- A. The Athletic Director is responsible for ensuring appropriate transportation arrangements are made to athletic events.
- B. Athletes are responsible for providing their own transportation to and from activities at Philo High/Junior High School.
- C. If the District provides transportation to an athletic contest/event, all team members must travel to and from the athletic contest/event on the District-provided transportation unless the athlete's parent/guardian provides advance written notice to the athletic director. If the athlete chooses not to ride the bus home from an athletic contest/event, the athlete must be signed out by a parent/guardian. School buses will be used for most trips.

Practice Time and Schedule

- A. Practice time and practice schedules should be well planned. A copy of all schedules must be kept by the head coach. It is highly recommended to post practice schedules on the school website.
- B. The time and place of practice is to be discussed in advance with the athletic director so that custodial and other services may be arranged.
- C. Sunday practices may be held only after 2 p.m., may not be mandatory, and may only be held to prepare for a Monday game. Coaches should avoid scheduling practices on holidays.
- D. If school is closed due to inclement weather, practices may only be held consistent with the Inclement Weather Athletic Policy.

Supervision

All school athletes must be supervised at all times by a coach employed or approved by the Franklin Local School Board.

- A. A coach must be present at all games and practice sessions.
- B. Coaches must make every effort to prevent accidents and ensure student safety.
- C. Students are not to be given permission to use school facilities except when will be under the supervision of a coach or instructor.
- D. Coaches are responsible for the conduct and safety of team members at all times, including in the locker room. A coach needs to be in the locker room to supervise the athletes at all times. If the head coach cannot be in the locker room, an assistant should be present.
- E. Coaches who use the facilities on a weekend or holiday, are responsible for ensuring all members of the team leave the building, the lights are turned off, and the building is locked and secured at the end of the practice or event.
- F. **STUDENTS SHOULD NOT BE UNSUPERVISED AT ANY TIME.**

Coaches' Clinic

Head coaches are to use discretion in selecting clinics and state tournaments to attend. The following are maximums and are not to be exceeded:

- A. Head coach per sport: Head coaches who are also teachers in the District may use up to 2 days of professional leave per athletic season to attend clinics/state tournament with the approval of the athletic director and principal if substitutes are available.
- B. Assistant coach per sport: Assistant coaches who are also teachers in the District may use up to 1 day of professional leave to attend clinics/state tournaments with the approval of the athletic director and principal if substitutes are available.
- C. All requests to attend clinics/state tournaments must be given to the Athletic Director as soon as possible in advance of the event.
- D. The Athletic Director may approve reimbursement for up to 2 clinics/state tournaments per athletic season at the following rates:
 - a. Head Coach
 - i. Meals (\$25.00 day maximum)
 - ii. Mileage (Rate to be determined)
 - iii. Room (Rate to be determined)

- iv. Registration (Rate to be determined)
- b. Assistant Coach
 - i. Room (Rate to be determined)
 - ii. Registration (Rate to be determined)
 - iii. Meals (\$25.00 day maximum)
- c. Coaches must submit all receipts and other documentation of expenses for reimbursement.
- d. If a coach resigns, his clinic privileges are no longer available.
- e. The Athletic Department will purchase two sets of tournament tickets for football, basketball, and wrestling coaches. The athletic director has the option to purchase the same number of tickets.

Professional Days

- A. Professional days for teachers who are also coaches may be granted for coaches (Head Coach and/or Assistants) for the following reasons:
 - a. Preparation for sectional/district/regional/state tournament play.
 - b. Preparation for any major home athletic event.
 - c. State tournament play.
- B. All requests for professional leave must be discussed with and approved by the athletic director and principal in advance.

Reimbursements

- A. Request for professional days may be completed on-line (include estimated expenses), and must be approved by the principal. All requests must also be sent to the athletic director. If there is a registration form for the clinic/state tournament, a copy must be provided to the principal and athletic director. The coach will be notified whether the request for a Professional Day is approved. Upon returning from the clinic/state tournament, the coach must complete an expense report, sign it, attach all required receipts and documentation of expenses, and turn it into the athletic director.

Athletic Award System

- A. Minimum requirements for participation in a season to earn a Varsity Letter:
- a. Baseball-50% of Varsity innings played, Pitchers-25% of Varsity innings played
 - b. Basketball- $\frac{1}{2}$ of total Varsity quarters played
 - c. Cross Country-Participation in 75% of meets and practices and finish the season in good standing
 - d. Football- $\frac{1}{2}$ of total Varsity quarters played
 - e. Golf- $\frac{1}{2}$ of total Varsity matches played plus 8 team points
 - f. Soccer- $\frac{1}{2}$ of total Varsity halves played
 - g. Softball-50% of total Varsity innings played, Pitchers-25% of Varsity innings played
 - h. Volleyball- $\frac{1}{2}$ of total Varsity matches played
 - i. Wrestling-Participation in $\frac{1}{2}$ of total Varsity meets or win in the sectional tournament
 - j. Cheerleading-cheer at 90% of Varsity games. Varsity home football games are mandatory for Junior Varsity cheerleaders, but do not count toward a Varsity Letter.
 - k. Swim-Participate in 100% of practices and meets (unless excused by coach or medical excuse), demonstrate good sportsmanship, a positive attitude, and practice as a team.
 - l. Track-5 Paths to Lettering.
 - i. Place at an Invitational
 - ii. Attend 50% of Invitationals
 - iii. Receive a minimum of 10 points at Tri Meets
 - iv. Senior (complete season in good standing)
- B. Seniors are awarded a letter if they participate in a sport for 3 consecutive years.
- C. Managers and trainers are awarded a letter if they manage or train for one season of a varsity sport.
- D. Statisticians are awarded a letter if they keep statistics for two successive years in a varsity sport.
- E. Method of awarding
- a. 9th grade team member-Certificate
 - b. Reserve team member-Certificate
 - c. First year-Varsity "P"-Swiss emblem

- d. Second year-2nd year certificate-Swiss emblem
 - e. Third year-3rd year certificate-Swiss emblem
 - f. Fourth year-Plaque-Swiss emblem
- F. Cheerleading awards will be awarded at the conclusion of fall and winter sports seasons. Cheerleaders may participate in other varsity sports with both coaches' consent.
- G. Special Awards-Plaques
- H. Head coach will select special awards that must be approved by the athletic director. If an athlete fails to meet the minimum varsity letter requirements, the head coach has the right to recommend a letter. The coach and athletic director must review the recommendation.
- Prior to awards night, the athlete may be excused by the principal or athletic director.

*All awards are based on high school participation.

Evaluation

- A. Head coaches will be evaluated by the athletic director (see attached form). The evaluation will be discussed with the respective coach.
- B. Each coach who has assistants will evaluate his/her assistant(s). The evaluation will be discussed with the assistant (see attached form).

Philo Head Coach End of Year Evaluation

Head/Assistant Coach _____ Date _____

Sport _____ Evaluator _____

Years _____

S=Above Expectations M=Meets

Expectations N=Needs

Improvements U=Unsatisfactory

N/A=Not Applicable

Professional Qualities

1. Cooperates with Administration _____
2. Follows policies _____
3. Has cooperated with media _____
4. Has cooperated with Boosters _____
5. Has communicated well with parents _____
6. Has attended meetings (MVL, OHSAA, etc.) _____
7. Has worked to build 7-12 program _____
8. Sets appropriate examples for athletes _____
9. Provides proper supervision _____
10. Is knowledgeable of the sport _____
11. Team is well disciplined _____
12. Is well organized for games, practices, etc. _____
13. Observes all levels of practice and contests _____
14. Is consistent in dealings with players and parents _____
15. Develops performance consistent with athletes available _____
16. Is thorough with equipment care _____

- 17. Cooperates with scheduling _____
- 18. Cooperates with sharing facilities _____
- 19. Follows proper procedures for purchases _____
- 20. Works with athletes aspiring to go to college _____
- 21. Has evaluated coaches within sport properly _____
- 22. Has completed proper training _____
- 23. Promotes all sports _____
- 24. Participants in parents' night, awards, etc. _____
- 25. Worked with office to file proper paperwork (tournaments) _____

Strengths:

Job Targets:

Comments:

Evaluator's Signature:

Coach's Signature:

Principal's Signature:

Summation: (Circle One)

Successful: Recommended for contract renewal

Probationary: To be recommended for renewal with conditions of understanding for areas of improvement needed.

Unsatisfactory: Not recommended for contract renewal