



COACHES HANDBOOK

BRHS/BRMS

Approved Black River Board of Education June 29, 2017

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Introduction and Purpose

It is the fervent intent of BRHS/BRMS to abide by all rules and regulations of the OHSAA and PAC in the governance of Athletics at BRHS/BRMS. Accordingly, the purpose of this Manual is to establish BRHS/BRMS's policy for institutional controls to assist the relevant constituents at BRHS/BRMS and others directly connected with the athletic program or school in preventing any infraction of OHSAA bylaws and internal policies of BRHS/BRMS by providing clear and direct guidelines for compliance. BRHS/BRMS shall be the sole entity with responsibility for enforcing this policy.

Applicability

These policies and procedures apply to all coaches/sponsors, parents, students, or others including but not limited to, boosters or alumni, with a direct connection to the athletic program or the school for the purpose of ensuring compliance with the OHSAA bylaws. Each person referenced above is responsible for his or her own actions and shall become intimately familiar with the policies contained herein and the OHSAA bylaws. BRHS/BRMS will provide applicable training and monitoring to ensure that adequate institutional controls are in place to provide compliance with OHSAA rules and regulations.

Athlete Participation Philosophy

It is the philosophy of the BRHS/BRMS that athletes enjoy as many sport seasons as the student-athlete and their parents wish them to participate in without influence from any coach to specialize in one sport. All coaches should encourage participation in other sports. In order to embrace this philosophy, our coaches agree that:

- 1) No student may start (or try-out for) another extra-curricular activity until the previous one is complete.
- 2) It is possible to have a student participate in more than one sport in a specific season. In this case, the coaches of both programs involved along with the student should sit down and work out a calendar for practices, scrimmages, and games.

Athletic Facilities Use and Key Control

Moderators of extra-curricular activities are to supervise the use of the facilities after school by the students involved in these activities. The same, of course, applies to the coaches in regard to the athletes in the gym section of the school. Casual use of athletic facilities by non-students who are not in the BRHS/BRMS feeder system shall be prohibited without prior approval from the Athletic Director. Exempted from this prohibition are the paid uses of facilities per contract or agreement or the use of facilities by community groups with the approval of the administration. Coaches will maintain strict accountability of their facility keys and will not allow students, parents, or anyone not authorized access the use of those keys.

Athletic Inquires

Inquires by parents on behalf of their student athlete are welcomed and encouraged by the Athletic Department and coaching staff. Parents shall contact the coaching staff prior to bringing an issue to the Athletic Director. When the need arises to contact the AD, please identify yourself. Anonymous communications will be forwarded to the coach in question by the AD, with no further action to be taken. At no time will school staff discuss playing time or another student athlete. Below is the Chain of Command concerning extra curricular activity issues.

- 1) Appropriate Level Coach
- 2) Head Coach
- 3) Athletic Director
- 4) Principal
- 5) Superintendent
- 6) Board of Education

Athletic Related Press Conferences/College Signings

College scholarship signings are a special event in the life of our student-athletes, their families and our BRHS/BRMS teams. All signings will occur in the HS gymnasium. The list below outlines specific responsibilities.

- 1) Student-Athlete/family – notify the athletic department of the desired date – coordinate the signing date with the college coach, notify the AD if different than the original date – all college memorabilia to be used at the signing will be provided by the family – any reception following the signing is up to the family. The student-athlete will provide the Athletic Director any career highlights that will be used in a press release/invitation to the signing.
- 2) Athletic Department – reserve the HS gymnasium after confirming the date with the student-athlete and prepare an email notification of the signing for all Black River employees, coaches, local media and school administration.

Attendance

Head Coaches are expected to monitor the daily school attendance of their athletes during the season as well as holding the accountable to the attendance policy in the Athletic Handbook. Coaches are also expected to take daily attendance at Mandatory practices and keep record of that attendance of the athletes in the program.

Banquets/Awards

All banquets and award ceremonies will be conducted by the Head Coach of each sport at a site approved by the Athletic Director. Each sport will be responsible for the cost of the banquet. Please check the school calendar and coordinate the banquet scheduling through the Athletic Director. If a BRHS varsity team wins a league championship the Athletic Booster Club will provide a full dinner banquet at the cost of the booster club.

Booster Club Meetings

Head Coaches are encouraged to attend all Booster Club Meetings for his/her sport. If a Head Coach is unable to attend, a member of the coaching shall be present.

Bus Rides

Coaches supervising athletic bus rides are responsible for the behavior of the athletes while on the bus. At no time should there ever be a male and female athlete/trainer/statistician sitting together on the a bus. Coaches should ensure that the genders are divided on the bus.

Checks

Please turn in all money in a timely manner. Cash & checks should be turned into the Athletic Director or the Booster Club by the next business day.

Coach Evaluation

Every coach, whether head or assistant, paid or volunteer, will receive a written performance evaluation. Each head coach will prepare all written evaluations for their respective assistants. These will then be provided to the Athletic Director. The Athletic Director and Principal will prepare all written evaluations for each Head Coach.

Coaching Requirements

All coaches including volunteers must obtain a Pupil Activity Permit from the Ohio Department of Education. No coach will be allowed to coach in any practice or contest of any kind until completion of PAP is received. Completion of the PAP requirements must be done before the first day of official practice. Head coaches must complete all rules clinics as required by the OHSAA.

Compliance

Head Coaches are expected to run a compliant program, maintain discipline, and resolve problems to the best of their ability relating to the situation. When appropriate, coaches needing assistance shall contact the Athletic Director. Any suspected violations of OHSAA Bylaws should be reported in writing through the chain of command. If any member of the chain of command is involved in the allegation, the report should go to the next person in the chain of command. The Principal will conduct an internal investigation in conjunction with the Athletic Director. Results of the investigation may be reported to the OHSAA.

All staff members associated with the athletic program are expected to know, understand, and comply with all OHSAA bylaws relating to their responsibilities. There will be no tolerance for any deviation from these bylaws by anyone associated with the athletic

program. If the investigation reveals that the staff member(s) did violate one or more bylaws, the staff member will be subject to appropriate disciplinary action, up to and including separation from the athletic program. BRHS/BRMS will self-report all violations to the OHSAA.

Donation of BRHS/BRMS Property/Uniforms and Apparel

Before a coach or an entire extra-curricular program decides to donate new or used uniforms, practice gear, warm-ups, sweat suits, hats, shirts, jackets, pants, shorts, etc, or any athletic equipment, you must first receive approval from the Athletic Director.

Eligibility Forms/Participation List

Coaches shall submit rosters to the Athletic Director.. The Athletic Director or designee shall ensure each student athlete satisfies the requirements per the OHSAA Certification of Eligibility Form and Participation List prior to any participation in Athletics.

Enforcement of Rules and Regulations

The Principal and the Athletic Director will be held strictly responsible for the enforcement of the rules and regulations of the OHSAA and the internal policies and procedures of BRHS/BRMS governing Athletics. These individuals shall also ensure that competent persons are in charge of each athletic team, group, program, and/or activity, who are thoroughly knowledgeable of the rules and regulations of the OHSAA and this manual.

Expectations of BRHS/BRMS Coaches

BRHS/BRMS coaches are educators and leaders of the young men and young women they coach. Parents and student athletes can expect that BRHS/BRMS coaches will: Place the well-being of their athletes ahead of the desire to win. “Athletes first, winning second” and exemplify high standards of moral character at all times.

- A complete list of coaches expectations is attached at the end of this manual.

Facility Usage and Requests

A Facility use form must be filled out and submitted to the Athletic Director prior to an event taking place. The form will then be signed by the Athletic Director, building Principal, and Superintendent to ensure there are no conflicts. This process must take place for all events where a BRHS/BRMS facility will be used for anything other than a game, scrimmage, or practice. Coaches are always responsible for ensuring that the facility being used is left the way it was found.

Information for the College Bound Student Athlete

The athletic program at BRHS/BRMS counts many student/athletes who complete their competitive athletic participation when they graduate from high school. However, many BRHS/BRMS student/athletes do have the talent, desire, and opportunity to continue their participation at institutions of higher learning. To provide the best and most current information to student/athletes and their families, BRHS/BRMS recommends the NCAA website. For access, go to www.NCAA.org and click on Rules and Eligibility in the main menu.

Mail Deliveries

All mail regarding any athletic program shall be received via the school mailing address. All Head Coaches will have a mailbox set up for them in the High School mail room.

Media Reports

Coaches are responsible for contacting media with results of competition. For a list of media outlets and contact information please see the Athletic Director.

Overnight Team Travel

If an athletic team plans to travel overnight, prior approval must be obtained from the Athletic Director, Principal, Superintendent, and the school board. The board of education meets on the third Thursday of each month and the request must be approved by the board of education before the trip. Notification on hotel accommodations and travel arrangements must be presented to the Athletic Director in writing. It is the responsibility of the head coach to ensure overnight travel is submitted in a timely fashion. The school district does not pay for any overnight trips during the regular or off-seasons.

Parents Consent Forms and Code of Conduct

All students participating in athletics shall complete the Athletic Packet at the beginning of their first season of each school year. Students must return the Athletic Packet to their head coach before they are allowed to participate in any tryout, practice, scrimmage, and/or game.

Parents' Meetings

Prior to the beginning of each Athletic season, the Athletic Director will hold a meeting for all athletes, parents, and coaches in compliance with OHSAA by-laws. Head Coaches are expected to attend this meeting and will have their own individual team meeting following the Athletic Director's meeting where specific team rules and schedules should be given out.

Pay to Participate

BRHS/BRMS will apply participation fees to all student/athletes if deemed necessary by the board of education. All athletes will be expected to pay the participation fee for each season before being allowed to play in a game in any sport for that season. All athletic participation fees will be due before the first varsity contest of the specified sport. All payments should be taken directly to the Athletic Office at the High School. Head Coaches should not handle any pay to participate money.

Prohibited Activities

No BRHS/BRMS coach, or anyone else with a direct connection to the athletic program or school shall provide any special benefit, money, or items of tangible benefit, other than equipment or uniforms as necessary for Athletic participation, to any student athlete including: money, clothing, pay for work not performed or that is in excess of the amount regularly paid for those type of services, regular free transportation by anyone associated with the school, privileges not afforded non-student athletes, or special gifts. Those with “a direct connection to the school” include: coaches, booster club parents and members, school board members & officers, parents of high school players, booster club representatives, and students.

Recruiting

OHSAA Bylaw 4 Section 9 expressly prohibits recruitment activities, which influence any student to attend a particular school for participating in Athletics. Accordingly, any inquiry regarding participation in Athletics at BRHS/BRMS and governed by OHSAA shall be directed to the Principal. If any prospective student or family contacts any coach or any other person with a direct connection to the athletic department or school, they must be directed to the Principal. In addition, no staff member shall contact a student athlete outside of the school district in accordance with OHSAA Bylaw 4 Section 9.

Responsibility

Although each person referenced above shall have responsibility for complying with these procedures and the bylaws of the OHSAA, BRHS/BRMS recognizes and assumes the ultimate responsibility as a member of the OHSAA for compliance and thus designates the Principal as the party with direct responsibility in all matters in the school that concern compliance, including eligibility and inter-school contests. The principal designates the Athletic Director as BRHS/BRMS’ OHSAA Designated Representative for the purpose of conducting the interscholastic program at BRHS/BRMS and implementing all necessary institutional controls for compliance.

Safety and First Aid

Coaches will strive to provide a safe, healthy experience for all participants and will take all appropriate measures to minimize the number and seriousness of athletic injuries.

Schedules

Turn in a copy of your practice and scrimmage schedule as soon as possible to the Athletic Director. A tentative practice schedule should be made out for the entire season before practices begin.

Scheduling of Contests

All game scheduling will be done by the Athletic Director with the input of the Head Coach. All game schedules are done at least one year in advance.

Summer Camps

Summer camps will not be conducted during the dead period. Summer camps must be scheduled through the Athletic Director. Clean up of camps is the responsibility of the coach. Student athletes cannot be forced to attend or work summer camps. Coaches may use money generated from camps to pay workers. All camp money must be submitted to the booster club in a timely manner.

Sunday Practices

Sunday practices and/or workouts are permitted with prior approval by the Athletic Director. All Sunday practices and/or workouts must be optional for all athletes and must be held after 1 PM.

Suspension Policies

If a student-athlete receives an out of school suspension the athlete is ineligible to participate in any athletic events on the day(s) of the suspension. If the suspension includes being suspended from school on a Friday, the suspension remains in effect throughout the weekend, meaning the student-athlete would remain ineligible for participation throughout the weekend. Policies regarding in school suspension are up to the individual Head Coaches.

Student Confidentiality

As per district policy, all student records will be maintained with appropriate measures of security and confidentiality. Completed athletic pre-participation physical exam forms will be reviewed by staff upon completion. Information reported on health forms will be shared with coaching staff on a "need to know" basis. It is a violation on FERPA (Family Educational Rights Protection Act) for anyone other than staff members to review completed student physical exams.

Supervision of Athletes

Student athletes will be supervised at all times before, during and after practice by members of the coaching staff. At least one member of the coaching staff will remain after practice/games until ALL athletes have departed or been picked up by their own parents.

State Tournament Overnight Travel

In the event an athlete advances in the post-season tournament in an individual sport (Golf, Cross Country, Wrestling, Track and Field) to the district, regional, and/or state level and overnight accommodations are necessary as deemed by the Athletic Director the school district will pay hotel and other travel expenses for the athlete participating and the Head Coach only. If two or more athletes qualify the school will pay for the athletes and one assistant coach in addition to the Head Coach.

In the event a team advances in the post-season tournament to the regional and/or state level and overnight accommodations are necessary as deemed by the Athletic Director the school district will pay hotel and other travel expenses for all athletes and coaches listed on the varsity roster.

The 24 Hour Rule

Parents are not permitted to discuss athletic concerns with the coach for at least 24 hours after an issue arises at a game, practice, or other instance.

Title IX

All coaches, Athletic Director, and booster clubs shall work together to ensure equity among equipment, facilities, scheduling, travel, staffing, and the budget.

Transfer Students

All high school transfer students must meet with the Athletic Director to be declared eligible. No transfer student is eligible to tryout or practice on any team until he or she meet with the Athletic Director and complete the appropriate OHSAA transfer forms (and the OHSAA approves the player's eligibility pursuant to the OHSAA transfer bylaws). Transfer students in grades 7,8, and 9 are declared eligible locally. If the student has repeated any grade, the Guidance Office will obtain the appropriate documentation and transcripts to provide to the Athletic Director. The Athletic Director will inform the coach that the student has complied with OHSAA eligibility transfer requirements prior to any athletic participation.

Uniforms/Equipment

No uniforms, equipment or services can be ordered/purchased prior to the Athletic Director initialing a school purchase order and that purchase order is approved. There is to be no deviation from the uniform rotation plan unless a situation warrants such changes. In such cases uniforms are to be inspected and requests made in writing and receive approval from the Athletic Director.

Uniform Rotation Plan

No uniforms can be ordered/purchased prior to the Athletic Director giving written approval. There is to be no deviation from this rotation plan unless a situation warrants such changes. In such cases uniforms are to be inspected and requests made in writing and receive approval from the Athletic Director.

Unsportsmanlike Behavior

Coaches are expected to show and exhibit good sportsmanship at all times. Chronic unsportsmanlike behavior by Black River coaches will not be tolerated. In the event a coach receives a technical foul or unsportsmanlike conduct penalty the Athletic Director and/or Principal have the right to discipline the coach. The following procedure will be used as a guideline on a yearly basis;

1st offense: Verbal Warning

2nd offense: Written Warning

3rd offense: Written reprimand to be placed in professional file

4th offense: Suspension and/or potential termination

Every situation is different and will be dealt with accordingly. Not every situation will warrant disciplinary action to be taken.

Weight Room/Conditioning

Out of season conditioning must be non-mandatory, non-sport specific, and open to all in accordance with OHSAA regulations. Priority for scheduling will be given to in-season sports. An adult must be present at all times if students are using the facilities.

Workers

The Athletic Director is responsible for arranging needed workers for all games.

Black River Local Schools Board Policies Regarding Athletics

Accident Reports (EBBA)

Coaches are responsible for carrying an Emergency Medical Form with them at all times for each athlete. In the case of an emergency involving a student, the emergency medical authorizations form is followed and efforts are made to contact the parent/guardian.

Authorized Use of School Owned Materials (EDC)

District equipment may be removed from District property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the Superintendent is required for such removal. All equipment should be returned to the school in the same condition it was taken. A Board employee who loses or misuses student or staff personally identifiable information will be subject to disciplinary action as determined by the Board.

Bloodborne Pathogens (EBBC)

Staff and students incur some risk of infection and illness each time they are exposed to bodily fluids or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards such risk as serious. The Board directs adherence to universally recognized precautions. Universally recognized precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV, HCV and/or other bloodborne pathogens.

Cash in School Buildings (DM)

Monies collected by employees and by student treasurers are handled with prudent business procedures, in order to demonstrate the ability of employees to operate in that fashion and to teach such procedures to our students. State law requires proper receipting and depositing of all public monies. Therefore, all monies collected are receipted, accounted for and deposited every day, if possible. In no case shall more than \$10 be left overnight in unsecured areas of school buildings.

Emergency Closings (EBCD)

The Superintendent may close the schools, dismiss students early or delay the opening of schools in the event of hazardous weather, other emergencies that threatens the safety or health of students or staff members. This applies to all athletic events as well. The Athletic Director will consult with Superintendent to decide on athletic events taking place on days when school has been closed. If a Level 2 advisory exists all athletic events will be cancelled.

First Aid (EBBA-R)

Board-approved procedures are followed to guard against athletic injuries and to provide care and emergency treatment for injured athletes. Coaches meet all requirements of the State Board of Education.

Staff Conduct (GBCB)

All staff members have a responsibility to make themselves familiar with, and to abide by, the laws of the state of Ohio and the negotiated agreement, the policies of the Board and the administrative regulations designed to implement them. The Board expects staff members to conduct themselves in a manner that not only reflects credit to the District, but also presents and model worthy of emulation by students. Unless otherwise permitted by law, staff members are not permitted to bring a deadly weapon or dangerous ordnance into a school safety zone. All staff members are expected to carry out their assigned responsibilities. Essential to the success of ongoing operations and the instructional program are the following specific responsibilities, which are required of school personnel:

1. faithfulness and promptness in attendance at work;
2. support and enforcement of policies of the Board and regulations of the administration;
3. diligence in submitting required reports promptly at the times specified;
4. care and protection of District property and
5. concern and attention toward their own and the District's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

Staff-Student Relations (GBH)

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand. Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such contact is not compatible with professional ethics and, as such, will not be tolerated. Staff members are expected to use good judgement in their relationships with students both inside and outside of the school at all times.

Tobacco Use on District Property by Staff Members (GBK)

No staff member or volunteer is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours:

1. in any building, facility, or vehicle owned, leased, rented, or chartered by the District or

2. on school grounds, athletic facilities or parking lots

No staff member or volunteer is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours, at any school sponsored event off campus.