



ATHLETIC DEPARTMENT



2018-2019 ATHLETIC HANDBOOK

<Guidelines for the Student-Athlete, Parent/Guardian, Coach, and Athletic Administrator>

Electronic Handbook & Required Paperwork Available On:

<http://oh.8to18.com/Chillicothe/>

Once a Cavalier, Always a Cavalier

ADOPTED 8/9/18

FOREWORD



The purpose of this handbook is to ensure expectations are properly communicated to Cavalier student-athletes and parents as well as to aid our coaches and athletic administrators in their administrative functions by listing the proven practices and routine procedures that have been developed over the years. This standardization of forms and procedures should bring about a more efficient operation of the interscholastic athletic program at CHS. Each student-athlete, parent/guardian, coach, and athletic administrator should read the content of this handbook carefully. This document will answer many questions in regard to athletic policy as established by the department, administration, and the board of education. GO CAVS!

Michael Barren
Athletic Director
Chillicothe High School

Principal's Message

To be a part of the Cavalier Community is special. At CHS, we believe in the motto 'Once a Cavalier, Always a Cavalier!' Through this belief, we hold ourselves to the highest standard of excellence in the classroom, in the community, and in the athletic arena. We believe scholastic athletics are just another learning opportunity we can offer our students to better enhance their education. The purpose of this handbook is to inform our student-athletes, their parents/guardians, our coaches, and the athletic administrators of the Chillicothe High School's athletic rules, policies, and expectations. It must be understood that the rules set forth in this document are intended to enhance the quality of the experiences available through scholastic athletics by providing a program based on proper discipline and positive values for our student-athletes, parents/guardians, coaches, and athletic-administrators. Being a Chillicothe Cavalier coach or student-athlete involves a tremendous amount of responsibility as you represent not only yourself but the entire Cavalier family and the Chillicothe community. **The expectation for anyone involved with Cavalier Athletics is to represent ourselves, our families, our school, and the Chillicothe community with DIGNITY, CLASS, and PRIDE.** Our emphasis on athletics and the rules and expectations stated in this handbook comes from our desire to provide our student-athletes the chance to learn life lessons both inside the classroom and in the athletic arena. Our coaches should conduct themselves in a professional manner at all times, and our student-athletes should reflect the professionalism their coaches represent. Our athletic program at Chillicothe High School should be one which prepares student-athletes for life, both in winning and losing, and does it with dignity, class, and pride. Based on the expectations for conduct outlined in the handbook anyone involved with Cavalier Athletics as a participant or spectator must understand consequences tied to inappropriate behavior. It must be understood that student-athletes, parents/guardians, coaches, or athletic-administrators who choose not to follow the rules set forth by the Chillicothe High School Athletic Handbook, Chillicothe High School Student Handbook, and/or the Ohio High School Athletic Association regulations may be denied the privilege of participation in or viewing of Cavalier athletics. We are striving for excellence and want our student-athletes, parents/guardians, coaches, and athletic-administrators to work to be their best. You have accepted the

challenge of athletic coaching or some level of participation and now you must set a goal and make a personal commitment to follow the rules in order to achieve your goals. Best of luck this athletic season and GO CAVS!

Dustin Weaver
Principal
Chillicothe High School

Superintendent's Message

Chillicothe Athletics have been a source of great pride for our school district for generations. Chillicothe High School has produced many high quality athletes who have achieved much in their respective sports. More important than what we accomplish, whether as teams or as individuals, is the way in which we accomplish it.

It is an honor and privilege to participate in our athletic program. Our athletes are expected to compete at the highest-level and to have success, first in the classroom and then on the field of competition. Cavalier athletes are also expected to represent the values of our community. Values such as character, integrity, respect, self-discipline, and sportsmanship are to be ingrained in the expectations of each team.

The rules and guidelines in this Athletic Handbook clearly establish what is expected from Cavalier coaches and athletes. Please take time to familiarize yourself with this information. As supporters of our athletes we too are expected to participate at the highest level by showing good sportsmanship and positive support of our teams and athletes. We hope that your experiences as players, coaches, parents, and athletes are good ones, and wish all teams and athletes the best during the 2018-2019 sports seasons.

Go Cavs!

Deborah Swinehart
Interim Acting Superintendent, Chillicothe City School District



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2018-2019 CHILLICOTHE HIGH SCHOOL ATHLETICS DIRECTORY

SCHOOL: Chillicothe High School
 ADDRESS: 421 Yoctangee Parkway
 CITY: Chillicothe, Ohio 45601
 FAX: 740-779-5376
 WEBSITE: www.8to18/chillicothe

SCHOOL PHONE: 740-702-2287
 MASCOT: Cavaliers
 ATHLETIC PHONE: 740-702-2287 ext. 16249
 FIELD HOUSE: 740-702-2292
 TWITTER: @chscavsports

ADMIN / ATHLETIC OFFICE

Superintendent: Deborah Swinehart
 Principal: Dustin Weaver
 Athletic Director: Mike Barren
 Asst. Athletic Director: Kaz Pata
 Ticket Manager: Kaz Pata
 Asst. Athletic Director: Knute Bonner
 Athletic Secretary: Monica Hitchens
 Athletic Trainer: Lisa Chaffin

OFFICE

740-775-4250
 740-702-2287
 740-702-2287 ext. 16255
 740-702-2287 ext.
 740-702-2287 ext.
 740-702-2287 ext. 16249

CELL

740-804-4979
 740-804-8131
 614-562-3437
 740-296-4154
 740-296-4154
 740-466-7290
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- To reach a head coach by phone, please dial the Athletic Department direct line at (740) 702-2287 x16249
- The emails of the head coaches, athletic trainer, and marching band director are listed below:

BOYS SPORTS – HEAD COACH

		Primary Email	Cell #
Baseball			
Basketball	Eric Huffer	eric.huffer@ccsd.us	352-615-9340
Bowling	James McGinnis	taznsis@roadrunner.com	740-775-3758/740-656-1268
Cross Country	Robert Strong	rob.strong@ccsd.us	239-410-9598
Football	Ron Hinton	ron.hinton@ccsd.us	740-407-4109
Golf	Jason Fischer	jfish359@yahoo.com	740-663-2191
Soccer	Michael McCorkle	michael.mccorkle@ccsd.us	740-701-5200
Swimming	Wendy Arth	warth@ztlstd.org	740-253-3480
Tennis	Chuck Halm	chuckhalm@gmail.com	740-701-2407
Track	Rob Strong	rob.strong@ccsd.us	239-410-9598
Wrestling	Mike Peck	mpeck@adena.org	740-703-7358
Volleyball	Andrew Vitaoe	avitaoe@vitaoe.com	765-532-8557

GIRLS SPORTS – HEAD COACH

Basketball	Jeremy Beverly	jeremy.beverly@horizonview.net	740-701-5367
Bowling	James McGinnis	taznsis@roadrunner.com	740-775-3758
Cheerleading	Nancy Arledge	nancy.arledge@ccsd.us	740-703-2640
Cross Country	Heather Tarlton	heather.tarlton@ccsd.us	740-708-0181
Lacrosse	Ryan Camponeschi	cavslaxclub@gmail.com	740-701-2597
Soccer	Tyler Wickham	twick3606@gmail.com	740-708-3168
Softball	Greg Phillips	greg.phillips@ccsd.us	740-701-3782
Swimming	Wendy Arth	warth@ztlstd.org	740-253-3480
Tennis	Janet Disbennett	dis91@horizonview.net	740-703-2077
Track	Rob Strong	rob.strong@ccsd.us	239-410-9598
Volleyball	Andrew Vitaoe	avitaoe@vitaoe.com	765-532-8557
Band Director	Michelle Carpenter	michelle.carpenter@ccsd.us	740-974-5284
Cavalier Club	Mike Corcoran	farmermacross@yahoo.com	740-703-7534

Conference Affiliations

Chillicothe High School is a member of the Ohio High School Athletic Association (OHSAA). The rules and regulations developed by the OHSAA are designed to protect fair play and promote sportsmanship while ensuring the safety and welfare of all student-athletes. Chillicothe High School agrees to abide by and cooperate with all rules and regulations set forth by the OHSAA.

Chillicothe High School is one of six charter member schools in the Frontier Athletic Conference (FAC) and as members we agree to abide by rules and regulations of the league. Principals, acting upon recommendations of coaches and/or athletic directors with the support of the district superintendent and local boards of education, vote on league rules and regulations with the best interest of the student-athletes and member schools in mind. The schools that make up the FAC are Chillicothe, Greenfield McClain, Miami Trace, Hillsboro, Washington CH, and Jackson.

Chillicothe High School Athletic Opportunities by Season*

Fall

Boys Golf
Girls Golf
Boys Soccer
Girls Soccer
Girls Volleyball
Girls Tennis
Boys Cross Country
Girls Cross Country
Football

Winter

Boys Basketball
Girls Basketball
Wrestling
Boys Swimming
Girls Swimming
Boys Bowling
Girls Bowling

Spring

Baseball
Softball
Girls Lacrosse
Boys Track
Girls Track
Boys Tennis
Boys Volleyball

*Listing of sports is not necessarily an indication that the sport is a "School Program or Team" as defined by OHSAA regulations. In addition, Chillicothe High School may offer an activity which is not necessarily subject to OHSAA regulations or to all requirements of this Athletic Handbook (i.e. Cheerleading or Band).

Sports Venues

Obadiah Harris Family Sports Complex
Herrnstein Field/Bobo Track:

McVicker Field at Mt. Logan School:
Hansel Field at Chillicothe HS:
Ohio University-Chillicothe:
Shawnee Lanes:
Hatton Gym, Chillicothe HS:

Larry Cox Gym:

Chillicothe City Annex:

Football, Boys and Girls Track and Field, Boys and Girls Soccer and Lacrosse
Boys and Girls Soccer, Lacrosse, Freshman Football, and Softball
Baseball
Boys and Girls Tennis
Boys and Girls Bowling
Boys and Girls Basketball, Boys and Girls Volleyball, Wrestling
Wrestling, Boys and Girls Volleyball, Boys and Girls Basketball
Boys and Girls Cross Country

FIGHT SONG

Oh, Chillicothe, fairest school to me,
Bravest school in all the land,
We honor you this day
So do your best
Blue and White must wave tonight.
(rah-rah-rah)
Chillicothe fight the foe,
Win the praise that we may say,
Oh, Chillicothe, fairest school to me,
We praise thee to the sky.

ALMA MATER

Mid the Hills of Old Ohio
Where the valley smiling lies,
And the placid, still Scioto
Bears the blue of summer skies,
In the proud, unsullied memory
Of years sped in their flight
Chillicothe – Fair in glory
Guard the peerless
Blue and White.



Section 1: Student-Athlete Information and Expectations

INTERSCHOLASTIC ATHLETICS

Participation by students in athletic competition is a privilege subject to Board policies and regulations. While the Board takes great pride in winning, it emphasizes and requires good sportsmanship and a positive mental attitude as prerequisites to participation.

The superintendent and administrative staff schedule frequent conferences with all physical education instructors, coaches, and athletic directors to develop a constructive approach to physical education and athletics throughout the District and to maintain a program that is an educational activity.

Interscholastic athletic programs are subject to approval by the Board. The building principal is responsible for the administration of the interscholastic athletic program within his/her school. In discharging this responsibility, the principal consults with the athletic directors, coaches, and physical education instructors on various aspects of the interscholastic athletic program. It is the responsibility of the principal and his/her staff to ensure the proper management of all athletic and physical education programs and the safety of students and the public.

The Board may require that students pay reasonable fees to participate in interscholastic athletics.

Coaches are required to complete all approved coursework as specified by the Ohio High School Athletic Association (OHSAA) and the Ohio Department of Education (ODE) in order to qualify to serve as coaches.

In the conduct of interscholastic athletic programs, the rules, regulations and limitations outlined by the OHSAA must be followed. It is the responsibility of the District's voting delegate to the OHSAA to advise the management team of all pending changes in OHSAA's regulations.

Eligibility requirements for participating in athletic programs must conform to regulations of the OHSAA. They include the requirements that a student have the written permission of his/her parent(s) and shall have been determined as physically fit for the chosen sport by a licensed physician.

All students participating in interscholastic athletics must be covered by insurance. This insurance may be available for purchase through the District. If parents choose not to purchase insurance provided by the District, the parent(s) must sign a waiver ensuring that private coverage is provided.

As character building is one of the major objectives of interscholastic athletics, the athlete assumes responsibility for regulating his/her personal life in such ways as to make him/her a worthy representative of his/her school.

Chillicothe City Schools File: IGDJ

CHILlicothe City School District's Eligibility for Participation in Athletics

At Chillicothe High School, athletes are **STUDENTS FIRST**, and as such are expected to set a positive example in the classroom. The CCSD Board of Education academic requirements are as follows:

Students Enrolled in Grades 9-12

- In the immediately preceding grading period, a high school student must receive a passing grade in a minimum of three (3) one credit* courses or the equivalent, which count toward graduation;
- Those grades referenced in the above bullet must, when combined and calculated, result in a total grade point average of at least 1.75 on a four-point (4.0) scale.
- A student who failed one or more of the state graduation exams or failed to achieve necessary points to graduate may be required to participate in provided intervention programs as offered by the Chillicothe City School District in order to remain eligible.
- Seventh and eighth grade students must be currently enrolled in a member school and have received passing grades in a minimum of five (5) subjects that receive a grade or a pass/fail credit in the immediately preceding grading period and carry at least a 1.75 GPA on a four point (4.0) scale.
Exception: Those seventh graders who are entering school for the first time are permitted to participate in school athletics regardless of their previous academic achievements.

Any student who received a failing grade for any class or course of study for the previous grading period may be eligible to participate in interscholastic extra-curricular activities provided he/she meets all of the requirements above.

All other eligibility requirements of this Board and, in the case of interscholastic athletics, the OHSAA, must be met in addition to those declared in this Handbook.

For purposes of this Handbook:

- Interscholastic extra-curricular activities means a pupil activity program that a school or school district sponsors.
- Interscholastic extra-curricular activity does not include any activity included in the school district's graded course of study.
- The achievement of each student shall be reported to his/her parents by a report card each nine-week reporting period.
- Students with an "Individualized Educational Plan" (IEP) may be exempt from provisions of this resolution pursuant to section 3323.08 and section 3313.535 (D) of the Ohio Revised Code.
- Summer school grades earned may **NOT** be used to substitute for failing grades received during the fourth nine weeks grading period of the regular school year.

I. ON-LINE LEARNING AND ATHLETIC ELIGIBILITY

At CHS, we utilize the Virtual Learning Academy (VLA) and APEX Learning as our on-line learning programs depending on educational placement. Any student on these programs regardless of their placement (home, CAPA, Roweton, Work Program, Credit Recovery, Credit Flexibility, etc.) will adhere to the same eligibility requirements as students attending regular school at CHS unless courses are defined as all year courses. If courses are defined as all year courses, which many on-line courses are, these requirements are students must pass 5 classes and earn a 1.75 GPA for whatever 9 weeks their sport uses to determine their eligibility.

VLA 9 weeks are defined by the following lessons: Lessons 1-9 are first 9 weeks. 10-18 2nd 9 weeks. 19-27 3rd 9 weeks. 28-36 4th 9 weeks.

APEX 9 weeks are defined by the lessons assigned by the individual instructor of the program the student is placed in.

Eligibility is defined by 9 weeks grades not overall cumulative grades at the end of a semester, course, or school year.

II. ATHLETIC SHARP

- A. A student-athlete that has a GPA **below a 2.0** on any grade reports will be required to enter the SHARP program Mon - Thurs from 3:45 pm – 4:45 pm on the specified days until that grading period ends. If a student enrolled has an unexcused absence from the SHARP program, he/she will be prohibited from playing in the next scheduled contest.
- B. A student-athlete who receives a GPA **below a 2.0** at the end of a grading period will be required to enter the SHARP program at the beginning of the new grading period and will maintain status in SHARP for the entire grading period and will only be removed if the student's GPA is a minimum of 2.0 at the conclusion of the next grading period. This will carry over to the next academic year if the student maintains status as a student-athlete at Chillicothe High School and the student earned GPA below 2.0 in the 4th grading period. In addition, a student-athlete remains in SHARP for the entire grading period notwithstanding completion of his/her sport before the end of the grading period, quitting the sports team after the 10-day period described in Section VIII on page 28 herein, or dismissal from the sports team after the 10-day period described in Section VIII on page 28 herein before the end of the grading period.

III. SUSPENSION AND ELIGIBILITY REQUIREMENTS

Any student-athlete may be suspended from an athletic team practice and/or competition for a period of time, designated by the principal or athletic director (with principal approval), for infractions of school rules and regulations or for any other unacceptable conduct in or out of school.

Transfer students in grades 9-12 are ineligible for athletics for the second 50% of the maximum allowable regular season contests in the sports the student participated in during the 12 months immediately preceding the transfer, and all postseason contests until the one-year anniversary date of enrollment in the school the student transferred to. If the transfer takes place during the sport season in which a student has participated in a regular season interscholastic contest, the student is ineligible for the remainder of that sport's season. The ineligibility provisions and exceptions to the ineligibility provisions are outlined in more detail in the OHSAA Bylaws.

Students in grades 7-12 enrolled in District-sponsored community schools are permitted to participate in the District's interscholastic athletics program. The Board may require the community school student to enroll in and participate in no more than one academic course in the District as a condition to participation.

Resident students attending STEM schools are also permitted to participate in the District's interscholastic athletics program.

Foreign exchange students not enrolled in a state-approved educational or exchange program must be legally adopted by a resident of the District in order to be eligible for athletics.

A student receiving home instruction in accordance with State law who is not entitled to attend school in the District may be authorized by the Superintendent to participate in interscholastic athletic programs offered by a school of the District. The activity must be one the district the student is entitled to attend does not offer.

Adopted: [3/31/08]

LEGAL REFS: ORC 2305.23; 2305.231; 3313.537; 3313.66; 3313.661; 3313.664; 3315.062

OAC Chapter 3301-27

CROSS REFS:

- IGD, Cocurricular and Extracurricular Activities
- IGDJ, Interscholastic Athletics
- IGDK, Interscholastic Extracurricular Eligibility
- IKF, Graduation Requirements
- JECBA, Admission of Exchange Students
- JECBC, Admission of Students from Non-Chartering or Home Schooling
- JGD, Student Suspension
- JGE, Student Expulsion
- JN, Student Fees, Fines and Charges
- Student Handbooks

Chillicothe City Schools File: IGD

IV. GUIDELINES FOR INELIGIBLE STUDENTS

A. The following conditions will be established for a student-athlete who is ineligible for a grading period:

1. With approval from the coach/advisor, parent/guardian, and building principal/athletic director a student can practice in order to try out for a team and continue to practice throughout the season while ineligible as long as the student-athlete adheres to all team and school expectations.
2. The student-athlete cannot participate in any athletic contest, scrimmage, or in exhibition situations nor sit on the sidelines in uniform during the period of ineligibility. He/she may continue to travel with the team with coach/advisor, parent/guardian, and building principal/athletic director approval.

B. A student-athlete who becomes ineligible for two consecutive grading periods would lose all practice condition privileges and would be released from any athletic squad.

V. STUDENT ELIGIBILITY REQUIREMENTS

AGE LIMITATION

See OHSAA Bylaw: 4-2-1 <http://www.ohsaa.org/Eligibility/Age>

Major Premise: Once a student-athlete attains the age of 20, the student is no longer eligible for interscholastic athletic competition notwithstanding where that 20th birthday falls in relation to the sports season.

ENROLLMENT AND ATTENDANCE

See OHSAA Bylaw: 4-3-1 <http://www.ohsaa.org/Eligibility/Enrollment>

Major Premise: Must be enrolled in Chillicothe High School.

RESIDENCE

See OHSAA Bylaw: 4-6-1 <http://ohsaa.org/Eligibility/Residence-Bylaw-Resource-Center>

Major Premise: Custodial parents must live within Chillicothe City School District (5 factors determine bona fide residency), be enrolled under “open enrollment”, or be approved as a tuition student.

TRANSFERS

See OHSAA Bylaw: 4-7 <http://www.ohsaa.org/Eligibility/Transfer>

Major Premise: Start of 9th grade establishes athletic eligibility at a member school; 50%-loss of second half of regular season and entire postseason for transferring schools if students participated in the sport the previous season; One-time move transfer back to district of residency without athletic penalty; Must have board approval and OHSAA Commissioner approval to participate if student transfers to maintain 100% eligibility.

FOREIGN EXCHANGE STUDENTS

See OHSAA Bylaw: 4-8-1 <http://www.ohsaa.org/Eligibility/International>

Major Premise: Must be from approved list of foreign exchange programs, must be approved by OHSAA Commissioner. Limit of 5 per school per year from the same exchange program.

NON INTERSCHOLASTIC TEAMS

See OHSAA General Sports Regulations: 7

<http://ohsaa.org/Portals/0/Eligibility/OtherEligibilityDocs/GeneralSportsRegulations.pdf>

Major Premise: Can play as an OHSAA team June 1 to July 31 only. Outside of June and July players on the same team are restricted. During a sport season, the athlete cannot participate on a non-interscholastic team of the same sport (team or individual).

SCHOLARSHIP

See OHSAA Bylaw: 4-4-1, 4-4-2 <http://www.ohsaa.org/Eligibility/Scholarship>

Major Premise: Our policy is stated in this handbook.

VI. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES GUIDELINES

The purpose of education is to develop the whole person of the student. For this reason an educational program must embody, as an essential element, activities which involve students beyond the classroom and foster the values which result from interaction and united effort. Such activities form a logical extension of the required and general curriculum and the elective or special curriculum. The Board has established the criteria for co-curricular and extracurricular activities consistent with its philosophy of, and goals for, education. All student activity programs must:

- Have educational value for students;
- Be in balance with other curricular offerings in the schools and be supportive of, and never in competition with, the academic program; and
- Be managed in a professional manner.

The Board may require that students pay reasonable fees to participate in extracurricular activities.

Adopted: [3/31/08]

LEGAL REFS: ORC 3313.537; 3313.58; 3313.59; 3313.664; 3315.062. OAC 3301-27-01, 3301-35-06

CROSS REFS: DJ, Purchasing

IGDB, Student Publications

IGDC, Student Social Events
IGDF, Student Fund-Raising Activities
IGDG, Student Activities Funds Management
IGDJ, Interscholastic Athletics
IGDK, Interscholastic Extracurricular Eligibility
JECBC, Admission of Students from Non-chartered or Home Schooling
JGD, Student Suspension
JGDA, Emergency Removal of Student
JGE, Student Expulsion
JL, Student Gifts and Solicitations
JN, Student Fees, Fines and Charges

VII. DOUBLE PARTICIPATION - SAME SPORTS SEASON

All high school students at Chillicothe High School who qualify under OHSAA Rules and the policies of the Chillicothe Board of Education will be given the opportunity to try out and participate in the athletic program.

Permitting an athlete to participate in more than one sport in a season is based on the philosophy that we need to allow the athlete to fully develop his/her interests and talents. Coaches must place the good of the individual and the total athletic program ahead of any perceived need “to win” a single contest. The intent and purpose of this policy is to that end. The coaching staff **should not** discourage the students from broadening their athletic interests and abilities.

A student will be permitted to participate in two school seasonal sports in one season provided that:

1. The participant must declare to the coaches of the involved sports and the athletic department within ten (10) days of the first day of practice his/her intention to participate in two sports and must declare which sport is the primary sport and which sport is the secondary sport.
2. The participant must attend practices in both sports as his/her schedule permits. Arrangements, based on mutual agreement between the two coaches, can be made to determine the practice dates and times.
3. Required double participation form obtained from the athletic director is completed and filed in the Athletic Office no later than ten (10) days from the first day of practice. Failure to timely file the double participation form **immediately renders the participant ineligible in both sports** until the double participation form is properly filed.

This rule shall be applied to all “school programs or teams” and “non-school programs or teams” as defined by the OHSAA, and to cheerleading; however, unless otherwise agreed to by the head coaches, student-athlete, and athletic director, participation in tryouts, practices, scrimmages, and contests of a “school program or team” recognized by the OHSAA shall have priority over participation in tryouts, practices, scrimmages, and contests of a “non-school program or team;” provided further, that unless otherwise agreed to by the head coaches, student-athlete, and athletic director, a student-athlete may not designate a “non-school program or team” as his/her primary sport over a “school program or team.” In all cases of schedule conflicts, the participant will be expected to participate in his/her declared primary sport. A scrimmage or contest in the secondary sport will get priority over a practice in the primary sport. As determined on a case-by-case basis, any divergence from the guideline pertaining to a secondary scrimmage/contest receiving attendance priority over a primary practice will be examined and determined either an excused or unexcused absence from a contest. This may result in

consequences being sanctioned as outlined in this handbook. If a conflict arises where the same type and level of activity is involved (scrimmage or game), the athlete will participate in the primary sport activity. The other exception to this will be if a primary sport non-league or non-tournament contest conflicts with a secondary sport's league contest (in sports where each contest counts toward league title), an invitational/tourney or an OHSAA tourney contest. In this case, the secondary sport would get priority.

RESPONSIBILITIES OF A CHILLICOTHE HIGH SCHOOL STUDENT-ATHLETE

Being a member of a Cavalier athletic team is a fulfillment of an early ambition for many students. With the attainment of this goal come the responsibilities of maintaining the great traditions of Cavalier athletics and the expectations of student-athletes at Chillicothe High School. Our entire athletic program enjoys tremendous visibility and respect statewide.

Participation in interscholastic athletics as a member of a Cavalier athlete is part of the education process, and is a privilege not a right. Our mission is to develop student-athletes of character, integrity and determination who will respectfully serve as positive members of the Chillicothe High School community and society in general, and to prepare our student-athletes for life after athletics as productive, engaged citizens.

YOU are challenged to project a positive image of Chillicothe High School and Cavalier athletics, to build upon our proud traditions, and to protect the integrity of our total program AT ALL TIMES. Reputations of excellence take a long time to develop, but can be destroyed in a "heartbeat." The EXPECTATION is placed on our student-athletes, coaches, parents, and administrators to represent our school and community with DIGNITY, CLASS, and PRIDE at all times but primary focus is provided to the student-athletes who will be wearing the blue and white uniforms. You must understand this responsibility.

We desire to WIN. This goal must be accomplished with honor to our student-athletes, our school, and our community. Such a winning tradition demands your BEST EFFORTS in-season as well as in the off-season.

It is not easy to contribute to such a great tradition of excellence. The PRIVILEGE to compete for and REPRESENT Chillicothe High School means you are required to say "NO" to influences which carry negative consequences. When you put on the BLUE & WHITE, we assume that you understand the tremendous responsibilities which accompany representation of such a great educational institution and such a great athletic program. DIGNITY, CLASS, and PRIDE. Nothing short of this representation will be tolerated.

I. REQUIREMENTS FOR PARTICIPATION

You are NOT eligible to try out for or compete in any sport until the following are completed:

- A. **PHYSICAL EXAMINATION FORM** completed and the form turned in to the Athletic Department.
- B. **ALL ACADEMIC ELIGIBILITY REQUIREMENTS** are fulfilled.
- C. **EMERGENCY MEDICAL AUTHORIZATION FORM** is completed and turned in to the Athletic Department.
- D. **STUDENT HANDBOOK ACKNOWLEDGMENT FORM** is signed by both student and parent/guardian and turned in to the Athletic Department.
- E. **RESPONSIBILITIES OF PARTICIPANTS IN ATHLETICS FORM** must be signed by both student and parent/guardian and turned in to the Athletic Department.
- F. **PROOF OF INSURANCE** must be signed by both student and parent / guardian and turned in to the Athletic Department.
- G. **HIPAA FORM** must be signed by both student and parent/guardian and turned into the Athletic

Department.

- H. **ASSUMPTION OF RISK AND RELEASE OF ALL CLAIMS** is signed by both student and parent/guardian and turned in to the Athletic Department.
- I. **STUDENT-ATHLETE SOCIAL MEDIA AGREEMENT AND POLICY FORM** is signed by both student and parent/guardian and turned in to the Athletic Department.
- J. **CONSENT TO PERFORM URINALYSIS FOR DRUG TESTING** is signed by both student and parent/guardian agreeing and consenting to drug testing and turned in to the Athletic Department.
- K. **TRANSPORTATION AND ATHLETIC FEE** paid to the Athletic Department or satisfactory arrangements for payment are made by the first official contest.
- L. **SUDDEN CARDIAC ARREST VIDEO AND VERIFICATION FORM** – The student and parent/guardian have watched the OHSAA video on sudden cardiac arrest and both have signed and turned in the verification form to the Athletic Department.

PDF forms can be obtained from the CHS Athletics website at <http://oh.8to18.com/Chillicothe/> under the “Resources” section of the Home Page. Form packets can also be obtained from the CHS Athletic Office and on Final Forms (<https://www.finalforms.org/>).

- **UNLESS PERMISSION IS GIVEN BY THE ATHLETIC DEPARTMENT, FORMS AND FEES ARE NOT TO BE RETURNED TO COACHES, BUT SHOULD INSTEAD BE TURNED IN TO THE ATHLETIC DEPARTMENT.**

II. STUDENT REQUIRED PAPERWORK

All students participating in Chillicothe High School Athletics must complete the required forms in order to try out for or participate in a sport. The above forms can be found at the CHS Athletic website at <http://oh.8to18.com/Chillicothe/> at the “Resources” section on the Home Page, in the CHS Athletic Office, and on Final Forms (<https://www.finalforms.org/>):

III. TRANSPORTATION AND ACTIVITY FEE (TRAC FEE)

(Adopted: 6/21/2004; Amended 6/23/2014)

The Chillicothe Board of Education has enacted a “Pay to Participate” policy for athletics in the Chillicothe City School District beginning with the 2004-05 school year. While it is regrettable to have to institute such a policy, the financial situation in the school district makes it necessary to help defray the costs of the athletic programs. A new fee structure has been adopted beginning with the 2011-2012 to help offset the rising cost of funding both the middle and high school athletic programs.

A Transportation and Activity Fee (TRAC Fee) is required of all student-athletes and Marching Band members in order to reduce district costs of funding athletics and providing athletes with transportation to and from athletic contests.

The policy is outlined below.

Every high school student-athlete, middle school student-athlete, and Marching Band member will pay a fee of \$25.00 for each approved school sport or approved club sport with the following exceptions:

- There is a \$100.00 cumulative family cap covering high school and middle school students. As such, \$100 is the maximum any family would pay in one school year.

The fee is required to be paid by the first athletic contest for his/her sport, or the first football game for

Marching Band. The fee for any middle school student will be paid in the Middle School Office at Chillicothe Middle School and the fee for any high school student will be paid in the Athletic Office at Chillicothe High School. Fees should be made payable to the “Chillicothe City School District”. **Students not paying or making satisfactory arrangements to pay the fee by the first athletic contest will be ineligible for participation until the fee has been paid.**

This policy was amended beginning the 2015-2016 school year. The following should be noted regarding the fee:

- It does not guarantee playing/participating time.
- Final decisions regarding playing time rest with the head coach.
- It does not alter the policies of Chillicothe High School, Chillicothe Middle School, the Chillicothe City Schools Board of Education, or the Ohio High School Athletic Association.
- It does not alter or affect the district’s athletic code of conduct as set forth in the CHS Athletic Handbook, CHS Student Handbook, or individual team rules.
- **Receipts will be given, but there will be no refunds. Quitting, injury, academic ineligibility, misbehavior, or lack of playing time will NOT cause a refund to be given.**
- Fees will be utilized to pay for coaches’ salaries, workers’ compensation, Medicare, transportation and facility rentals.

IV. SPORTSMANSHIP IS EVERYBODY’S RESPONSIBILITY

The Chillicothe Athletic Department believes that interscholastic competition involving member schools of the Ohio High School Athletic Association should be governed by the basic principles of good sportsmanship. This document has been prepared to insure that all participants have a common understanding of those basic principles.

We believe that good sportsmanship is more important than winning. Good sportsmanship is a quality that all Chillicothe student –athletes need to possess and practice. We believe that student-athletes should be coached to play to the best of their ability and to understand that to play well is to play honorably. Poor sportsmanship will not be tolerated and will be appropriately addressed by the coaching staff, athletic administrators, and school administrators. The promotion of sportsmanship is the obligation of all school personnel (principals, athletic directors and coaches) and is directed to the behavior of spectators, coaches, and players. An additional component to consider is coaches’ ethics. We believe the development of good sportsmanship through the practice of ethical behavior and moral reasoning is one of the acknowledged objectives of interscholastic athletics. We therefore expect school administrators, coaches, student-athletes, cheerleaders, and spectators to know and embrace the following fundamentals of good sportsmanship.

1. Respect your fellow teammates, coaches and volunteer staff (adult support staff and student managers).
2. Respect your opponents. Respect shall be demonstrated for an athletic opponent and for their school at all times. We expect our coaches and players to shake hands after events (without towels, jerseys or warm-ups on their heads) and show class at all times. Chillicothe shall treat visiting teams and their supporters as guests and accord them the consideration all human beings deserve. Visiting schools should respect the property and dignity of their host school and its athletic teams.
3. Respect shall be demonstrated for the officials at all times. Officials must be perceived to be and accepted as impartial arbiters who are trained to do their job and can be expected to do the job to the best of their ability. Do not argue with officials, other coaches or competitors. Never argue with coaches in public.
4. Knowledge of and a proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest. Good sportsmanship suggests the importance of

conforming to the spirit as well as the “letter” of the rules.

5. All participants shall strive to maintain self-control at all times. The desire to win shall not be accepted as a reason for abandoning rational behavior. A proper perspective must be maintained by all if the potential educational values of athletic competition are to be realized. Flagrant fouls and unsportsmanlike conduct penalties will not be tolerated. No cursing or swearing, and no speaking in a derogatory manner to teammates or opponents will be tolerated, on or off the field of play. This includes all forms of social media.
6. All participants shall learn to recognize and appreciate skill in performance regardless of affiliation. Recognition of the good performance of an opponent is a demonstration of generosity and goodwill that is encouraged in all member schools. In order for good sportsmanship to prevail, it is essential that all participants understand their individual responsibilities and expected behavior before, during, and after contests.

Again, the EXPECTATION is placed on our student-athletes, coaches, parents, and administrators to represent our school and community with DIGNITY, CLASS, and PRIDE at all times but primary focus is provided to the student-athletes who will be wearing the blue and white uniforms. You must understand this responsibility.

Ejections of coaches, players and spectators will not be tolerated. Ejection of coaches and players will be dealt with according to OHSAA rules and regulations. Any Chillicothe spectator, including but not limited to parents of student-athletes, that is ejected from a contest will at a minimum be banned from attending the next CHS home contest after the ejection or discovery of the ejection, and the offender must meet with the CHS Athletic Director as a condition precedent to consideration for lifting the ban and permission to attend future home athletic events.

STUDENT CONDUCT AT ATHLETIC EVENTS

Students attending athletic contests involving Chillicothe High School teams are expected to follow the school’s student handbook guidelines at all times. **Students are encouraged to cheer for our athletic teams, not against our opponents.** Students failing to abide by the guidelines of good sportsmanship may be asked to leave the event and run the risk of losing the privilege of attending future athletic events. In addition to possible removal, students in violation of the above may be subject to disciplinary action upon their return to school following the event where the infraction occurred.

RESPONSIBILITIES TO YOURSELF

Athletic competition at Chillicothe High School will provide you with the opportunity to improve yourself physically, mentally, emotionally, and socially. Much will be demanded of you in your athletic endeavors for the purpose of helping you to understand that your potential to excel is limitless. You owe it to yourself to give your BEST EFFORT in every situation. You do not work hard and do things right once in a while...YOU WORK HARD AND DO THINGS RIGHT EVERY DAY. Never put yourself in a position to say, “If I would have only...” or “If I could have...” Never let a day pass without working to become better in every phase of your life. Elite performance requires elite preparation. **Never let yourself be outworked.**

“Champions do not become champions when they win the event, but in the hours, weeks, months and years they spend preparing for it. The victorious performance is merely a demonstration of their championship character.”

T. Alan Armstrong, author

“I’ve got a theory that if you give 100% all the time, things will work out in the end.”

Larry Bird, former NBA basketball player

RESPONSIBILITIES TO YOUR SCHOOL

As a member of an athletic team at Chillicothe High School, **YOU BECOME CHILLICOTHE HIGH SCHOOL!** You are on center-stage, with the spotlight pointed directly on you. You must remember that you “live in a glass house”...the school, community, and the city are aware of everything you do, both on and off the field/court. You assume a role of **LEADERSHIP** as a member of a Cavalier athletic team. Leaders think about common things in uncommon ways. The student body, community, city, and our opponents will judge our school by your conduct and attitude. Judgments will also be made about the intensity with which our teams compete. Champions put forth uncommon, relentless effort in pursuit of competitive excellence. You have the opportunity to contribute in a very positive way to our school spirit, community pride, and statewide recognition. In order to be the best, we will play the best. It is our goal and our responsibility to see that Chillicothe High school is recognized and respected statewide for excellence in every phase of our programs.

RESPONSIBILITIES TO OTHERS

As a student-athlete at Chillicothe High School, you are responsible to your parents and to the youth of our community. If you never give your parents anything to be ashamed of, you will measure up to their expectations. When you know in your heart that you have lived by all the rules, practiced to the best of your abilities every day, and played every contest with the **INTENSITY** and **INTEGRITY** of the Cavalier tradition, you will maintain your self-respect and your family will be justly proud of you. The younger students in our community are watching everything you do. The magnitude of the impact that you have on their lives is tremendous. **YOU ARE THEIR ROLE MODELS!** Always set examples for them which are positive and which will help them to develop positive and productive life styles.

Once again, the **EXPECTATION** is placed on our student-athletes, coaches, parents, and administrators to represent our school and community with **DIGNITY**, **CLASS**, and **PRIDE** at all times but primary focus is provided to the student-athletes who will be wearing the blue and white uniforms. You must understand this responsibility.

Student-Athlete Social Media Agreement and Policy

Social media can be a useful tool to communicate with teammates, fans, friends, coaches, and more. Social media can also be dangerous if you are not careful. There are two types of social media users: those who realize they are functioning in public and those who don't. Every picture, link, quote, status, tweet, or post that you or your friends put online is forever part of your digital footprint. Content can be captured in screenshots or saved by other users. Keep in mind:

1. Nothing is truly private...ever.
2. If you retweet it, like it, or share it, you own it.
3. Every post/tweet/picture/communication reflects who you are.

You never know when that will come back to hurt or help your reputation during the recruitment process, college admissions, a new job, as you attempt to gain access to scholarship opportunities, or other important areas of your life. While we support and encourage individuals' freedom of expression and First Amendment rights, we are concerned about the safety and well-being of our student-athletes. Freedom of speech does not equal freedom from consequences. Inappropriate material affects the perception of our student-athletes, the Athletic Department, and our school district, students, alumni, and the Chillicothe community.

Recognizing the above (check mark all to designate understanding):

- _____ 1. I take responsibility for my online profile, including my posts and any photos, videos or other posts by other individuals in which I appear.
- _____ 2. I will not degrade my opponents before, during, or after games.
- _____ 3. I will post only positive things about my teammates, coaches, opponents, and officials.
- _____ 4. I will use social media to promote abilities, team, community, and social values.
- _____ 5. I will consider how I will be received by others before I post, like, or share anything.
- _____ 6. I will ignore negative comments about me and will not retaliate.
- _____ 7. If a teammate posts something negative online, I will have a conversation with that teammate. If I do not feel comfortable doing so I will talk to a team captain or coach.
- _____ 8. I am aware that I represent my school, team, family, friends, and community at all times.
- _____ 9. I will not comment on injuries, performances, or other team matters that could reasonably be expected to be confidential to coaches or team members.
- _____ 10. I will abide by all team and athletic department policies, and all OHSAA rules when utilizing social media.
- _____ 11. I will not post, share, or like information, photos, or other representations of inappropriate behavior (e.g., drug or alcohol use), sexual content, or items that could be interpreted as demeaning, bullying, defamatory, or inflammatory.
- _____ 12. I understand that I will be held responsible by school administration for anything I post, share, or like.
- _____ 13. Upon request, I will provide full access to members of my coaching staff, designated members of the athletic department, and/or the building principal for any and all social media accounts and/or posts.
- _____ 14. If I discover any inappropriate information on any social media of any Chillicothe student-athlete, I will immediately contact one of the following people: the student-athlete, the student-athlete's coach, the captain of the student-athlete's team, the athletic director, or the building principal.
- _____ 15. I understand that violation of this Student-Athlete Social Media Agreement and Policy may result in disciplinary action – including temporary or permanent suspension from the team – as determined by the principal, athletic director and/or head coach.

Best Practices:

1. Live your life, don't tweet your life.
2. Think twice before posting. If you wouldn't want your mom, dad, parents of other students, coach, or future employer to see your post, don't post it.
3. Be respectful and positive. Say thank you to your supporters, and support others.
4. Remember many audiences view your posts including fans, alumni, kids, parents, teachers, local authorities and community members.
5. The internet is permanent. Even if you delete something, it's still out there somewhere. Be in the right state of mind when you post. Do not post when your judgment is impaired. Coaches and administrators monitor social media. Use the privacy/security settings made available on sites. Be aware of who you add as a friend or allow access to your site.
6. Do not post your email, home address, local address, telephone number, or other personal information (class schedule, social plans) that could lead to unwanted attention, stalking, identity theft, etc.
7. Be respectful, honest, accurate, professional and polite.

Student-Athlete Signature

Parent/Guardian Signature

Date

Student-Athlete
Please Print Name

Parent/Guardian
Please Print Name

CHILLICOTHE CITY SCHOOLS DRUG, ALCOHOL, AND TOBACCO POLICY

Definitions and Terms of the Drug/Alcohol Policy

In understanding the Drug/Alcohol Policy, it is important to understand the following definitions and terms:

1. **Sports Season:** Defined as the first day, as defined by the Ohio High School Athletic Association, and ending with the end of year awards presentation. The seasons are Fall Sports, Winter Sports, and Spring Sports.
2. **Definition of "Possession":** Defined as using or being physically in possession of drugs, alcohol, or paraphernalia.
3. **Violations are cumulative** from offense to offense, and for all four years of high school. With first and second violations of some provisions of this policy, if enough contests do not remain in the sports season to satisfy the penalty, any remaining denial of participation will carry over to the next sport's season that the athlete participates in.
4. **Scope of Responsibility:** Any student-athlete actions that result in a police report regardless of whether it is in-season or not is subject to ramifications listed in this Athletic Handbook and the Student Handbook, if permitted by applicable law.

I. DRUGS AND ALCOHOL SALE OR DISTRIBUTION

In accordance with the Rules and Regulations for the Conduct of Students participating in Athletic Activities for the Chillicothe City Schools, a student selling or distributing mood-altering chemicals, non-prescribed drugs, steroids, alcohol or other intoxicants in or out of the sport season is in violation of the rules. Violation of this rule is subject to the following consequences:

First Violation:

A student found to be in violation will be immediately prohibited from participation in all athletic activities indefinitely, subject to the following:

- If the student-athlete successfully completes a drug/alcohol program provided by the school through our Safe Schools Coordinator (approved by the school administration) and follows the program recommendations, and submits to follow-up drug tests within a month from the date of the first violation at the parent/guardian/custodian's expense that test negative (if economic hardship is proven grant money may be available to assist with expenses), the penalty may be reduced to loss of participation in the next 20% of scheduled regular season athletic contests, in the sole discretion of the Building Principal. This does not include scrimmages and previews. This penalty can carry over to the next sports season to ensure that a 20% loss of contests is satisfied (20% of the season will be defined by the current sport in the current athletic season and based on how many regular season games the team plays for that season). Failure to comply with all of the above will result in continuation of the indefinite suspension from all athletic activities. Failure to provide evidence of a negative test within a month from the date of the first violation will be considered a second violation. If the offense occurs on school property, the student-athlete may also be subject to all penalties and sanctions set forth in the Student Handbook, including but not limited to, the following: out-of-school suspension; court referral; substance rehabilitation center request; prosecution; expulsion recommendation; elimination of all co-curricular activities both attendance and participation.
- During the period of suspension, the student-athlete **may** be permitted to practice with his/her team, attend practices and contests, and travel with his/her team if alternative transportation is not reasonably available to the student-athlete, and attend team meals, if approved by the Building Principal or the Athletic Director with permission from the Building Principal. However, during the period of

suspension, the student-athlete **shall not** wear the game uniform at any time, participate as a team member in any rally or pep assembly or any other team recognition, receive any post-season award or recognition, or sit with the team during any contest.

- It is the Building Principal's or his/her designee's responsibility to inform the parent/guardian/custodian of the student-athlete about the consequences of the violation.
- If the offense occurs on school property, the building principal will notify the Chillicothe Police Department. All evidence and pertinent information shall be submitted to the proper authorities.
- The student-athlete must successfully undergo a drug/alcohol program approved by the school administration before consideration for permission to return to athletics participation.
- In addition to the consequences mentioned above, a review of the entire incident will be held by the school administration. The review will include the student-athlete involved, the coach, the athletic administrator, the building principal, and the district drug/alcohol specialist.
- The athletic director may impose sanctions in addition to the above administrative punishment in his/her discretion as appropriate.

Second Violation:

A student found to be in violation for the second time will be immediately prohibited from participation in athletics indefinitely, but for not less than one calendar year (365 days) from the date of the second violation, except as set forth in paragraph (2) which follows.

The other provisions under a first violation will be followed.

- If the student-athlete successfully completes the drug/alcohol program, including the assessment and follows the recommendations of the agency as well as the additional drug test, the consequence may be reduced to loss of participation in 50% of the contests scheduled in the sport's regular season, in the sole discretion of the Building Principal. This does not include scrimmages and previews. This penalty can carry over to the next sports season to ensure the 50% penalty is achieved (50% of the season will be defined by the current sport in the current athletic season and based on how many regular season games the team plays for that season). Refusal or failure to follow through with the program, including the assessment or assessment recommendations will result in the continuation of the calendar year suspension. All costs associated with the assessment and recommendations are the responsibility of the parent/guardian/custodian and the student-athlete (if economic hardship is proven grant money may be available to assist with expenses). Failure to comply will result in indefinite suspension from activities. Failure to provide evidence of a negative test within a month from the date of the second violation will be considered a third violation.
- It is the Building Principal's or his/her designee's responsibility to inform the parents/guardians/custodians of the student-athlete about the consequences of the violation.
- If the offense occurs on school property, the Building Principal will notify the Chillicothe Police Department. All evidence and pertinent information shall be submitted to the proper authorities.
- The student-athlete must successfully undergo a drug/alcohol program approved by the school administration if an before permitted to return to athletics participation.
- In addition to the consequences mentioned above, a review of the entire incident will be held by the school administration. The review will include the student-athlete involved, the coach, the athletic administrator, the Building Principal, and the district drug/alcohol specialist.
- The Athletic Director may impose sanctions in addition to the above administrative punishment in his/her discretion.

Third Violation:

A student found to be in violation for the third time will be immediately prohibited from participation in athletics for the remainder of his/her career at Chillicothe High School.

Any potential reinstatement must be approved by the Building Principal.

- Prior to consideration for reinstatement, the student-athlete must show "significant progress" toward

rehabilitation from a certified substance abuse program. The clinical counselor working with the student-athlete must note that significant progress has been made only after at least six months of work with a clinician. The student-athlete must also submit to three follow-up drug tests over the next six month span from the date of the third violation at the parent/guardian/custodian's expense (if economic hardship is proven grant money may be available to assist with expenses) that must all test negative to be considered for reinstatement to participate in athletics. As with second violations, in addition to the consequences mentioned, a review of the entire incident will be held by the school administration. The review will include the student-athlete involved, the coach, the athletic administrator, the Building Principal, and the district drug/alcohol specialist. Any other violation after the third will carry the same penalties as the third violation. It is the Building Principal's or his/her designee's responsibility to inform the parents/guardians/custodians of the student-athlete about the consequences of the violations.

- If the offense occurs on school property, the Building Principal will notify the Chillicothe Police Department. All evidence and pertinent information shall be submitted to the proper authorities.
- The Athletic Director may impose sanctions in addition to the above administrative punishment in his/her discretion.

II. POSSESSION AND/OR USE OF DRUGS OR ALCOHOL

In accordance with the Rules and Regulations for the Conduct of Students participating in Athletic Activities of the Chillicothe City Schools, except for supervised, doctor-prescribed medications, an athlete under the influence, buying, using or possessing illegal, mood-altering chemicals, non-prescribed drugs, steroids, nutritional supplements designed to enhance performance, alcohol or other intoxicants during their sport season is in violation of the rules and regulations.

First Use/Possession Violation:

A student found to be in violation will be immediately prohibited from participation in all athletic activities indefinitely, subject to the following:

- If the student-athlete successfully completes a drug/alcohol program provided by the school through our Safe Schools Coordinator (approved by the school administration) and follows the program recommendations, and submits to follow-up drug tests within a month from the first violation at the parent/guardian/custodian's expense that test negative (if economic hardship is proven grant money may be available to assist with expenses), the penalty may be reduced to loss of participation in the next 20% of scheduled regular season athletic contests, in the sole discretion of the Building Principal. This does not include scrimmages and previews. This penalty can carry over to the next sports season to ensure that a 20% loss of contests is satisfied (20% of the season will be defined by the current sport in the current athletic season and based on how many regular season games the team plays for that season). Failure to comply with all of the above will result in continuation of the indefinite suspension from all athletic activities. Failure to provide evidence of a negative test within a month from the first violation will be considered a second violation.
- During the period of suspension, the student-athlete **may** be permitted to practice with his/her team, attend practices and contests, and travel with his/her team if alternative transportation is not reasonably available to the student-athlete, and attend team meals, if approved by the Building Principal or the Athletic Director with permission from the Building Principal. However, during the period of suspension, the student-athlete **shall not** wear the game uniform at any time, participate as a team member in any rally or pep assembly or any other team re
- If the offense occurs on school property, the student-athlete may also be subject to all penalties and sanctions set forth in the Student Handbook, including but not limited to, the following: out-of-school suspension; court referral; substance rehabilitation center request; prosecution; expulsion recommendation; elimination of all co-curricular activities both attendance and participation.
- It is the Building Principal's or his/her designee's responsibility to inform the parent/ guardian/custodian

of the student-athlete about the consequences of the violation.

Self-Referral Policy: A student-athlete may seek assistance for dealing with a drug/alcohol problem by self-referral to his/her coach/advisor, athletic administrator, or other school official. Self-referral is defined as a student-athlete telling a coach, teacher or other school official they believe they have a problem with drugs or alcohol. This disclosure would be voluntary.

- Self-referrals may be used in connection with a first offense only; any subsequent offense following a self-referral will lead to action stated in this Section II.
- A student-athlete may self-refer one time while enrolled as a student in the Chillicothe City School District.
- Self-referral is not available to a student-athlete who has already been selected or notified that he/she is to undergo drug/alcohol testing, or who has already been found in violation of the rules regarding procurement, use, or possession of drugs/alcohol by school officials or law enforcement, or by a court of competent jurisdiction. Examples:
 - **Self-Referral Granted** -- An athlete approaches a coach and says the reason he/she is fatigued in the latter stages of a game is because he has been drinking and staying out late. The athlete realizes that this affected his/her game and asks for help in this area.
 - **Self-Referral Denied** -- An athlete has been arrested by the police and calls his/her coach immediately afterward.
- By initiating a self-referral and agreeing to participate in a drug/alcohol program approved by the school administration, there shall be NO forfeiture of athletic activities.
- Refusal or failure to complete the drug/alcohol program will result in the sanctions for a first drug/alcohol violation.
- Self-referral, which results in no forfeiture of athletic participation, is considered a first violation.
- Self-referral cannot be used as a method of avoiding disciplinary consequences.
- In addition to the consequences mentioned, a review will be held by the school administration of the entire incident. This review will include the student-athlete, the parents/guardians/custodians, the coach, the athletic administrator, the Building Principal, and the district drug/alcohol specialist. This review will be held as expediently as possible, not to exceed five school days.
- It is the Building Principal or his/her designee's responsibility to inform the parents/guardians/custodians of the student-athlete concerning the violations of the incident.
- Refusal or failure to follow and successfully complete program recommendations will result in indefinite suspension from all athletic activities for the remainder of the school year.
- Any cost for the program will be the responsibility of the student athlete and his/her parents or legal guardian (if economic hardship is proven grant money may be available to assist with expenses).
- The Athletic Director may impose sanctions in addition to the above administrative punishment in his/her discretion.

Second Use/Possession Violation:

An athlete found in violation for the second time shall be prohibited from participation in athletic activities for one calendar year from the date of the violation. For example, if the athlete violates the policy on May 13, he/she will not be eligible for athletic participation until May 13 of the following year.

- The mandated completion of a program recommended by a certified substance abuse counselor, and the administration of three follow-up drug tests at the parent/guardian/custodian's expense will be required for consideration to reinstate the student-athlete's eligibility.
- The seriousness of a second violation cannot be over-emphasized. The student-athlete has already received consequences for a first violation and has shown a serious problem. When a second violation occurs, the student-athlete may complete a formal assessment at a mental health facility or drug/alcohol rehabilitation agency at the family's expense, submit to follow-up drug tests within a month from the

date of the second violation at the parent/guardian/custodian's expense that must test negative to continue to participate in athletics (if economic hardship is proven grant money may be available to assist with expenses). If the student-athlete successfully completes the assessment and follows the recommendations of the agency as well as the additional drug tests, the consequence may be reduced to loss of participation in 50 percent of the contests scheduled in the sport's regular season, in the sole discretion of the Building Principal. This does not include scrimmages and previews. This penalty can carry over to the next sports season to ensure the 50% penalty is achieved (50% of the season will be defined by the current sport in the current athletic season and based upon how many regular season games the team plays for that season).

- Refusal or failure to follow through with the assessment or assessment recommendations will result in the penalty mentioned in paragraph one of this section (1 year suspension from sports from the date of the violation.)
- All costs of the assessment and recommendations are the responsibility of the parent/guardian/custodian and the student-athlete (if economic hardship is proven grant money may be available to assist with expenses).
- Failure to provide evidence of a negative test within a month from the date of the second violation will be considered a third positive test result.
- Self-referrals after one violation are considered second violations with the same consequences mentioned above.
- As with first violations, in addition to the consequences mentioned, a review will be held by the school administration of the entire incident. This review will include the student-athlete involved, parents of the student-athlete, the coach, the athletic administrator, the Building Principal, and the district drug/alcohol specialist.
- If the offense occurs on school property, the student-athlete may also be subject to all penalties and sanctions set forth in the Student Handbook, including but not limited to, the following: out-of-school suspension; court referral; substance rehabilitation center request; prosecution; expulsion recommendation; elimination of all co-curricular activities both attendance and participation.
- It is the Building Principal's or his/her designee's responsibility to inform the parents/guardians/custodians of the athlete about the consequences of the violation.
- The Athletic Director may impose sanctions in addition to the above administrative punishment in his/her discretion.

Third Use/Possession Violation:

A third violation will result in immediate prohibition from all participation in athletics for the remainder of his/her career at CHS.

Any potential reinstatement must be approved by the Building Principal.

- Prior to consideration for reinstatement, the student-athlete must show "significant progress" toward rehabilitation from a certified substance abuse program. The clinical counselor working with the student-athlete must note that significant progress has been made only after at least six months of work with a clinician. The student-athlete must also submit to three follow-up drug tests over the next six month span from the date of the third violation at the parent/guardian/custodian's expense (if economic hardship is proven grant money may be available to assist with expenses) that must all test negative to be considered for reinstatement to participate in athletics. As with second violations, in addition to the consequences mentioned, a review of the entire incident will be held by the school administration. The review will include the student-athlete involved, the coach, the athletic administrator, the Building Principal, and the district drug/alcohol specialist. Any other violation after the third will carry the same penalties as the third violation.
- If the offense occurs on school property, the student-athlete may also be subject to all penalties and sanctions set forth in the Student Handbook, including but not limited to, the following: out-of-school

suspension; court referral; substance rehabilitation center request; prosecution; expulsion recommendation; elimination of all co-curricular activities both attendance and participation.

- It is the Building Principal's or his/her designee's responsibility to inform the parents/guardians/custodians of the student-athlete about the consequences of the violations.
- The Athletic Director may impose sanctions in addition to the above administrative punishment in his/her discretion.

Additional Consequences of Violations:

Any student-athlete under suspension or other punishment for violation of the provisions of this Athletic Handbook relating to the commission of, being charged with the commission of, or being under investigation for the commission of acts in violation of federal, state or local statutes (excluding minor misdemeanors or traffic offenses), including but not limited to the Drug and Alcohol provisions herein, or other inappropriate behavior as determined by the building principal, shall be ineligible to attend the team, school, Frontier Athletic Conference, or other awards banquet or to receive any team or school award.

III. BEING IN PROXIMITY OF ALCOHOL OR DRUG USE

Definition of proximity: Being near, in the vicinity of, drug or alcohol use. This includes in a vehicle, room of house, etc. when drugs, alcohol, or paraphernalia are present such as parties where people are drinking.

If the student-athlete is found in violation of being in proximity of possession or use of drugs and/or alcohol but not for his/her actual use or distribution, the consequences of a first violation will be as follows:

- The student-athlete will be given a written warning and must meet with the school district's appointed drug alcohol specialist or meet with a drug/alcohol specialist of the family's choosing at the family's expense.
- The student-athlete must follow any program recommendations. If the student fails to comply with this procedure, the consequences will be a loss of eligibility to participate in 10 percent of the sport's scheduled regular season athletic contests.
- Any additional proximity violations will be considered use/possession violations and will follow the consequences outlined in Section II.
- Proximity violations committed after use/possession violations will be considered the next use/possession violation. The appropriate consequences will result. The Building Principal may weigh the circumstances involving alleged proximity violations, and may determine – for example – that a student's attendance at a wedding reception or family reunion is not a violation of this policy.

IV. FEDERAL, STATE, LOCAL STATUTES

An athlete may be penalized if such athlete commits, is under investigation, or is charged with committing acts in violation of Federal, State or Local statutes or ordinances. The head coach, athletic director, and building principal will decide the severity of the violation/offense and its related penalty.

V. CONDUCT DETRIMENTAL

It is a privilege to represent Chillicothe High School in the athletic arena, it is not a right. With that privilege comes responsibilities that a student-athlete must be accountable in upholding. Student-athletes who do not conduct themselves in the right manner outside of the athletic arena will face possible discipline for their acts. Consequences of criminal or other inappropriate behavior will be dealt with on a case-by-case basis

considering the totality of the circumstances of the violation. A non-all-inclusive list of possible reasons for discipline under this section would include: in-class behavior issues, poor classroom performance, suspensions, arrest, etc. Student-athletes who do not conduct themselves in the right manner could face game suspensions, partial or full season suspensions, or alternative discipline (not starting), etc.

VI. CELL PHONE POLICY – CONTESTS AND PRACTICES

All cell phones must be put in bags, lockers, or otherwise stored away from the team member, student manager or trainer from 30 minutes before a game, scrimmage, or practice for the duration of the game, scrimmage or practice. Coaches may collect cell phones and hold them until the game, scrimmage or practice is complete, or allow team members and student managers and trainers to store them in accordance with this policy, in the coach's sole discretion. The game, scrimmage or practice is not over until a team member, student manager or player exits the playing field, gym, golf course, tennis court, or other field of play. In addition, at no time are team members to be using cell phones when their coach is instructing them, or if they are being interviewed by the media. Consequences of a violation of the cell phone policy will be dealt with on a case-by-case basis considering the totality of the circumstances of the violation, and include confiscation of the cell phone from 30 minutes before a game, scrimmage, or practice for the duration of the game, scrimmage or practice.

The purposes of this policy, among others, are to eliminate distractions, help our teams focus on the impending contest or practice, respect their coaches and the media, and improve verbal communication between teammates.

VII. DRESS CODE FOR ATHLETIC BANQUETS, ASSEMBLIES, AND COLLEGE SIGNING RECOGNITION CEREMONIES

CHS coaches and athletes regularly attend league and other banquets and awards programs, as well as CHS and CMS school assemblies and awards programs. Additionally, it has become a tradition for CHS to recognize our student-athletes who intend to participate in college athletics with college signing ceremonies. The Athletic Director has certain expectations regarding the appearance and conduct of coaches and student-athletes at these and similar ceremonies.

Our athletes are being honored. Our coaches and athletes will be in front of parents and other family, administrators, media, and fellow student-athletes from other schools. Please have respect for yourselves, your families, your coaches and teammates, your school and your community. Look smart and be smart. Present a positive image and be humble and respectful and people will remember you in a positive way. The expectation is that Chillicothe coaches and athletes will be classy and set the standard high. If this is your first banquet or ceremony, remember that you only have one chance to make a first impression, and first impressions are lasting.

CHS males are to wear dress slacks and a shirt and tie, dress shoes and socks. Shirts will be tucked in at the waist. Sport coats are not required, but are appropriate. No jeans, t-shirts, polo shirts, sneakers, flip-flops, sandals, or bare feet. No baseball caps.

CHS females are to wear a dress, skirt or dress pants with dress top, and appropriate dress shoes. All dresses and skirts are to be in accordance with CHS school rules and policy. No t-shirts, sneakers or flip-flops.

CHS coaches are to dress to the same standards as our athletes, except that a coach may dress in appropriate "coaching attire" with the prior approval of the Athletic Director.

The dress code for student-athletes and coaches at college signing recognition ceremonies is the same as for athletic banquets and assemblies, except that coaches and athletes may elect to wear a baseball hat, t-shirt, warm-up or sweat shirt representing the athlete's chosen college.

These dress requirements are not optional. Any CHS athlete who does not satisfy these dress requirements forfeits their opportunity for recognition at the particular banquet or ceremony and may not be recognized in other similar ceremonies. In addition to the individual athletes, it is the respective CHS coach's responsibility to make sure our athletes are properly dressed. If any coach or athlete is unable or unwilling to satisfy these requirements, they should meet in advance of the banquet or ceremony with the Athletic Director in the Athletic Department offices. The Athletic Director has a number of shirts and ties in the Athletic Department office that are available to our coaches and athletes for these and similar banquets and ceremonies. There is no legitimate excuse for an athlete or coach not to be able to meet the dress code.

There will be no inappropriate behavior or comments when other schools or when any athlete is recognized. There will be no inappropriate gestures or poses when photos are taken by media or the general public during the ceremony. Please remember in this day and age everything seems to end up on social media.

College Signing Ceremonies. It is the philosophy of the Chillicothe Athletic Department to appropriately recognize student-athletes who are able to continue their athletic careers in college. The Athletic Department will coordinate a minimum of two college signing ceremonies (one for fall/early winter signees typically in January/February, and one for late winter/spring signees typically in April/May) for groups of student-athletes. Student-athletes who have the opportunity for athletic scholarships or other athletic participation in college should notify the Athletic Department to allow for scheduling and organization of the ceremonies. This provision in no way prohibits private (i.e., non-school sanctioned) college signing ceremonies.

VIII. TRYOUTS/SQUAD SELECTION

It is the philosophy of the Chillicothe Board of Education, Chillicothe High School and the Athletic Department that decisions regarding final team selections and individual playing time are decisions that rest with the coaching staff. It is also policy to maximize the number of athletes participating and that participation be open to as many students as possible. However, due to limitations of space, equipment and number of coaches, it is sometimes necessary to limit the number of athletes on a particular team. The head coach will make every effort to allow for maximum participation that is reasonably possible.

Each team will have a minimum tryout of two days. Typically, the first two (2) days of practice will be the team tryout. Tryouts may, if the coaching staff deems it necessary to select a team, continue until the first day of the regular season. Players who are injured or ill or playing in a prior season's sport or otherwise out of commission during the scheduled tryouts will receive a tryout once they are ready if the coaching staff deems it reasonable. Athletes and parents should note and understand that squad selection is by its very nature subjective in judgment, based upon similar factors as those which are used to determine playing time: the athlete's work ethic, attitude, commitment to the team, knowledge of the sport and team schemes, ability and skill, practice, scrimmage and prior game performance, grade level, and positional needs of the team, in the sole discretion of the coaching staff. Selection will not be based upon factors such as off-season club team or parental involvement.

When "cuts" are a necessary part of squad selection, the head coach should apply the following guidelines:

1. Criteria for squad selection will be established by the head coach and explained to all squad candidates at the beginning of tryouts.

2. The head coach will notify the squad candidates in advance of squad selections the approximate or anticipated number of members to be selected to the team.
3. There will be no list of candidates selected as team members. The head coach/coaching staff will meet briefly with each squad candidate individually and directly notify him/her of the athlete's selection or non-selection and the reasons for the decision.

Athletes will be permitted ten (10) days from the first day of tryouts to decide whether they intend to be a member of the team. On or before the 10th day after the first day of tryouts, an athlete may withdraw from the team with no adverse or negative consequences. If an athlete withdraws from the team after the 10th day, he/she will be deemed to have quit the team and will be subject to the provisions and consequences set forth herein in the Penalty for Quitting a Sport. All team rosters must be delivered by the head coach to the Athletic Department in form and substance prescribed by the Athletic Department no later than fourteen (14) days from the first day of tryouts.

IX. TEAM EXPECTATIONS/RULES

The Chillicothe High School Athletic Department recognizes individual team expectations/rules for specific sports as integral parts of the Athletic Handbook and the student-athlete responsibilities package. Team expectations/rules must meet minimum guidelines of the Athletic Handbook, and be approved prior to the beginning of the season by the athletic director and building principal. Upon approval, the team expectations/rules are incorporated herein by this reference and become a part of the Athletic Handbook.

X. AN ATHLETE WHO WITHDRAWS FROM A TEAM OR QUILTS A SPORT

Any student-athlete who withdraws from a team or quits a sport after trying out and/or making a team may not participate on another sport team or in a conditioning/lifting program sponsored by another sport team that same season unless the withdrawal or quitting takes place within ten (10) days from the first day of tryouts. For purposes of this rule, the term "team" includes both school programs or teams and non-school programs or teams, as defined by the OHSAA.

Any student-athlete who withdraws from a team or quits a sport more than ten (10) days after the first day of tryouts is ineligible to compete in athletic contests (scrimmages and games) during that same season except under the following conditions:

1. The athlete receives a written release from the coach of the sport the athlete quit participation with; and
2. The athlete receives approval from the athletic director and the building principal.

In addition, any student-athlete who withdraws from a team or quits a sport more than ten (10) days after the first day of tryouts is ineligible to compete in athletic contests (scrimmages and games) of the next sports season they choose to participate in.

Any student-athlete who withdraws from a team or quits a sport more than ten (10) days after the first day of tryouts may be denied subsequent athletic recognition, including but not limited to all-league, all-district, all-region, all-state, and/or selection and induction in the Chillicothe Sports Hall of Fame.

XI. TRAVEL

CHS athletic teams directly represent their community, school, and coaches when competing, including on trips to and from away contests. It is expected that all concerned be well-dressed according to the description of the

Athletic Department and conduct themselves in an acceptable manner. The head coach and athletic director will describe appropriate dress for travel.

Travel arrangements for athletic teams will be coordinated by the transportation supervisor and the athletic director or the athletic administrative assistant. A sports master schedule will be provided to every head coach asking for departure times to away schools, and the Athletic Department will provide all coaches with information and a transportation schedule. In addition, the transportation schedule for athletic contests is available on the GoFMX computer system on the District website. Coaches should review the transportation schedule with the athletic director and the athletic administrative assistant and communicate any requested modifications as soon as possible. Coaches should not contact the transportation director or transportation department directly, but should request modifications through the athletic director or the athletic administrative assistant.

All members of a team will travel together to away contests, unless otherwise determined by the coach and the athletic director. Private vehicles shall not be used for interscholastic athletic activities unless advance approval is given by the athletic director and building principal. In no case will students be approved as drivers for transporting athletic teams. No person should ride the provided means of transportation other than the following: a member of the team, a cheerleader, a coach or advisor, a school official, or official team support personnel. Any exception to this rule must be granted in advance by the building principal.

OHSAA General Sports Regulation 21 provides:

It is the responsibility of the Board of Education or other governing board of a member school to provide for the safe transportation of student-athletes and other contest participants to and from athletic events. Travel must be supervised by staff members or designated representatives of the member school.

Therefore, it is recommended that schools require student-athletes and other participants in interscholastic athletic events to travel with their school squads in school-authorized carriers. It is not recommended that students be released to travel with parents or other persons; however, permission to make alternative travel arrangements remains the purview of the Board of Education/governing board of the member school. In the event that such alternative arrangements are approved, it is strongly recommended that the Board of Education secure proof of insurance from those who will be providing the transportation.

Accordingly, whenever the team has an away contest, the general rule is that all student-athletes are expected to ride the school-provided team transportation to and from the contest. In addition, the general rule is that when there are away contests involving multiple CHS teams or athletes in the same sport, all athletes and CHS teams should stay and watch their teammates and teams compete until the last contest has been completed. Exceptions can be made, but the athletic director and the building principal must approve these in advance. If the exception is not approved, and the student does not ride to the event with the team, the student will not participate when he/she arrives at the event. Additionally, student-athletes are expected to return to school with the team on the school-provided means of transportation. The general rule states the preferred rule regarding transportation for home and away contests; there are possible exceptions to this rule, but the exceptions shall be strictly construed. Possible reasons might be proximity to home, illness, injury, family emergency, or similar circumstances.

There shall be no "sign-out list" or other exception at, during, or immediately after a contest or scrimmage to the general rule for transportation set forth above. Requests for exceptions or for alternative transportation should be made under ordinary circumstances no later than 48 hours before the contest by delivery of a prescribed form to the Athletic Department; untimely requests may be denied. **See Appendix Forms B and C for sample Alternative Transportation Request Forms. Transportation Request Form B should be used**

when a parent or guardian will be transporting the student-athlete in lieu of school-provided transportation. Transportation Request Form C should be used when a non-parent or guardian third-party person will be transporting the student-athlete in lieu of school-provided transportation.

If an exception is approved for alternative transportation with the student-athlete's parent or guardian, the head coach shall have the parents/guardian sign a form stating they are taking responsibility for their child's safety and that they release the Chillicothe City School District from all liability if he/she does not travel to and/or return home with the team. A sample form is included in the Appendix hereto and is available on the CHS Athletics website. In addition, the parent/guardian providing the transportation must deliver to the athletic director or head coach a copy of a valid driver's license and acceptable proof of insurance.

If an exception is approved for alternative transportation with a person other than the student-athlete's parent/guardian (i.e. a grandparent, aunt, uncle or other relative), the head coach shall have the parents/guardian sign a form stating they are taking responsibility for their child's safety and that they release the Chillicothe City School District from all liability if he/she does not travel to and/or return home with the team, and further that they authorize the non-parent/guardian third-party person to provide the alternate transportation. A sample form is included in the Appendix hereto and is available on the CHS Athletics website. In addition, the non-parent/guardian third-party person actually providing the transportation must deliver to the athletic director or head coach a copy of a valid driver's license and acceptable proof of insurance.

Final approval on all requests for exceptions or for alternative transportation is with the athletic director and building principal. If an exception or request for alternative transportation is not properly submitted or approved, but the student-athlete nonetheless does not travel with the team in school-provided transportation, violation of the transportation policy will be dealt with on a case-by-case basis considering the totality of the circumstances of the violation.

If a van is requested instead of a bus, the board-approved coach must drive. There is a limit of 8 passengers plus driver per van. The coach will need to obtain a trip request form and the keys from the athletic director and transportation supervisor.

Applications for chartered buses or other non-school-provided transportation are obtained from the board office and must be submitted to the athletic director, with a copy provided to the transportation supervisor, at least thirty days in advance of a requested trip, except in the event of post-season travel and contests where the usual required 30 day notice is impractical or impossible. In such instances, applications for chartered buses or other non-school-provided transportation should be submitted as soon as possible.

XII. SCHOOL BUS RULES

All student-athletes and coaches shall be respectful to all bus drivers, and shall appropriately greet and express gratitude/thanks to the bus driver upon entry and exit from the bus. No student shall interfere with or disrupt the operation of a school bus through activities which pose or tend to pose a danger to the safe operation of a school bus or which otherwise are deemed inappropriate. These activities include, but are not limited to, causing damage; failing to remain seated; throwing objects out the window, at passengers, or the driver; shouting; failure to board the bus at the assigned stop; and/or other disorderly conduct which could cause physical harm, emotional stress or diversion of the driver's attention. Students shall abide by the directives of the bus driver. Eating and drinking on the bus are prohibited. (Transportation Code of Conduct).

CHS ACADEMIC AND ATHLETIC ATTENDANCE POLICIES

I. ATTENDANCE POLICY AS IT RELATES TO ATHLETIC PARTICIPATION

- A. Any student who records an unexcused tardy to school or unexcused absence will not be eligible to participate in any extra-curricular activity (game, event, or practice) that day.
- B. To maintain eligibility for a given day's extracurricular activities (e.g., practice OR game) at Chillicothe High School, students and/or student-athletes must be in attendance at school at least half of the school day and provide a parent or doctor's note to excuse their partial day absence, tardy, or departure from school by 3:45 pm that day.
- C. Students are allowed up to twelve (12) parent notes to excuse tardies, departures, and/or absences from school. This means that, if they exceed 12 tardies, departures, or absences, a doctor's note will be required for the absence to be excused.
- D. The **ONLY** exception to this policy (i.e., the **only** way that an individual will be allowed to miss an entire school day and still participate in that evening's event) is if a student and/or student-athlete obtains a **pre-approved absence** through the attendance office, with administrative approval.
- E. Any and all documentation in support of one of the eight statutory reasons to excuse tardies or absences should be turned in to the Attendance Office, or as a last resort, to the Building Principal in order to obtain a decision that the tardy or absence is excused and that the student-athlete is authorized to participate in the athletic contest. No supporting documentation should be turned in to the Athletic Department or the Athletic Director. Only the Attendance Officer and Building Principal have authority to excuse a tardy or absence.
- F. A student is considered tardy if he/she is not in homeroom by 8:40 a.m. Any student who is tardy to school must report to the attendance office immediately.
- G. **ARRIVING TO SCHOOL**
 - 1. 8:40 a.m. - 9:55 a.m. Tardy
 - 2. A student must sign in by 12:25 pm and stay the duration of the school day on their respective academic schedule to be counted as a half-day AM absence.
 - 3. After 12:25 pm Whole Day Absent
- H. **DEPARTING FROM SCHOOL**
 - 1. 8:40 a.m. – 11:39 a.m. Whole Day Absent
 - 2. A student must report on time and stay until at least 11:40 am to be counted as a half-day PM absence.
 - 3. After 2:20 p.m. Early Departure

II. EXCUSED ABSENCES:

THE STATUTES GOVERNING SCHOOL ATTENDANCE ARE VERY SPECIFIC AND LEAVE LITTLE OPTION/DISCRETION FOR SCHOOL AUTHORITIES TO EXCUSE CHILDREN FROM SCHOOL.

The Ohio Revised Code, Administrative Code 3301 classifies absences from school as EXCUSED or UNEXCUSED. The Ohio Revised Code identifies the following conditions as constituting reasons for excused absence from school:

- A. **Personal illness:** The administrator may require the certificate of a physician if he/she deems advisable.
- B. **Illness in the family** necessitating the child's presence. A written statement from a physician may be required.

- C. **Quarantine of home:** Absence is limited to the length of quarantine as fixed by proper health officials.
- D. **Death of a relative:** Absence is limited to a period of three days unless a reasonable cause may be shown.
- E. **Medical or dental appointments:** The administrator may require a doctor or dental slip as to why the absence was necessary.
- F. **Observance of religious holiday:** Absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.
- G. **Emergency or set of circumstances** which in the judgment of superintendent of schools constitutes a good and sufficient cause for absence from school.
- H. **College visits:** The approving authority may require verification of date and time on this visit. There is a limit of three days per year.

III. UNEXCUSED ABSENCES

All absences not falling into excused absence category.

IV. EARLY DISMISSAL OF ATHLETES TO ATTEND A SPORTING CONTEST

Permission must originate through the Athletic Director for student-athletes to be dismissed early from school. At no time do we want to dismiss an athlete before the scheduled end of a school day unless travel time and contest location warrant early dismissal. Coaches must submit a timely request to the Athletic Director containing the names of athletes who need to have early dismissal, the time requested for dismissal, and a description of the reasons for early dismissal. In most situations, coaches should submit the request at least 48 hours prior to the date of the contest in order to allow sufficient time for the request to be processed and acted upon.

V. PRACTICE/GAME ABSENCE

Re-emphasizing the fact that being a part of a sport team is a privilege, not a right, and the fact that sports are extracurricular and not curricular, the following absence policy has been formed. In addition to being a privilege, we also know that an athlete will perform at his or her best only when they are at practice. You compete in games like you compete in practices. Knowing this, all Chillicothe High School athletes are expected to attend all scheduled practices and games. Also knowing circumstances arise that are unavoidable; the Athletic Department has developed the following policy for missing practices and/or games.

Please refer to the above definitions when the words “excused” or “unexcused” absences are used in the text. Enforcement of attendance will begin with the first official day of practice for a sport as defined by the Ohio High School Athletic Association.

VI. REPORTING OF ABSENCES TO COACHES

If an athlete must miss a practice or a game, that athlete or his/her parent/guardian/custodian must contact and notify the head coach **before** the practice or game for which he/she will not be attending.

VII. PENALTY FOR MISSING PRACTICE

- A. The penalty for missing practice, if excused, MAY result in the following:

1. Ineligibility to participate in the next contest;
2. Additional conditioning to make up for the conditioning missed during the absence.

B. The penalty for missing practice, **if unexcused, WILL** result in the following:

Ineligibility to participate in the next contest or 10% of games remaining, in the coaching staff, athletic director, or building principal's discretion;

1. Additional conditioning to make up for the conditioning missed during the absence;
2. A 2nd unexcused absence will result in ineligibility to participate in the next 2 contests or 20% of games remaining, in the coaching staff, athletic director, or building principal's discretion;
3. A 3rd unexcused absence will result in removal from the squad, in the coaching staff, athletic director, or building principal's discretion.
4. Any remaining ineligible contests carry over to next sports season in which the athlete participates.
5. If a contest for which an athlete has been deemed ineligible hereunder does not take place, the ineligibility continues until and will be served in the next contest that is played.

VIII. PENALTY FOR MISSING A CONTEST

A. The penalty for missing a contest, **if excused, MAY** result in the following penalty:

1. Ineligibility to participate in the next contest or 10% of games remaining, in the coaching staff, athletic director, or building principal's discretion.
2. Additional conditioning to make up for the conditioning missed during the absence.

B. The penalty for missing two contests, **if excused, WILL** result in the following penalty:

1. Ineligibility to participate in 20% of games remaining and additional conditioning, in the coaching staff, athletic director, or building principal's discretion.

C. The penalty for missing one contest, **if unexcused, WILL** result in the following penalty:

1. Ineligibility to participate in the next 2 contests or 20% of games remaining, in the coaching staff, athletic director, or building principal's discretion.
2. Additional conditioning to make up for the conditioning missed during the absence, in the coaching staff, athletic director, or building principal's discretion.

D. The penalty for missing two contests, **if unexcused, WILL** result in removal from the squad, in the coaching staff's discretion.

1. If a contest for which an athlete has been deemed ineligible hereunder does not take place, the ineligibility continues until and will be served in the next contest that is played.
2. If enough contests do not remain in the season to satisfy the penalty, any remaining denial of participation in contests will carry over to the next sport's season the student-athlete participates in.

E. No athlete may unilaterally and arbitrarily fail to participate in a post-season contest of any kind in any sport without obtaining the prior written consent of the head coach, and prior approval of the athletic director and the building principal.

1. Any athlete who unilaterally and arbitrarily fails to participate in a post-season contest

without obtaining the required consent may be denied subsequent athletic recognition, including but not limited to all-league, all-district, all-region, all-state, and/or selection and induction in the Chillicothe Athletic Hall of Fame.

IX. FAMILY VACATIONS DURING A SCHOOL RECESS/VACATION DAY

If an athlete is going to miss a contest or practice due to a family vacation during a school recess, that athlete must notify the head coach as soon as possible, but no later than the first official day of practice as defined by the OHSAA.

Under no circumstance will an athlete be excused from a tryout, practice, scrimmage, or contest to go on a vacation with anyone other than his/her parent or guardian or custodian.

Refer to previous section titled “Practice/Game Absence” for identification of penalties for violation of this rule.

X. SNOW DAYS – PRACTICE AND PLAYING

There shall be no athletic practices for any sports team at the high school level when school is cancelled due to inclement weather.

1. Each varsity coach who desires the varsity/reserve team to practice on a day where school is cancelled due to inclement weather must have prior approval coordinated with the athletic director, and obtained through the high school principal in conjunction with the superintendent.

The decision of allowing the varsity/reserve level sport to conduct practice will be based on weather conditions and the next scheduled interscholastic contest.

1. All practices should be completed prior to four o’clock (4:00 p.m.) so our custodial staff can properly close the building.
2. The head coach must secure the building for practices after 4:00 p.m.
3. When advisable, Varsity / JV teams can practice. Communication of practices to athletes: prior arrangements – electronic notice such as email, Facebook, or text message, phone chain, set time, and location, etc. (No radio).

XI. FALL AND WINTER SPORTS PROGRAM ADVERTISEMENTS

Chillicothe High School athletes and teams are recognized each year in Fall and Winter Sports Programs. The Sports Programs contain rosters, schedules, and both team and individual pictures, and are sold at home football, soccer, volleyball and basketball games. The proceeds from program sales help subsidize the expenses of our athletic programs. Each CHS athlete is requested to sell two (2) sponsorship advertisements. **See the Chillicothe Sports Program Order Form and Advertising Agreement included in the Appendix at Form A.**



Section 2: Parent and Spectator Information and Expectations

FUNDAMENTALS OF GOOD SPORTSMANSHIP

The OHSAA and its member schools emphasize the importance of GOOD SPORTSMANSHIP. The one thing we need to realize is that many people have not had GOOD SPORTSMANSHIP explained to them. Hopefully the following will help everyone to understand their responsibilities at an athletic contest.

I. GAIN AN UNDERSTANDING AND APPRECIATION FOR THE RULES OF THE CONTEST.

The necessity to be well-informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on the officials, coaches, athletes, or administrative decisions. The spirit of GOOD SPORTSMANSHIP depends on conformance to the intent of the rules as well as to the letter of a given rule.

II. EXERCISE REPRESENTATIVE BEHAVIOR AT ALL TIMES.

A prerequisite to GOOD SPORTSMANSHIP requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior which is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.

III. RECOGNIZE AND APPRECIATE SKILLED PERFORMANCES REGARDLESS OF AFFILIATION.

Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents GOOD SPORTSMANSHIP but reflects a true awareness of the game by recognizing and acknowledging quality.

IV. EXHIBIT RESPECT FOR THE OFFICIALS.

The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contests are a part of the game. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of GOOD SPORTSMANSHIP is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

V. DISPLAY OPENLY A RESPECT FOR THE OPPONENT AT ALL TIMES.

Opponents are guests and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Be a positive representative for your school, team, or family. This fundamental is the Golden Rule in action.

VI. DISPLAY CAVALIER PRIDE IN YOUR ACTIONS AT EVERY OPPORTUNITY.

Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, player, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

Respect the Game!

Chillicothe Board of Education Athletic Policy Regarding Participation in Athletics

On January 25, 1999, Policy IGD (“Co-curricular and Extra-curricular Activities”) was amended by Board of Education as follows:

While the Board of Education recognizes that decisions regarding final team selections and individual playing time are decisions that rest with the coaching staff, the Board encourages coaches to take steps to increase student involvement and participation as much as possible in their respective sports. While the Board does not intend for this policy to be interpreted as an expectation for coaches to play all team members in every contest, the Board supports coaching decisions which emphasize a philosophy of increasing involvement and maximizing participation. It is understood that steps to increase involvement and participation are affected by many different factors and must be reasonable.

The Board believes in the concept that at the 7th grade level, coaches should support, as much as possible, the premise that sports are developmental and participation-driven – while at the high school varsity level, sports transcend into becoming more competition-driven. It is understood that this philosophy is a continuum, meaning that student involvement in sports logically evolves and progresses from being participation-driven in the middle school years to becoming competition-driven in the high school years.

To support the premise that sports are developmental and participation-driven at the middle school level, the Board urges coaches at the middle school level to, within reason, play as many of their team members as possible during athletic contests. This is especially the case at the seventh grade level.

Further, as part of the process of employing new coaches and evaluating existing coaches, the Board supports a process which asks coaching applicants (prior to employment) and existing coaches (on an annual basis) to summarize how they propose to increase student involvement and maximize participation in their respective sports. Examples may include:

Demonstration of involvement by coaches in city/county youth programs;

Recommendations by coaches for the school district to expand their respective programs interscholastically;

Proposals by coaches for new or expanded intramural or community-type programs;

Implementation of no-cut policies for certain sports (as deemed appropriate by the coaching staff);

Decisions and actions at the high school level to recognize a student-athlete’s length of service in a particular sport, to include -- as deemed appropriate by the coaching staff -- a no-cut policy involving seniors who have been in a particular program since middle school years.

* The entire Board Policy is on file in the **Athletic Department office**.

Chillicothe City Schools File: IGDJ

Chillicothe City Schools Athletic Pass Prices and Information

Attention Cavalier Sports Fans:

The CHS Athletic Department is offering you the opportunity to order All-Sport Passes and Reserved Seating Passes for the upcoming 2018-2019 athletic seasons. Prices have been adjusted to accommodate the Frontier Athletic Conference's ticket price requirements per league policy. Please return your Varsity Football & Basketball order form (page 35) with payment by **August 10, 2018** to keep your seats from the previous season. After **August 10, 2018**, all available seats will go on sale to the general public. CHS and CMS Athletic Passes are only accepted at regular season home games.

CHS PASSES/SEASON PASSES. The pass packages this year are as follows:

Family Passes:

All-High School Sport Family Pass (reserved seats: Varsity Football w/ 1 reserved family parking spot & Boys Basketball for 2 adults and 2 children) \$350.00

Additional individuals added to this package will cost \$50 per person.

All-High School Sport Family Pass for 2 adults and 2 children - General Admission \$250.00

Additional individuals added to this package will cost \$50 per person.

Individual Passes:

All-High School Sport Pass (reserved seats for Varsity Football w/ 1 reserved parking spot per pass & Boys Basketball) \$175.00

All-High School Sport Pass - General Admission \$125.00

C-Section All-Sports Pass- High School Students Only. \$30.00

Season Pass - Varsity Football (reserved seats including 1 parking pass) \$60.00

- Varsity Basketball (reserved seats) \$60.00

Senior Citizen (Age 65 and over) All Sports Pass - General Admission FREE

Replacement Pass (ALL PASSES!) \$10.00

CMS PASSES. The Pass packages this year are as follows:

All-Middle School Sport Pass- Adult and Student General Admission \$35.00

Senior Citizen (Age 65 and over) All Sports Pass- General Admission FREE

Replacement Pass \$10.00

***Disclaimer: High School passes do not admit you into a Middle School game and vice versa.

***Disclaimer: Parking spots will be distributed to those who purchase them in sequential order. If you would like a spot next to another family/individual, please come into the Athletic Office at the same time to purchase your pass. The parking pass only guarantees you a reserved spot at home CHS regular season football games.

GENERAL ADMISSION. General admission tickets for all regular season athletic events are purchased at the door are \$5.00 for adults, senior citizens, and students for both middle school and high school contests.

Orders can be processed during office hours each Wednesdays in June from 10 am - 6 pm. You may order your passes by completing and returning the attached order form along with your check or money order made payable to:

CHS Athletics

Attn: Ticket Manager

421 Yoctangee Parkway

Chillicothe, OH 45601

A complete sports schedule can be found on the Athletics Website at <http://oh.8to18.com/Chillicothe/>

Please call the Athletic Office, 702-2287 Ext. 16249, with any questions.

2018-2019 CHILlicoTHE CAVALIER PASS ORDER FORM

Name: _____
Address: _____
City: _____
Phone: Home: _____ **Work:** _____ **Cell:** _____
Email: _____

***Discount reflects if a pass holder attended all CHS Home Athletic events.

Ordered Total

CHS Passes/Season Passes

FAMILY PASSES:

-All-**High School** Sport Family Pass (reserved seats for Varsity Football w/ Football parking & Boys Basketball for 2 adults and 2 children) \$350.00 _____ _____

Additional individuals added to this package will cost \$50 per individual.

DISCOUNT: 11% and 2 free children passes included.

-All-**High School** Sport Family Pass for 2 adults and 2 children -General Admission \$250.00 _____ _____

Additional individuals added to this package will cost \$50 per individual.

DISCOUNT: 37% and 2 free children passes included.

INDIVIDUAL PASSES:

-All-**High School** Sport Pass (reserved seats for Varsity Football w/ Football parking & Boys Basketball) **DISCOUNT: 57%.** \$175.00 _____ _____

-All-**High School** Sport Pass – General Admission **DISCOUNT: 68%.** \$125.00 _____ _____

-Season Pass – Varsity Football (reserved seats with parking) **DISCOUNT: season parking** \$ 60.00 _____ _____

-Varsity Basketball (reserved seats) **DISCOUNT: 60%.** \$ 60.00 _____ _____

-C-Section All-Sports Pass- high school **Students Only. DISCOUNT: 92%.** \$ 30.00 _____ _____

-Replacement Pass \$ 10.00 _____ _____

CMS Passes:

INDIVIDUAL PASSES:

-All-**Middle School** Sport Pass- Adult and Student General Admission **DISCOUNT: 80%.** \$ 35.00 _____ _____

-Replacement Pass \$ 10.00 _____ _____

Total Amount Enclosed \$ _____

Past Season Ticket Holders: Please indicate your preference.

_____ I would like the same seats as last year.

_____ I would prefer different seats.

_____ I do not plan to reorder tickets this year. (If this is your choice, please return this form so I will know your seats are available or email monica.hitchens@ccsd.us.)

Your order will be processed after **August 10, 2018**

Football Section B, Row #: _____, Seat #: _____ Parking Spot #: _____

Basketball Section B _____ Section C _____, Row #: _____, Seat #: _____

Checks are payable to: Chillicothe High School Athletics

Attn: Ticket Manager
421 Yoctangee Parkway
Chillicothe, OH 45601

Thank you for your support of Chillicothe High School Athletics! Go CAVS!!

2018-2019 Complimentary Athletic Passes

Chillicothe Cavaliers

TO: CHS Head Coaches, CHS Administration, Central Office Administration, District Principals, and Chillicothe City Schools Board of Education.

FROM: Mr. Michael Barren, Athletic Director
Chillicothe High School
421 Yoctangee Pkwy
Chillicothe, OH 45601-1663
740-702-2287 ext. 16249

RE: Complimentary Athletic Passes

All Chillicothe High School Varsity Head Coaches, Central Office Administrators, Chillicothe High School Administrators, District Principals, and Chillicothe Board of Education members will receive upon request two (2) All-Sports Passes, which includes Reserved Football and Basketball seats. This is a \$350.00 value offered to you. All other passes requested beyond two will need to be purchased at regular price.

Please list names for Reserved Seat Passes: _____

*Notice- All prior season reserved seats for football and basketball must be confirmed and/or extra passes paid by August 10, 2018.

Please return this form to the Athletic Office at CHS by August 10, 2018.

Name: _____
Address: _____
Phone: _____ Cell: _____
Email: _____
School/Office: _____

I would like the same reserved seats I had last year.

I would prefer different seats from last year.

Football Section B, Row #: _____, Seat #: _____ Parking Spot #: _____

Basketball Section B _____ Section C _____, Row #: _____, Seat #: _____

Thank you for your support of Chillicothe High School Athletics. Have a great summer!

See our website for a complete list of our sports schedules and regular ticket prices:

www.8to18/chillicothe.com

2018-2019 CHILlicothe CITY SCHOOLS EMPLOYEE ATHLETIC PASSES

TO: Certified and Classified Staff
FROM: Athletic Director
702-2287 Ext. 16249

All certified & classified staff employed by the Chillicothe City Schools, or assigned to a position at Chillicothe High School can purchase the following for the 2018-2019 sport seasons:

_____ One (1) All-Sport pass which includes Reserved Football & Basketball Seats
can be purchased at a reduced rate of \$87.50

OR

_____ One (1) Reserved Football Seat can be purchased at a reduced rate of \$30.00.
_____ One (1) Reserved Basketball Seat can be purchased at the reduced rate of \$30.00

***Notice –ALL OTHER TICKETS BEYOND THIS WILL BE FULL PRICE**

**Prior season reserved seats for football and basketball cannot be held beyond August 10, 2018 unpaid.
See our website for a complete list of our sports schedules and regular ticket prices:**

www.8to18/chillicothe.com

Please return this form and your check to the Athletic Office at CHS by August 10, 2018
Please make checks payable to: CHS Athletics

Staff Member _____

Address _____

Phone _____ Cell _____

Email _____

School _____

_____ I would like the same reserved seats I had last year.

_____ I would prefer different seats.

Football Section B, Row #: _____, Seat #: _____ Parking Spot #: _____
Basketball Section B _____ Section C _____, Row #: _____, Seat #: _____

BOOSTER GROUPS/CLUBS

Booster groups/clubs are a valuable means to stimulate interest in and support for our athletic teams and athletes. Chillicothe High School athletics is supported by a number of booster groups/clubs. Booster clubs are groups of parents and community members who have joined together to support Chillicothe athletics. There are two main “umbrella” booster groups/clubs: the Cavalier Club and the Touchdown Club. A number of individual sports teams/programs are under the umbrella of these two groups. Booster groups are a good way to meet other parents and to support our athletes.

Each booster group/club is required to provide the athletic department annually with certain information in order to assist the athletic department in communicating with booster groups/clubs throughout the year. **See Appendix Form E for the Booster Group Annual Information Form.** Booster groups are involved in a variety of events during the year, including senior banners, senior days/nights, fundraisers, dinners, bake sales, and similar events. Whenever a booster group is planning an event or fundraiser, the booster group is required to submit an information form to the athletic department to assist in the approval process and to coordinate the booster group and the athletic department responsibilities. **See Appendix Form D for the Booster Group Notice to the Athletic Department Form.**



Section 3: Coach Information and Expectations

THE ROLE OF THE COACH

Coaches must demonstrate and apply leadership, integrity, responsibility, self-control, knowledge of sports 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.

RESPONSIBILITY OF THE COACH

- A. Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards.
- B. Respect the integrity and personality of the individual athlete.
- C. 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, and do not throw objects in disgust. Shake hands with officials and the opposing coaches before and after contests in full view of the public.
- D. 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.
- E. Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media.
- F. Teach sportsmanship and reward your players who are good sports.
- G. Be no party to the use of profanity, obscene language or improper actions.
- H. Describe and define respectful and disrespectful behavior. Stress that disrespectful behavior, especially taunting, trash talking and intimidation will not be tolerated.
- I. Instruct participants and fans in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.
- J. Treat opposing coaches, administrators, participants and fans with respect.
- K. Meet the EXPECTATION placed on our student-athletes, coaches, parents, and administrators to represent our school and community with DIGNITY, CLASS, and PRIDE at all times but primary focus is provided to the student-athletes who will be wearing the blue and white uniforms. You must understand this responsibility.

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, the Frontier Athletic Conference (FAC) and the Ohio High School Athletic Association (OHSAA), and I hereby accept my responsibility to be a model of ethical behavior, integrity and good citizenship.

Printed Name: _____ Signature: _____ Date: _____

REQUIREMENT FOR PAID COACHES

In order for coaches to be paid by the District, all requested forms must be sent to the District Office or the Athletic Director in a timely manner.

PRE-SEASON COACHING REQUIREMENTS

I. HIRING OF ASSISTANT COACHES/VOLUNTEER COACHES

- A. All assistant coaches should be recommended by the Head Varsity Coach of a particular sport. Recommendation forms are located in the CHS Athletic Department. Fully completed forms should be forwarded to the Athletic Director.
- B. These recommendations should be submitted well in advance of the official starting date for coaching so the assistant coaches can be approved by the Board of Education.
- C. Please keep in mind that all volunteer coaches must also be approved by the Board of Education which requires several documents. Refer to the section herein titled "Required Steps for Coaching."

II. SUMMER CAMPS

While the Athletic Department realizes gains, both team and individual, that may be achieved from attending summer camps, please keep in mind that camps are paid for by the individual camper and/or attending coaches. At no time will the Athletic Department pay for costs incurred, either individually or team, as a result of participating in summer camps. Van use may be permitted to transport our campers. The Head Coach is ultimately responsible for our teams' conduct while attending a team camp.

In order to avoid conflicts with other sports activities and events, all sports camps coordinated by the CHS Head Coaches will be scheduled in cooperation with the Athletic Department prior to the end of the school year. Refer to the section herein titled "Pre-Season and Pre-Summer Coaches Meetings."

If you are going on a school sponsored trip, team camp, etc and the school isn't providing the transportation, then permission slips of all student-athletes going signed by parents/guardians/custodians as well as driver's licenses and proof of insurance from those driving are required. **See Appendix, Forms B and C for sample Transportation Release forms.** In addition, the head coach should have in his/her possession a Medical Power of Attorney for each athlete going on the trip, in the event of injury in order to be able to obtain emergency or appropriate medical treatment if a parent or guardian of the athlete is not present. **See Appendix, Form F for a sample Medical Power of Attorney.**

Out of state trips must be board approved. All information should be submitted to Athletic Director's office at least 4 weeks in advance.

III. PAPERWORK/DOCUMENTATION

The paperwork required to coach in the Chillicothe City School District is available in the athletic office. You should work in advance of your coaching season to complete the requirements. The documents required must be on file with CHS Athletic Department in order to be recommended to the Chillicothe Board of Education for approval. All fees and costs are the responsibility of each individual pursuing all coaching requirements and credentials. The Athletic Department processes the coaching application and document package for approval

by the Board, and then maintains copies of the documents. However, it is the responsibility of the individual Assistant Coaches (both paid and volunteer) and the Head Coach to ensure that all coaching requirements are completed in a timely manner. Any questions should be directed to the Chillicothe High School Athletic Department – 740-702-2287 ext. 16249.

IV. PRE-SEASON AND PRE-SUMMER COACHES MEETINGS

The Athletic Director will hold a pre-season meeting prior to the start of the upcoming sports season ahead of the initial coaching date. The function of this meeting is to review Athletic Department policies, distribute Athletic Department paperwork, and share other important information. The pre-season meeting is mandatory for all Head Coaches and must be completed before the first official day of coaching and instruction for his or her specific sport as determined by the OHSAA. The Athletic Director may hold additional coaches' preseason meetings prior to the first regular season game for each sport.

The Athletic Director may hold a coaches meeting prior to the end of the CHS school calendar year (i.e. – before teachers and coaches depart for summer vacation). Any such meeting is mandatory for all Head Coaches. The purposes of the meeting are, among other things, to confirm coaches for the following school year, and to confirm and coordinate any summer sports activities and expected school facility usage.

V. SUMMER BLACKOUT PERIOD

During the first two full weeks July Chillicothe Cavalier Athletics will observe a “Blackout” period where no activities, training, summer leagues, open gyms, camps, individual workouts, group workouts, etc. will be organized or conducted, including but not limited to on the grounds of the Chillicothe City School District. Coaches and players are to adhere to this policy from July 1-July 14.

This policy is in place to allow families to observe the fourth of July holiday, schedule family vacations, and have family time without high school athletics interfering with plans.

REGULAR SEASON PROCEDURES

I. TRAVEL

Coaches may be reimbursed for one-way mileage to required meetings dependent upon budgetary considerations. All forms must be completed and turned in to the Athletic Office at least two weeks prior to the meeting date.

II. OVERNIGHT TRIPS

All athletic contests requiring overnight trips must be approved in advance by the Chillicothe Athletic Department and the Chillicothe City Schools.

All requests for approval of overnight trips involving athletic contests shall be delivered to the Athletic Director and must be accompanied with a detailed itinerary containing appropriate information, such as times, dates, and locations of contest, accommodations, meals, supervision, transportation, etc. Each coach should distribute to parents/guardians and athletes appropriate miscellaneous paperwork.

III. EQUIPMENT AND FACILITIES

- A. Most of the equipment and materials used by our athletes will be furnished by the school. This is good, high grade equipment used to help avoid injuries, and is furnished at considerable expense.
- B. Only a certain amount of equipment can be purchased each year. Coaches must remind the athletes to care for their equipment so others will be provided the same benefits which they received.
- C. All school athletic equipment issued is loaned to the athlete, who is obligated to return it in as good a condition as possible.
- D. No school-issued athletic equipment should be worn on the street, in school, or in any public places anytime! The sole exception is wearing game jerseys on game days for public recognition or in public events (such as parades), when authorized by the coach.
- E. THE COACH MUST ASSUME RESPONSIBILITY FOR THE EQUIPMENT THAT IS ISSUED FOR THE SEASON. AN INVENTORY MUST BE FILED WITH THE ATHLETIC DIRECTOR AT THE COMPLETION OF THE SEASON, AND IT IS ASSUMED THAT THIS WILL BALANCE WITH THE MATERIAL ON HAND AT THE BEGINNING OF THE YEAR. NO ATHLETIC EQUIPMENT IS TO BE GIVEN TO THE ATHLETE, OR PASSED TO THE MIDDLE SCHOOLS, REGARDLESS OF ITS CONDITION, WITHOUT ATHLETIC DIRECTOR APPROVAL.
- F. Any and all equipment issued to an athlete that is to be collected at the completion of the sports season is a combined responsibility between the coach and the athlete. Not only will the athlete be responsible for the cost of replacing any lost, stolen, or non-returned school-issued equipment, the athlete also will not be allowed to participate in a subsequent sports season until this obligation is satisfactorily resolved.

IV. TREATMENT OF INJURIES

- A. All indications of injuries should be considered serious and not ignored until they have been taken care of or are known to be false.
- B. The Coach, working through the Trainer, has a strong moral and legal obligation to see that injuries get prompt and satisfactory treatment. This shall not be left to a student manager or bystander. SPECIAL NOTE: It is the Trainer's and Head Coach's responsibility to confer with the CHS Medical Staff regarding all injuries.
- C. Athletes do not all react the same to pain, making it difficult and sometimes impossible to find out that a loud complaint means nothing or indifference hides a serious injury.
- D. SPECIAL NOTE: The Head Coach, working through the Trainer and CHS Medical Staff, will operate under their advisement.
- E. Head Coaches must have the athlete's emergency medical form available at all practices and all games.
- F. At the time of an injury, if there are indications of seriousness or need for early medical attention, try to call the parent/guardian for consultation. Call the emergency squad if needed. An adult should accompany the injured athlete if he/she is transported – preferably a certified coach/staff member.
- G. All of our student-athletes have filled out and returned a Guarantee Trust Life Insurance Form, signed by the student-athlete and parent/guardian. SPECIAL NOTE: If ANY student athlete's parents/guardians fill out their insurance form stating that they have no insurance and do not want to purchase any insurance, the Trainer, working through the Head Coach, MUST contact the Athletic Director immediately. The above-mentioned athlete should be held out of all practices, home games and away games, until a satisfactory solution is reached.
- H. Claim forms from Guarantee Trust are available in the main office or the Athletic Office.
- I. Serious injuries and any head injuries should be reported to the Athletic Director and Building Principal immediately.

V. ATHLETIC TRAINER AND RELATED SERVICES

Chillicothe student-athletes are fortunate that the Athletic Department has an Athletic Trainer on staff. When injured, our student-athletes are strongly encouraged to visit our Trainer for an evaluation and treatment of their injury. All student-athletes suffering a head injury or concussion are required to notify and follow up with the athletic Trainer prior to returning to play. The training room is open immediately after school, and the Trainer is on duty until the last contest of the day is completed. During the fall and spring, the Trainer's home base will be in the trainer's room in the Fieldhouse at Herrnstein Field and during the winter, the Trainer's home base will be in the trainer's room in Hatton gym. All coaches must have the Trainer's cell phone number. While the Trainer's home base will be as stated above, the Trainer will be available to cover all home athletic venues upon notification.

Emergency Medical Attention

Injuries or illnesses that appear to be serious will be handled by the coach and/or Trainer who will stay with the athlete until the parent/guardian arrives. If there is a danger due to loss of blood, unconsciousness, severe pain, or other dangerous symptoms, the rescue squad will be contacted. In all cases, the parent/guardian will be contacted as soon as possible.

Immediately following an injury, the coach or Trainer will notify the athletic director of the injury at his/her first opportunity, and will follow up by making a written report to the Athletic Director within no later than 48 hours concerning the circumstances surrounding the injury.

Student-athletes should report to the Trainer in the event of an injury. In the event that the Trainer is not available, the emergency/plan is to remove the student from the field, call the emergency squad or if the injury is minor parents/guardians should be advised to arrange an appointment with a physician. Release slips from a physician are required to return to practices and games.

VI. HEAD INJURY PROTOCOL/ CONCUSSIONS

SIDELINE MANAGEMENT OF CONCUSSION

- 1. Did a concussion take place?** Based on mechanism of injury, observation, history and unusual behavior and reactions of the athlete, even without loss of consciousness, assume a concussion has occurred if the head was hit and even the mildest of symptoms occur (signs and symptoms are discussed herein). Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the contest and shall not return to play until cleared with written authorization by an appropriate health care professional.
- 2. Does the athlete need immediate referral for emergency care?** If confusion, unusual behavior or responsiveness, deteriorating condition, loss of consciousness, or concern about neck and spine injury exists, the athlete should be referred at once for emergency care.
- 3. If no emergency is apparent, how should the athlete be monitored?** Every 5- 10 minutes, mental status, attention, balance, behavior, speech and memory should be examined until stable over a few hours. If appropriate medical care is not available, an athlete even with mild

symptoms should be sent for medical evaluation.

4. No athlete suspected of having a concussion should return to the practice/ contest.

IF NO MEDICAL PERSONNEL ARE ON HAND AND AN INJURED ATHLETE HAS ANY OF THE ABOVE SYMPTOMS, HE OR SHE SHOULD BE SENT FOR APPROPRIATE MEDICAL CARE.

SIDELINE DECISION-MAKING

1. No athlete will return to play (RTP) on the same day of a suspected concussion.
2. Any athlete removed from play because of a concussion must have medical clearance from an appropriate health care professional before he or she can resume practice or competition. In Ohio, an "appropriate health care professional" shall be a physician, as authorized under ORC Chapter 4731 and includes both doctors of medicine (M.D.) and doctors of osteopathy (D.O.) and an athletic Trainer, licensed under ORC Chapter 4755. No immediate family member should be used to clear an athlete to play. The OHSAA has not adopted any official form to be used by physicians or athletic Trainers to authorize return to participation. The school and or the health care professional shall determine the form to be used. Please be advised that once the contest official has removed the player from a contest, the removal shall be noted on the score sheet, if one is used in that sport, and there is no further responsibility of that official to monitor this process. Such monitoring is the responsibility of the Head Coach in conjunction with health care professionals. The written authorization to return to play does not have to be provided to the official but shall be kept on file at the school.
3. Close observation of the athlete should continue for a few hours. Parents/guardians should be notified (Athlete must go home with parent or guardian).
4. After medical clearance, RTP should follow a step-wise protocol with provisions for delayed RTP based on return of any signs or symptoms.
5. All concussions must be reported to Athletic Department.

MEDICAL CLEARANCE RTP PROTOCOL

1. Cleared by medical professional.
2. No exertional activity until asymptomatic.
3. When the athlete appears clear, begin low-impact activity such as walking, stationary bike, etc.
4. Initiate aerobic activity fundamental to specific sport such as skating or running, and may also begin progressive strength training activities.
5. Begin non-contact skill drills specific to sport such as dribbling, fielding, batting, etc.
6. Full contact in practice setting.

7. If athlete remains asymptomatic, he or she may return to game/play.

Notes:

- A. ATHLETE MUST REMAIN ASYMPTOMATIC TO PROGRESS TO THE NEXT LEVEL.**
- B. IF SYMPTOMS RECUR, ATHLETE MUST RETURN TO PREVIOUS LEVEL.**
- C. MEDICAL CHECK SHOULD OCCUR BEFORE CONTACT.**

RETURN TO CLASS PROTOCOL

The Chillicothe City School District has a commitment to the student’s safety and well-being. This includes easing students back into learning and social activities within school life.

1. All of the students’ teachers, counselors, administrators and coaches should be aware of the student’s injury and symptoms. If symptoms persist, a temporary Section 504 Plan can be implemented.
2. Accommodations can be made for the student until they are cleared by a medical professional. These accommodations can include, but are not limited to, speech therapy, environmental adaptations, modifications to curriculum, and behavioral strategies.
3. Concussion symptoms may occur with activities that require increased concentration such as computer work, reading or studying. These must be monitored.
4. If any symptoms reappear upon returning to school, the student may need to take rest breaks, only attend school on a part-time basis, be given extra time to complete assignments and tests, or receive other assistance.

Coaches,

Please fill out at the time of head injury and attach medical release from healthcare professional upon athletes return to play. Turn completed form into the Athletic Office.

Name of Athlete: _____

Date: _____

Sport: _____

Coach: _____

Location: _____

Time: _____

Symptoms (check all that apply)

- *No Pupil Reaction to Light
- *Clear Fluid from Nose and/or ear
- *Convulsions
- *Loss of consciousness
- Severe Headache
- Nausea and/or Vomiting
- Temporary Loss of Memory

- Unequal Pupil Size
- Slurred Speech
- Dizziness or Loss of Coordination
- Ringing in Ears
- Blurred or Double Vision
- Numbness

NOTE: * = May indicate very serious head injury

Referred to Dr. _____

Date Released to Play

Coach Signature and date

Parent Signature and date

Coach, Please provide to the Parent or Guardian at the time of head injury

HEAD INJURY SHEET

A concussion can be a deceptive injury. The signs and symptoms do not always reveal themselves right away. This athlete may initially show no signs or symptoms but later indicate otherwise. This is why it is extremely important for you to look at the following signs and symptoms:

- *Convulsions
- *No Pupil Reaction to Light
- *Clear Fluid from Nose and/or Ear
- Severe Headache
- Slurred Speech
- Dizziness or Loss of Coordination
- Ringing in Ears
- Nausea and/or Vomiting
- Blurred or Double Vision
- Temporary Loss of Memory
- Numbness
- Unequal Pupil Size

NOTE: * = May indicate very serious head injury

DO NOT allow this athlete to take aspirin or painkillers as this may mask the signs and symptoms. If the athlete's headaches are that severe, he/she should seek medical attention. I would strongly suggest that you check this athlete every 4 hours. Ask the athlete a few simple questions such as: What is your name? Where are you? Then ask a few simple questions regarding what happened at the game or just before/after the game. Next, check for an increase in the severity of three or more of the above signs and symptoms. If you should find that this athlete's condition is worsening or consistently poor, I would strongly suggest that you take the athlete to the hospital for further examination.

Should this situation arise, please call me at any time at the high school at (740) 772-2287 ext. 16450 or cell phone (740) 703-3267.

Thank you,

Lisa Chaffin

VII. PUBLIC RELATIONS

As we all know, coaching deals with much more than X's and O's. An important job for any coach is public relations. There are, at least, four public groups you will be dealing with to a great extent. The way you deal with them can have a great deal to do with your success and the success of the entire Athletic Department and school system. Just as the athletes are examples to the public while on and off the field, you are our example in public appearances. Here are the five areas with which you will have to deal:

A. Parents/Guardians

Perhaps the most challenging group to deal with is the parents/guardians. They all believe their child is the most important person and this is the way it should be. Make a point to never discuss their child in the presence of others. Do not, even jokingly "tear down" their child at an awards program, booster's meeting, etc. Be prepared to deal with questions like, "Why is my child not playing more?" Parents/guardians can be our greatest ally or our worst enemy. We do not need their "coaching" but we do need their support.

B. Newspaper, Radio, Television

The media and their representatives are another important ally. However, remember that whatever you say can and will be used in the newspaper, on radio, etc. Be very careful of "off the record" comments. Don't criticize officials, opposing coaches, or players to the media. It does not help anything and only tends to lower your credibility.

C. Civic Groups

Some of our coaches may be asked to speak before the Lions Club, Rotary, Kiwanis, etc. This is an excellent chance for the coach, the Athletic Department, and the school to get "our" message across. Prepare for these occasions. You will be talking to the leaders of the community and you need to be an example of the first-class coaching staff and Athletic Department at Chillicothe High School. Be enthusiastic and **positive**. Don't attack other schools, individuals, or programs; just "build" yourself, and promote our student-athletes and our school.

D. Cavalier Club

The Cavalier Club provides thousands of dollars to your program every year. Because of this, they deserve our support. Some coaches are only seen at Cavalier Club meetings when they want something. The meeting of the Club is the first Wednesday of every month. Make arrangements to be there, talk to them about your programs and do anything else you can to help them help you.

E. All other Team Booster Clubs

Like the Cavalier Club, Team Booster Clubs provide financial, administrative and logistics, and other support to our teams. The coaches and parents must both remember that these clubs are in support of our sports programs. Communicate and make arrangements to attend club meetings, talk to clubs about your programs, and do anything else you can to help them help you. All Team Booster Clubs are encouraged to become members of the Cavalier Club, or at least each sport is encouraged to have a parent representative attend all Cavalier Club meetings.

In summary, public relations are an important aspect of coaching. Even when not speaking to organizations,

clubs, etc., what you say as a coach will be remembered. Be loyal to your Head Coaches, the Athletic Director, the principals, and the school. If you cannot do this, you need to terminate your involvement with the Athletic Department because loyalty is a must in a successful program. A negative comment said to a parent or fan will soon be news all over the community. Keep problems and disagreements within the Athletic Department.

VIII. PUBLICITY

Coaches should be alert to the possibilities of publicity in: a) the Chillicothe Gazette, b) WKKJ-93.3 FM and WBEX-1490 AM, c) the Associated Press, d) the 8to18 Chillicothe Athletics website, e) the new FAC conference website, f) Chillicothe High School student news, and f) various other news outlets.

SPECIAL NOTE: The above media will be contacting you with phone numbers and information on how to get your game results and information to them. It is the coach's responsibility to communicate results – win, lose or draw! If the above mentioned media does not contact you, please contact them.

MEDIA	CONTACT	PHONE	FAX
Chillicothe Gazette David Wysong	cgosport@gannett.com dwysong@nncogannett.com	740-637-1200 740-656-7715	740-772-9505
94 COUNTRY/WBEX	Greg Bigam babs22brooks@aol.com newsroom@wkkj.com	740-773-6397, 740-774-4494 740-703-8326 (cell) 740-773-3000 (cell)	740-649-0435
http://oh.8to18.com/Chillicothe/	Mike Barren michael.barren@ccsd.us Monica Hitchens monica.hitchens@ccsd.us Vanessa George vanessa.george@ccsd.us	740-702-2287 ext. 16255 614-562-3437 (cell) 740-702-2287 ext. 16249 740-701-7076 (cell)	
@chscavssports	Kaz Pata kaz.pata@ccsd.us	740-296-4154 (cell)	
Associated Press (Football & Basketball)			1-800-300-8340, 1-800-832-0338 (fax)

IX. COACH – ATHLETE COMMUNICATION

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

Coaches in turn will give a great deal to and on behalf of the student-athletes. A relationship where each party is called on to give of oneself must be founded on mutual trust and respect.

The following statements are most important:

1. Coaches will notify athletes in writing at the beginning of the season of all rules, regulations, game and practice schedules, procedures for squad selection, and other information that will help avoid possible

conflict during the season.

2. Student-athletes will follow all such rules and procedures established by the coach, or face sanctions, including extra conditioning, suspension, and/or denial of participation.
3. When concerned or confused about such rules and procedures, the student-athlete will approach the coach as soon as possible for clarification and explanation. Student-athletes should not bring complaints or queries to the attention of others before the coach is asked for clarification and explanation.
4. The coach will respond to questions from student-athletes concerning such rules and procedures and explain when necessary the purpose and reasons behind the rules.
5. It is the philosophy of the athletic director that part of the value of athletics is for a young athlete to take accountability and responsibility for their own actions and performance. An athlete makes a big leap on the journey toward adulthood when he/she is able to approach his/her coach with a question about his/her performance, playing time, etc. on his/her own. The athlete deserves a positive answer from his/her coach, and it is our philosophy that he/she will get one.
6. The athletic director strongly encourages athletes to try to work through any issues on their own first directly with their coach. If a player-coach conference does not suffice, parents may meet with the athlete and coach. If that does not suffice, the athletic director, athlete and coach may meet. The last step is for the athletic director, athlete, parents and coach to meet. Parents are urged to follow this chain of command for all issues.
7. Use of the above strategies for open, honest communication will create the mutual trust and response necessary for the coach and athlete to work together for success.

X. COACH – PARENT/GUARDIAN RELATIONSHIP AND COMMUNICATION

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

1. Head Coaches will schedule a meeting with all of the athletes' parents/guardians at the beginning of the season and explain all team rules, procedures, game and practice schedules, and other information the parents/guardians will need in order to help their student/athlete meet his/her obligations to the team. Parents/guardians who cannot meet with the coach must make alternate arrangements.
2. No student-athlete will be allowed to participate in any regular season contest until the parent/guardian's obligation in #1 above has been satisfactorily met.
3. Coaches will explain such team expectations/rules and other information to parents/guardians when they need clarification. However, coaches will not meet with parents/guardians during a practice, a game, or other times when the coach has a duty of care for other students or student-athletes, except as may be necessary for imminent medical attention of the student-athlete.
4. Coaches should seek to be as cooperative as possible with parents when the parents/guardians have questions concerning the type of information referred to above. However, no coach should be subjected to questions and criticisms from parents/guardians concerning starting line-ups, play calling, skill

techniques, playing time, and other items that by their very nature can only be determined by the objective and/or subjective judgment of the Head Coach and coaching staff.

A non-exclusive list of appropriate concerns to discuss with coaches is:

1. Expectation of individual athlete and team
2. Specific questions about team philosophy or expectations
3. Location and times of practices and contests
4. Advance notification of any absences from practice, contests, or other organized team activities
5. Notification of any illness or injury

A non-exclusive list of inappropriate concerns to discuss with coaches is:

1. Playing time
2. Another student-athlete's performance or playing time
3. Play calling
4. Team strategy

Playing time will be awarded based upon the athlete's work ethic, attitude, commitment to the team, knowledge of the sport and team schemes, ability and skill, practice, scrimmage and game performance, and positional needs of the team, in the sole discretion of the coaching staff. Playing time will not be based upon grade level, age, off-season club team, or parental involvement. Parents may not necessarily be notified if their son/daughter is being given more or less playing time, is not dressing for a game, or is being switched to another position or role with the team. The coaches will directly inform the athlete of any changes and the reasons for any changes.

Student-athletes and/or Parents/Guardians should utilize the "chain-of-command" as it relates to parent-coach communications. Student-athletes and parents/guardians should address questions and concerns at the lowest level first before channeling communications upward. Every effort should be made to resolve issues at the lowest level first, i.e....between the athlete and the Head Coach. If a player-coach conference does not suffice, parents may meet with the athlete and coach. If that does not suffice, the athletic director, athlete and coach may meet. The last step is for the athletic director, athlete, parents and coach to meet. Parents are urged to follow this initial chain of command for all issues.

The chain-of-command for athlete and parent communications will be:

1. Head Coach
2. Athletic Director
3. Principal
4. Superintendent
5. Board of Education

24 Hour Rule: Due to the highly intense situations that game days create, parents/guardians should wait 24 hours before talking to any coach about game-related matters.

Open, honest, timely, and appropriate communication between coach and parent/guardian that follows the principles above will lead to good relationships between parent/guardian, coach and student-athlete.

XI. SCHEDULING CONTESTS, PRACTICES AND OFFICIALS

Contests

A list of preferred non-league opponents and preferences for a schedule plan should be presented by the Head Coach to the Athletic Director as early as possible before scheduling is completed. The Head Coach will assist the Athletic Director with their schedules. The Athletic Director, after giving consideration to input provided by involved parties, will make the final decisions on scheduling contests, rescheduling contests and postponing or canceling contests. League schedules are often established in most sports a year or more in advance of the actual season.

Practices

The Head Coaches will confer with the Athletic Director, and in situations where practice venues may be identical or where dual sport athletes may be involved, with other Head Coaches to create a practice schedule.

Officials

In general, each coach may provide the athletic director with a list of acceptable, non-acceptable, and preferred officials. The FAC has engaged assignors to retain officials in certain sports. For sports in which there is no engaged assignor of officials, all officials will be hired by the Athletic Department. It is the responsibility of the Head Coach to perform or cause his delegated assistant coach to perform any required or requested OHSAA or FAC evaluation of officials in a timely manner.

Scrimmages

The Head Coaches have the prerogative to and are responsible for scheduling scrimmages for their respective sports. The scrimmage times, dates, and locations need to be reported to the Athletic Director well in advance of the upcoming season so appropriate preparations and accommodations can be facilitated. If officials are needed for the scrimmages, adequate advance notification (minimum of 2 weeks) needs to be made to the Athletic Office so officials can be secured. The Head Coaches are asked to collaborate with the Athletic Department and any engaged assignors in securing scrimmage officials.

Early Release

All early release requests must be submitted to the Athletic Secretary at least one week in advance of a requested date. All athletic trips should be reviewed and coordinated with the Athletic Secretary at the beginning of a season to establish departure times and early release dates to assure an accurate schedule for the season.

XII. CAVALIER CLUB REQUESTS

All coaches must contact the Athletic Director to make any request to the Cavalier Club. The Athletic Director will take the request to the Cavalier Club meeting the first Wednesday of the month.

XIII. SUPERVISION OF GYM AND LOCKER ROOMS

1. Keys to the coach's office, locker room, training room, equipment room, or other areas ARE NOT TO

BE GIVEN TO ANYONE NOT AUTHORIZED TO HAVE THEM WITHOUT IMMEDIATE SUPERVISION BY THE COACH.

2. Coaches are responsible for keeping the coaching rooms neat and organized.
3. The locker rooms or dressing areas are for the use of in-season athletes only.
4. Neatness and cleanliness of the locker rooms shall be the responsibility of the team, managers and coaches.
5. The Athletic Director and Assistant Building Principal shall see to it that the building custodians maintain proper levels of sanitation and maintenance in the locker rooms.
6. Game equipment is only permitted in lockers during days of the game.
7. Players shall be responsible for their own equipment.
8. The coach is to be the last one out of the locker room. It is the coach's responsibility to supervise all student-athletes involved in their sport from the time the athlete dresses for practice or game until the contest ends and all student-athletes have departed from the school grounds. This includes student managers and statisticians.
9. The locker room shall be cleaned out and all equipment stored by the end of the week following the conclusion of each season. This shall include the collection of locks, equipment, cleaning out of lockers, and the reorganization of the room. This is necessary in order to make room for the next sports season. This applies to spring sports as well. Coaches shall notify the Athletic Director at the time this requirement has been completed.
10. Players of any sport are not to be released early for the purpose of dressing for practices or games unless travel time makes this necessary, and then the release time must be approved by the Athletic Director and Building Principal.
11. Each coach should keep the student-athletes in the area of the facility in use. Student-athletes should not be allowed to be roaming throughout the school.
12. NO SPIKES OR CLEATS ARE TO BE WORN IN THE HERRNSTEIN FIELD HOUSE, HATTON MEMORIAL GYM, COX GYM, DRESSING ROOMS OR SCHOOL BUILDINGS. IN GENERAL, NO SHOES OTHER THAN SNEAKERS ARE TO BE WORN WHILE PARTICIPATING OR USING THE HATTON OR COX GYMS, OR THE CMS GYM. THIS INCLUDES CASUAL SHOOT-AROUNDS DURING SCHOOL AND NON-SCHOOL HOURS, BEFORE, DURING AND AFTER CONTESTS, INCLUDING HALFTIMES OF CONTESTS. THERE SHALL BE NO HANGING ON THE RIMS OR GRABBING AND HANGING ON THE NETS IN THE GYMS.
13. Each coach should make sure players wear uniforms in the manner they were designed. (Shirt tails tucked into shorts; not cut off or modified; no low riders, etc.)
14. Coaches are to stay near, monitor and supervise their team during all contests. (When they leave the locker room to go to the floor, go with them. When they return to the locker room, go with them. Anticipate where your problems will be.)

SPECIAL NOTE: Do everything in your power to have your athletes understand the importance of the image we project on the court and before, during and after the contest.

XIV. USE OF FACILITIES: PRIORITY

PRIORITY AS TO USE OF FACILITIES

1. OHSAA recognized sports in-season (with contests still on their schedules) shall have priority as to the use of an athletic facility. Within OHSAA recognized sports, the priority is high school varsity, JV, then freshman teams; then OHSAA recognized sports out-of-season; then club or non-recognized OHSAA sports.

2. The use of athletic facilities by coaches of out-of-season sports shall not conflict with in-season use of the facilities.

3. Coaches are expected to confer, cooperate, and exercise professional courtesy and discretion in scheduling and using athletic facilities. Priority is not necessarily obtained by being the first team to schedule the athletic facility on GoFMX. In general, “school programs or teams” have priority over “non-school programs and teams” and cheerleading. All conflicts shall be reported to and resolved by the Athletic Director.

XV. UNIFORM ROTATION – PURCHASING

As the athletic budget allows, Varsity uniforms will be replaced every 4 years by the Athletic Department, the Cavalier Club or Team Athletic Booster organizations, with prior approval from the Athletic Director. The Athletic Director shall maintain a uniform rotation. Uniforms will be worn 4 years and handed down to the JV level. Two quotes must be submitted to the Athletic Secretary, one of which must be from BSN Sports. The Athletic Department will submit a requisition and be granted a P.O.# to make the purchase. If the Cavalier Club or a Sports Booster Club has agreed to contribute in whole or in part, the Cavalier Club and team Sports Booster Club may then reimburse the Athletic Department. All uniforms are school property, and the Cavalier Club and team Sports Booster Club shall take steps to donate uniforms to CHS or the Chillicothe School District as appropriate or requested by the athletic director. Uniforms purchased must stay consistent with school colors: **Royal Blue and White.**

XVI. BUDGET PROCEDURE

PURPOSE STATEMENT AND BUDGETS

The advisor or coach is to prepare and submit an annual purpose statement and budget form for his/her organization to the building principal or athletic director, as appropriate. The building principal and athletic director is to present the completed form to the Treasurer by the established deadline, typically on or about April 30. The Treasurer will present the purpose statements and budgets to the Superintendent for approval and then to the board for their review and approval at the July regular board meeting. The Treasurer will incorporate the approved student activity budgets into the annual appropriation resolution. The purpose statement and budget form may be modified from time to time during the school year.

XVII. FINANCIAL MATTERS – PURCHASING

A. Requisitions for Supplies and Equipment

- Submit all requests for supplies and equipment together with a quote with estimated shipping or other satisfactory documents on company letterhead to the CHS Athletic Office. Two quotes are required, one of which must be from BSN Sports if BSN sells the supplies and equipment sought to be purchased. If BSN does not supply the equipment, two other independent quotes are required.
- Turn this request in to the Athletic Secretary to be approved.
- The requisition will then be written up by the Athletic Secretary, approved by the Athletic Director and Principal and sent to the Superintendent’s Office. (NOTE: A purchase order is official **after** the Superintendent and Treasurer have signed and **NOT** before.)
- **IF YOU PLACE AN ORDER YOURSELF, BEFORE OFFICIAL APPROVAL, YOU ARE FINANCIALLY RESPONSIBLE.**
- Do not make phone orders without a written purchase order.

- When equipment has arrived, it must be checked in by the Athletic Director and/or Athletic Secretary.
- Clinics – Head Coaches:
No financial assistance will be paid for clinics outside of Ohio.
Head Coaches will be financially assisted for one clinic per sport coached each year. The Athletic Department will pay the clinic fee and association fees.
Reasonable consideration should be given to the location and dates of clinics.
All paperwork for clinics is to be turned in to the Athletic Office at least two weeks in advance.
- Clinics: Assistant Coaches:
Assistant coaches (Board of Education approved and paid) at the high school level will be permitted one clinic per sport coached. The same financial limits apply as for Head Coaches.
- Personal items:
The Athletic Department will not purchase personal items for players. This includes such items as socks, jocks, bras, sweatbands, t-shirts, etc. If the athlete keeps the item, they must pay for it.
- Camps, summer leagues, etc.:
The Athletic Department will not pay for camps (including team camps), summer leagues, transportation or visits to colleges or universities for either athletes or coaching staff.
Reasonable requests for coaching apparel for our Board of Education approved and paid coaching staff members may be approved and deducted from each coach’s budget. These requests may include hats, shirts, and shorts. Any other requests will be reviewed on a case-by-case individual basis.

END OF THE REGULAR SEASON PROCEDURES

I. POST-SEASON CHECKLIST & COACH’S REPORT

All cloth or equipment that is need of repair, reconditioning and or sanitized should be centrally localized, identified and the service provider notified after the Athletic Director has approved of this service request and the proper purchase order procedures have been followed. No athletic equipment or cloth may be disposed of without notifying the Athletic Director prior to doing so. This is school property.

The following Coach’s Report is a summary of your season. It will help you to better understand and evaluate your program as well as supply the Athletic Department with the needed information for updating records and data.

Please Print or Type Information:

Coach _____ Sport _____

Completion Date _____ School Year _____

Season Record (s): Varsity _____ J.V. _____ 9th _____

League Record (s): Varsity _____ J.V. _____ 9th _____

Team Conference Placing: _____

Team Post-Regular Season Accomplishments (sect., district reg., state, etc.) _____

Team Championships _____

Assistant Coaches _____

Volunteer Coaches _____

List all persons helping during practices or contests (managers, stats, score keepers, medical, video, etc.) _____

Head Coach's Post-Season Checklist

- A) _____ Team season records, accomplishments and personnel form
- B) _____ Individual athlete awards, winners and recognition form
- C) _____ Squad award list
- D) _____ Coach's program evaluation form
- E) _____ Inventory form
- F) _____ Request form (cloth, equipment, supplies, etc)
- G) _____ Season results form for all levels
- H) _____ Game uniform number inventory form
- I) _____ Keys returned from non-certified personnel
- J) _____ Scouting passes returned
- K) _____ Video equipment returned with notification of repairs needed
- L) _____ Training and first aid kits returned to athletic Trainer
- M) _____ Equipment, supplies and cloth accounted for and properly stored
- N) _____ Return the Head Coach's and all paid assistant coach's evaluation forms to the

Athletic Director

Coach's Signature _____ Date _____

II. AWARDS NIGHT AND BANQUETS

Chillicothe High School Athletic Department Policy:

ALL HEAD COACHES MUST ATTEND A SPECIAL AWARDS NIGHT OR BANQUET FOR HIS/HER TEAM OR SPORT – A POTLUCK TYPE OF AFFAIR. There will be one awards banquet for each sport in the fall, winter, and spring. Sports may elect to do their banquets together as a joint banquet. The date for banquets will be scheduled by the Head Coach, Booster Group or team parent representative with prior notice to the Athletic Office with consideration given to date, time, and location as well as conflicts with the school calendar, facilities use calendar, customary Wednesday evening & Sunday church activities, religious holidays, and national holidays. Every effort that would exhaust all possible alternate dates should be taken prior to scheduling banquets that are in conflict with any of the above- mentioned activities. The Athletic Department will work closely with Head Coaches, Booster Groups, team parent representatives, and the school administration in the scheduling of these awards banquets. The Athletic Director will make every effort to ensure that an administrator attends each awards banquet.

Coaches shall assist the Athletic Department by ensuring that all team members attend the banquet and are dressed in compliance with any dress code established by the Athletic Department.

III. ATHLETIC AWARD SYSTEM

Athletic awards will be presented to students participating in sports designated by the OHSAA as interscholastic sports.

Senior High School Award Specifications and Regulations:

- The Varsity “C” award shall be a 7” monogram, white chenille on blue felt background. The Junior Varsity “C” award shall be a 5” monogram, blue chenille on white felt background. The freshman award shall be 3” numerals of their graduation class.
- Awards may be earned by participating in one-half of quarters or one-half of contests scheduled.
- One Varsity “C”, Junior Varsity “C”, or numerals may be earned during the participant’s high school career.
- A certificate of award will be awarded in conjunction with the Varsity “C” award. A certificate of participation will be awarded with Junior Varsity and numeral awards.
- Sport inserts will be awarded designating the sport in which the award was earned. Service bars will also be awarded to participants who have lettered in two or more years in the same sport.
- A graduating senior, upon the recommendation of the Head Coach, may be awarded a Varsity “C” if he has participated in years previously in that particular sport but has not met the necessary requirements for the award.

- A participant who has been injured or suffers an illness, upon the recommendation of the Head Coach, may be awarded the Varsity “C”.
- Manager awards shall be the school monogram with the “M” insert, unattached.
- Final authority for all awards rests with the school’s principal. He or she should approve or disapprove each award.

Individual Athlete Awards:

Chillicothe High School Athletic Department Award Winners:

(List athlete’s name and title of award) _____

Team
 Captains _____

All League Awards _____

Individual Athletic Championship or Awards _____

New School, League, Multi-Level State Tournament Competition Records _____

Scholar-Athlete Award Winners _____

Chillicothe High School Wall of Fame Recognition _____

CHILLICOTHE HIGH SCHOOL AWARDS
SCHOOL YEAR: _____
SPORT: _____
AWARDS DATE / TIME: _____

uniforms and team-issued equipment (or a list has been timely turned in to the Athletic Director with names of persons and description and replacement cost of equipment that has not been turned in so that student accounts may be charged, if appropriate). **NOTE: Names and lists of equipment for seniors must be turned in no later than one week prior to graduation.**

Annual Sports Report

In an attempt to keep the Board of Education informed about the accomplishments and issues/problems of our programs, all Varsity, Junior Varsity, Freshman, and Junior High coaches must submit an annual sports report.

This report should be completed within a 15 calendar day period after your season is over will include the following:

- A brief summary of the season and suggestions for improving your program.
- Complete inventory of all equipment and supplies.
- Names of squad members – indicate letter winners, captains, managers, etc.
- Schedule played with results of games, meets or matches.
- Special honors received by team members.
- New records set for the season, such as individual performance, team scoring, etc.
- Budget request for the next season. **MUST LIST ALL ITEMS IN PRIORITY ORDER.**

Date: _____

Head Coach: _____

Athletic Director: _____

POSTSEASON CHECKLIST

ATTENTION HEAD COACHES: BRING THIS COMPLETED FORM TO YOUR SCHEDULED EVALUATION AND INVENTORY MEETING.

- _____ 1. My final report is complete and on file in the Athletic Office.
- _____ 2. I have left the medicine kit clean and neat for the next sport season.
- _____ 3. The team room is clean and all players have removed their locks and cleaned out their lockers.
- _____ 4. All coaching keys have been returned, if required.
- _____ 5. I have personally contacted the parents of all athletes who have not turned in their equipment.
- _____ 6. I have submitted written evaluations for my assistant coaches.

- _____ 7. I have turned in to the Athletic Office all documents which are part of my post-season obligations set forth in the Athletic Handbook.
- _____ 8. I have received a copy of my coaching evaluation and held an evaluation conference with the Athletic Director.

**V. CHILLICOTHE HIGH SCHOOL ATHLETIC DEPARTMENT
POSTSEASON HEAD COACH'S REPORT**

SPORT: _____ SEASON RECORD _____

	<u>YOUR SCORE</u>	<u>NAME OF SCHOOL PLAYED</u>	<u>OPPONENT'S SCORE</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____

TOURNAMENT SCHEDULE (List under Sectional or District)

	<u>YOUR SCORE</u>	<u>NAME OF SCHOOL PLAYED</u>	<u>OPPONENT'S SCORE</u>
		SECTIONAL TOURNAMENT	
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
		DISTRICT TOURNAMENT	
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

TOTAL RECORD: GAMES WON _____ GAMES LOST _____

VI. CHILlicothe High School Coaches Agreement

Chillicothe High School is a comprehensive secondary school which is committed to a fundamental belief in the principles of American democracy. The school exists to assist its students to develop a free and open communication with other people and the world around them.

In light of the philosophy of Chillicothe High School, we expect the conduct of our coaches to be above reproach because of their responsibility to both our student-athletes and to Chillicothe High School, as well as the Chillicothe community.

Our athletic programs have been very successful and we are proud of this part of the Cavalier Tradition. This success opens our coaches and our programs to close scrutiny in the highly visible world of secondary school athletics.

The following is a partial list of Chillicothe High School's expectations of you as a coach. Any violation of these guidelines or and OHSAA policy may result in the Athletic Director's recommendation for non-renewal of the supplemental contract.

Criteria for Coaches

All coaches shall meet all criteria established by Chillicothe City Schools, the State Board of Education, and the Ohio High School Athletic Association (OHSAA).

Sports Regulation Section of the OHSAA Handbook

All Head Coaches must attend OHSAA Rules and Interpretation meetings. All coaches should be well-versed in the official contest rules for their sport. They must be aware of and comply with all sections of the OHSAA Handbook regarding starting and ending dates of seasons, videotaping regulations, open gymnasium, exhibition competitions and general regulations for their particular sport listed in the OHSAA Handbook. All coaches shall be aware of and be responsible for the players in regard to the OHSAA rules for in/out of season independent competition.

Student Eligibility

A coach shall not knowingly or unknowingly allow an ineligible athlete to participate. This includes: age limitation, enrollment and attendance, scholarship, conduct, character and discipline, residence, transfers, foreign exchange students and amateur status. It is the responsibility of the coaches to check their email daily to ensure that no student-athlete is permitted to participate in athletics when they are ineligible due to disciplinary or attendance incidents.

Recruiting

Under **NO** circumstances is a coach to engage in attracting a student-athlete through contact directly with a young person, their parents or through a third party contact. If the application of the OHSAA rules appears unclear in a given situation, the coach should present the facts and their doubts to either the Athletic Director or the Principal for guidance.

.....

The items listed above constitute a partial list of items you are responsible for as a coach. For a complete inventory, refer to the Coaches Manual and OHSAA Handbook.

Chillicothe High School Coaches should adhere to the expectation to serve as a positive role model for their athletes. The school does not tolerate the use of abusive language and profanity.

I understand my responsibilities as a head/assistant coach at CHS and promise to adhere to all rules and regulations of the school, the State Board of Education, and the OHSAA,

Signed: _____

Date: _____ Sport: _____

Position: _____

EVALUATION OF COACHES

Coaches will be evaluated according to the applicable approved Chillicothe City School District (CCSD) Coaches Evaluation Form.

The responsibility for the evaluation of Head Coaches will be delegated to the Athletic Director and to the Building Principal who will report to the Superintendent. The responsibility for the evaluation of the various assistant coaches will be delegated to their respective Head Coaches. **This must be completed 2 to 4 weeks after completion of each sports season.** If there are any questions concerning the evaluation, the coach is encouraged to place, in writing, his or her concerns and this will be attached to the evaluation. (Evaluation sheets are included in the Athletic Handbook. SPECIAL NOTE: The Athletic Director's Evaluation will be considered only information, which will be provided upon request by the Building Principal or Superintendent. The final decision regarding evaluation rests in the hands of the Building Principal and Superintendent.

Head Coach Evaluation

Name of Coach: _____ **Date:** _____

School: _____ **Sport:** _____

Rating Scale:

- | | | |
|----------|----------|--------------------------|
| | 1 | Unsatisfactory |
| | 2 | Needs Improvement |
| 3 | | Average |
| 4 | | Excellent |
| | 5 | Superior |

Professional and Personal Relationships

- ___ 1. Delegates authority with responsibility while remaining accountable for such delegations
- ___ 2. Is fair, understanding, tolerant, sympathetic, and patient with team members
- ___ 3. Supports and conforms to decisions, policies and procedures after they have been established; both in fact and spirit
- ___ 4. Understands and follows rules and regulations set forth by all governing agencies: Including but not limited to National Federation, OHSAA, SCOL, Board of Education, etc.
- ___ 5. Maintains accurate, balanced communications with news personnel to the extent sport coverage is adequate
- ___ 6. Cooperates with school administration in promoting the total athletic program
- ___ 7. Maintains a positive rapport with the building staff
- ___ 8. Promotes all sports in our program as well as his/her own in attempting to foster school spirit
- ___ 9. Works cooperatively with middle school coaches in developing an articulated program

- ___ 10. Is respected by students and players
- ___ 11. Establishes rapport and communication with parents
- ___ 12. Earns respect of other teachers; has a good working relationship with fellow staff members
- ___ 13. Maintains acceptable professional conduct before, during and after contests towards participants, officials, workers and spectators
- ___ 14. Maintains a positive rapport with community groups and/or individuals interested in the sports program
- ___ 15. Knows medical aspects of his/her position including first aid, injury policies, working with Trainer, team physicians and/or family doctors
- ___ 16. Cooperates with the maintenance and custodial departments to care for athletic areas

Organization and Administrative Responsibility

- ___ 1. Meets established deadlines in submitting necessary preseason paperwork. (eligibility lists, physical forms, emergency medical forms, etc.)
- ___ 2. Maintains an accurate squad roster with the Athletic Dept. throughout the season
- ___ 3. Cooperates with the Athletic Director in scheduling contests and in employing and evaluating officials
- ___ 4. Reports injuries of participants and other incidents to the proper school officials using the appropriate documentation
- ___ 5. Is punctual with game reports and summary reports of the squad's activities
- ___ 6. Meets established deadlines in submitting all post-season paperwork. (Inventories, team records, statistics, etc.)
- ___ 7. Assists the Athletic Department in planning special events such as assemblies, parent's nights, homecoming, Booster club programs, banquets and presentations of team awards
- ___ 8. Works with the Athletic Department to arrange and facilitate transportation for all contests
- ___ 9. Is realistic and cooperative in budget planning and establishes priorities for expenditures
- ___ 10. Follows district procedures for money control, i.e. use of purchase orders, requisitions etc.
- ___ 11. Attends league meetings, rules interpretation meetings, coaches meetings, etc.
- ___ 12. Provides proper supervision and administration of athletes before, during and after practices, contests and training sessions
- ___ 13. Accepts the decisions of medical personnel when the question arises whether or not a student should compete who has been ill or injured
- ___ 14. Accepts responsibility for overall leadership of the program (Grades 7-12)

- ___ 15. Evaluates all Assistant Coaches (7-12) after attending a sufficient number of practices and games to make a fair evaluation
- ___ 16. Sets goals and objectives for the program and has a plan for accomplishing those goals and objectives

Equipment and Supplies

- ___ 1. Has a system of distribution and collection of equipment
- ___ 2. Maintains an accurate, up-to-date inventory
- ___ 3. Inspects all equipment to insure the safety and welfare of athletes
- ___ 4. Sees that players take care of equipment and facilities

Coaching Performance

- ___ 1. Plans and conducts effective practice sessions
- ___ 2. Develops a well-organized practice schedule which utilizes his/her staff to its maximum
- ___ 3. Provides for individual as well as group instruction
- ___ 4. Demonstrates the ability to teach fundamentals, skills, situational decision making and other qualities which improve the team's opportunity to be successful
- ___ 5. Can transfer knowledge into player skill and techniques
- ___ 6. Organizes, supervises, coordinates and evaluates practice sessions and related activities with proper attention to player's physical and mental well being
- ___ 7. Is innovative using new coaching techniques and ideas in addition to sound, already proven methods of coaching
- ___ 8. Is well versed and knowledgeable in matters pertaining to his/her sport
- ___ 9. Develops respect by example in appearance, manners, behavior, language and interest
- ___ 10. Develops an off-season program which is designed for conditioning, improving skills and creating commitment to the program
- ___ 11. Effectively motivates his/her team
- ___ 12. Has control of team members on and off the playing field
- ___ 13. Emphasizes sportsmanship and that players represent school and community

Related Information

- ___ 1. Appropriately subordinates coaching duties to teaching responsibilities
- ___ 2. Exhibits enthusiasm toward coaching

___3. Attends clinics and camps to stay current on philosophies, trends and techniques

___4. Encourages all potential athletes within the school to participate in his/her sport, provided they are not involved in another sport at the same time during a particular season

___ Wins ___ Losses ___ Ties (This season)

___ Wins ___ Losses ___ Ties (Accumulative: present position, present school)

Record job strengths and superior performance incidents

Record progress achieved in attaining previously set goals for improved work performance, for personal or job qualifications

Record specific work performance deficiencies or job behavior requiring improvement or correction

Record specific goals or improvement programs to be undertaken during next evaluation period

Athletic Director's comments and conference summary

Coach's comments

I certify this represents my best judgment.

Athletic Director's Signature _____ Date: _____

Building Principal's Signature _____ Date: _____

I have read and received a copy of this document. (Signature does not necessarily signify agreement, only that evaluation has been completed and discussed and a copy of evaluation was made available to you)

Coach's Signature _____ Date: _____

Assistant Coach Evaluation

Name of Coach _____

Date _____

School _____

Sport _____

Rating Scale:

- 1 Unsatisfactory**
- 2 Needs Improvement**
- 3 Average**
- 4 Excellent**
- 5 Superior**

Professional and Personal Relationships

- _____ 1. Supports the total athletic program of the Chillicothe City Schools
- _____ 2. Adheres to the rules of the OHSAA and the SCOL as they pertain to his/her respective sport
- _____ 3. Demonstrates loyalty to the Head Coach, program and school
- _____ 4. Establishes good rapport with athletes in the program
- _____ 5. Establishes good rapport with the rest of the coaching staff
- _____ 6. Displays intensity of interest in coaching this sport
- _____ 7. Develops respect by example in appearance, manners, behavior, language and interest
- _____ 8. Practices acceptable personal conduct before, during and after contests
- _____ 9. Demonstrates professional growth through attendance at coaching clinics, camps, etc.
- _____ 10. Understands and supports the total 7-12 program of this sport

Organization-Responsibility

- _____ 1. Assists in planning of contests, banquets, awards nights and various special events as requested by Head Coach
- _____ 2. Reports injuries of participants to the proper school officials, including Head Coach, Athletic Director, Trainer and principal
- _____ 3. Is punctual with assigned reports and responsibilities
- _____ 4. Displays the ability to organize and conduct practices in an efficient and effective manner
- _____ 5. Maintains proper CPR and Sports Med certification

Coaching Performance

- _____ 1. Displays a knowledge of the sport
- _____ 2. Displays teaching ability in the coaching assignment
- _____ 3. Possesses ability to motivate athletes

- ____ 4. Provides proper supervision of players in locker room and other pertinent areas
- ____ 5. Assists with scouting of varsity games, when requested by Head Coach
- ____ 6. Displays positive attitude toward players and the sport
- ____ 7. Is punctual to practices, games and other team functions
- ____ 8. Assists in all facets of equipment issuing, collection and storage as assigned by the Head Coach

Record job strengths and superior performance incidents

Record progress achieved in attaining previously set goals for improved work performance, for personal or job qualifications

Record specific work performance deficiencies or job behavior requiring improvement or correction

Record Specific goals or improvement strategies to be undertaken during next evaluation period

Athletic Director's Comments

Assistant Coach's comments

Head Coach's Comments

I have participated in and provided input into this evaluation.

Head Coach's Signature _____ Date _____

I certify this represents my best judgment.

Athletic Director's Signature _____ Date _____

Building Principal's Signature _____ Date _____

I have read and received a copy of this document. (Signature does not necessarily signify agreement, only that evaluation has been completed and discussed and a copy of evaluation was made available to you).

Coach's Signature _____ Date _____

Game Uniform Number Inventory: _____

*Circle number that corresponds with uniform number.

1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72
73	74	75	76	77	78	79	80	81	82	83	84
85	86	87	88	89	90	91	92	93	94	95	96
97	98	99	00								

Total Uniforms _____

Game Uniform Number Inventory: _____

*Circle number that corresponds with uniform number.

1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72
73	74	75	76	77	78	79	80	81	82	83	84
85	86	87	88	89	90	91	92	93	94	95	96
97	98	99	00								

Total Uniforms _____

*Fill out for home and away game jerseys, numbered game pants/shorts, numbered warm ups/sweats and numbered parkas, etc.



Cavalier Nation:

Thank you for supporting CHS Athletics. We are excited to begin the 2018-2019 Athletic seasons. The CHS Athletic Department would like to remind Cavalier Nation of the following: players, play passionately; parents, cheer positively; coaches, be excellent role models for our students; but above all respect the game. Make Chillicothe proud at every athletic event by conducting yourself with dignity, class and pride. Let's have a great and record breaking athletic year!

GO CAVS!

CHS Athletic Department

APPENDIX

- A. 2018-2019 Fall and Winter Sports Program Ad Order Form**
- B. Alternative Transportation Request Form – Parent/Guardian Personally Owned Vehicle in Lieu of School Transportation**
- C. Alternative Transportation Request Form – Non-Parent/Guardian Third-Party Person Personally Owned Vehicle in Lieu of School Transportation**
- D. Booster Group Notice to Athletic Department Form**
- E. Booster Club Annual Information Form**
- F. Special Power of Attorney – Medical**

CHILlicothe SPORTS PROGRAM ADS SALE 2018-2019 FALL AND WINTER PROGRAMS ADVERTISING AGREEMENT

Please insert an ad as described below in the Chillicothe High School Sports Programs to be sold at home football games, home soccer games, home volleyball games, and home basketball games.

Advertiser Information

Name _____

Contact Person (if Advertiser is not an individual)

Street Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Fall and Winter Program Ad

B&W

Only

_____ Family/"Good Luck" Ad (approx. 2" x 3")(words only) \$10

_____ Family/"Good Luck" Ad (approx. 2"x3")(incl. photo/art) \$25

Examples:

Good Luck Johnny!

Best of Luck Seniors!

Go Cavs!

We're Proud of You Jane!

Questions: Contact your Student-Athlete/Ad Sales Rep @

Ad Copy:

Email written Ad copy to: debbie.bettendorf@ccsd.us.

Email digital Ad artwork to: debbie.bettendorf@ccsd.us.

Please make all checks payable to: “Chillicothe Athletic Department.”

Payment must accompany ad contract for ad placement. **Deadline for Ad placement is August 15, 2018.**

2017-2018 Chillicothe Varsity Sports:

11 League Championships

9 Undefeated League Teams

4 Individual League Players of the Year

2 Individual District Players of the Year

1 Individual District Champion

2 Individual All-Ohio Players

17 Individual Regional Qualifiers

1 State Swimming Qualifier

State Football Playoffs

Boys and Girls Soccer, Swimming, and Track League Champion ships in the same season

1st Boys Track League Champions in 27 years

Thank you for supporting our teams this year. Please think of us as you plan next year’s advertising budget. We sincerely believe that your support of our athletic programs is recognized and remembered by parents and friends, and is an effective use of your advertising dollar.



Athletic Office
421 Yoctangee Parkway
CHILICOTHE, OHIO 45601
Phone: (740) 702-2287 ext.16249
Fax: (740) 779-5376

ALTERNATIVE TRANSPORTATION RELEASE FORM – PARENT/GUARDIAN POV

I, _____, parent/guardian/custodian of _____, request and give permission to have my son/daughter take alternative transportation by privately owned vehicle to/from the (Name of Sport) _____ game against _____ High School at _____, Ohio on _____, 201__ due to (Describe reason student-athlete cannot ride school-provided transportation) _____ which prevents my child from traveling on the team bus to /from the game. I agree, on behalf of myself and my child, to assume all risks including any damages resulting from physical injuries, death, loss of services or consortium, loss of damage to property, or any other loss which I or my child may sustain as a result of such alternative transportation by privately owned vehicle to participate in such contest. I further agree to provide a copy of a valid driver’s license and proof of insurance to the CHS Athletic Department prior to providing alternative transportation by privately owned vehicle.

In consideration of allowing my child to be transported by privately owned vehicle to/from the (Name of Sport) _____ game against _____ High School at _____, Ohio, on _____, 201__, I hereby for myself, my child, and for all heirs, executors, administrators and assigns, do hereby forever release, waive, relinquish, absolve, indemnify and hold harmless the Chillicothe School District and all of its officers, employees or agents from any and all claims and responsibility related to this travel.

Dated this ____ day of _____, 201__.

Parent/Guardian/Custodian Signature* _____

Parent/Guardian/Custodian Signature* _____

*Both parents must sign unless only one has legal custody.



Athletic Office
421 Yoctangee Parkway
CHILICOTHE, OHIO 45601
Phone: (740) 702-2287 ext.16249
Fax: (740) 779-5376

ALTERNATIVE TRANSPORTATION RELEASE FORM – NON - PARENT/GUARDIAN THIRD PARTY PERSON POV

I, _____, parent/guardian/custodian of _____, request and give permission to have my son/daughter take alternative transportation by privately owned vehicle operated by (Name of Third-Party providing transportation) _____ to/from the (Name of Sport) _____ game against _____ High School at _____, Ohio on _____, 201__ due to (Describe reason student-athlete cannot ride school-provided transportation) _____ which prevents my child from traveling on the team bus to /from the game. I agree, on behalf of myself and my child, to assume all risks including any damages resulting from physical injuries, death, loss of services or consortium, loss of damage to property, or any other loss which I or my child may sustain as a result of such alternative transportation by privately owned vehicle to participate in such contest. I further agree to provide a copy of the above-named operator's valid driver's license and proof of insurance to the CHS Athletic Department prior to providing alternative transportation by privately owned vehicle.

In consideration of allowing my child to be transported by privately owned vehicle operated by _____ to/from the (Name of Sport) _____ game against _____ High School at _____, Ohio, on _____, 201__ I hereby for myself, my child, and for all heirs, executors, administrators and assigns, do hereby forever release, waive, relinquish, absolve, indemnify and hold harmless the Chillicothe School District and all of its officers, employees or agents from any and all claims and responsibility related to this travel.

Dated this ____ day of _____, 201__.

Parent/Guardian/Custodian Signature* _____

Parent/Guardian/Custodian Signature* _____

*Both parents must sign unless only one has legal custody.

BOOSTER GROUP NOTICE TO ATHLETIC DEPARTMENT

Please provide at least 72 hours' notice

FROM: _____

Name of Booster Group

Contact Email/Phone - _____

EVENT DATE(S): _____

DESCRIPTION OF EVENT/ACTIVITY:

NATURE OF ANY REQUEST TO THE ATHLETIC DEPARTMENT:

BOOSTER CLUB ANNUAL INFORMATION FORM

Legal Name of Booster Club: _____

Registered with the Ohio Secretary of State: Yes _____ No _____

Articles of Incorporation or Articles of Organization: Yes _____ No _____

Articles filed with the Ohio Secretary of State: Yes _____ No _____

Written Bylaws or Operating Agreement: Yes _____ No _____

Current Officers:

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Information for Club's Designated Point of Contact:

Name: _____

Mailing Address: _____

Cell Phone No.: _____

Email Address: _____

SPECIAL POWER OF ATTORNEY

Name of Child _____

KNOW ALL PERSONS BY THESE PRESENTS:

That I, _____, of _____, OH, have made, constituted and appointed, and by these presents do make, constitute and appoint _____, of Chillicothe, OH, my true and lawful attorney to act for me and in my stead, giving and granting unto my said attorney full power to: Authorize any and all emergency medical and hospital care and treatment deemed necessary by a licensed physician or dentist, including major surgery deemed necessary in the concurring opinions of two licensed physicians or dentists, for the health and well-being of my child.

FURTHER, I do authorize my said attorney-in-fact to perform all necessary acts in the execution of the aforesaid authorizations with the same validity as I could effect if personally present. Any act or thing lawfully done hereunder by my said attorney shall be binding on myself and my heirs, legal or personal representatives, or assigns.

PROVIDED, however, that all business transacted hereunder for me or for my account shall be transacted in my name, and that all endorsements and instruments executed by my said attorney for the purpose of carrying out the foregoing papers shall contain my name, followed by that of my said attorney and the designation "attorney-in-fact."

For example:

John Doe
By Jane Doe, Attorney-in-Fact

FURTHER, unless sooner revoked or terminated by me, this Special Power of Attorney shall become Null and Void from and after _____, 201__.

Parent/Guardian/Custodian

STATE OF OHIO,
COUNTY OF ROSS, SS:

I certify that _____ appeared before me and acknowledged and signed the foregoing Special Power of Attorney for the purposes therein stated this _____ day of _____, 201__.

Notary Public

MEDICAL INSURANCE INFORMATION:

Insurer: _____

Identification No. _____

Group No. _____

Plan No. _____