

# HARDIN NORTHERN SCHOOL



## ATHLETIC POLICY

REVISED  
JULY 2005

## ATHLETIC PHILOSOPHY

The Hardin Northern Athletic Department is interested in the development of young men and women through competition on the various athletic fields. We feel that a properly controlled, well-organized sports program meets student's needs for self-expression, mental alertness and physical growth. It is our goal to maintain a program that is sound in purpose and that will further each student's educational maturity.

Likewise, the Hardin Northern Student-Athlete has committed to certain responsibilities and obligations as a member of the sports program here at Hardin Northern and should acquaint themselves with the specific policies that are necessary for a well-organized program of athletics. These Student-Athletes should strive to set the proper example for the remainder of the student body as they have chosen to put themselves in a leadership role for their school and community. At the same time, the Athletic Department staff should uphold themselves to the same standard as to lead the young men and women that have chosen to take on this tremendous responsibility.

The interscholastic program at Hardin Northern should be conducted in accordance with existing Board of Education policies, rules and regulations as well as conform to all Ohio High School Athletic Association policies. The Athletic Department discourages any and all pressures that might tend to neglect good sportsmanship and good mental health. At all times the athletic program must be conducted in such a way so as to justify it as an educational activity.

It is the goal of the Hardin Northern Athletic Department that each Student-Athlete work with others in a democratic society to develop self-discipline, respect for authority and the spirit of hard work and sacrifice. Athletes must place the team and its objectives higher than personal desires. Each student-athlete should strive to maintain the following guidelines:

1. To have fun – The main reason people participate in sports and games.
2. To be successful – Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
3. Sportsmanship – To accept success and defeat like a true sportsman, knowing you have done your best. We must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
4. To improve – Continual improvement is essential to good citizenship. As an athlete, you must establish a goal and constantly try to reach that goal. Try to better yourself in the skills involved and in those characteristics set forth as being desirable.
5. To develop desirable personal health habits – To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits and to develop a desire to maintain this level of physical fitness after formal competition has been completed.

Each student-athlete has not only a responsibility to themselves to uphold these standards but to their community, teammates, coaches and school staff as a whole. As a group we must strive to maintain a high standard of competition and sportsmanship.

The policies set forth in this handbook are designed to help guide all coaches, players and parents to develop the best possible athletic program that can be offered here at Hardin Northern. The athletic department, with the support of the administration and board of education, intends to uphold these rules and regulations as fairly and consistently as possible. Everyone involved in athletics at Hardin Northern should expect to have the best possible experience and develop good habits and memories that will last a lifetime.

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**A. ADMINISTRATION OF HARDIN NORTHERN ATHLETIC DEPARTMENT**

Chain of Command

1. Assistant Varsity, Freshman, Junior High Coaches
2. Head Coaches
3. Athletic Director
4. High School Principal
5. Athletic Council
6. Superintendent
7. Board of Education

**B. HARDIN NORTHERN ATHLETIC COUNCIL**

Members of the Athletic Council

1. Athletic Director (Chairman)
2. High School Principal (Secretary)
3. All Varsity Head Coaches
4. Board of Education Members
5. Varsity Cheerleader Advisor

Purpose

1. To develop guidelines for the administration of the athletic program
2. To approve budgets for individual sports and discuss financial matters of the athletic department
3. To discuss any other business relating to the Hardin Northern Athletic Program

Meeting Times

1. One meeting will be conducted at the end of the fall season
2. The second meeting will be conducted at the end of the winter season
3. The third meeting will be conducted at the end of the spring season
4. Other meetings will be called as the need arises

**C. ATHLETIC AWARDS**

General

1. All participants must be eligible according to the rules set forth by the Ohio High School Athletic Association and Hardin Northern Local School before any consideration will be given for an award
2. The right of recall of any award because of conduct that brings discredit to the athletic program of Hardin Northern Local School regardless of whether or not it happens to be during a sport in season is retained by a majority vote of the Hardin Northern Athletic Council
3. All varsity awards are to be presented by the coach at the sports awards ceremony that follows the conclusion of the sport season
4. Extenuating circumstances may provide exception to the above and other requirements. These cases will be judged by the Hardin Northern Athletic Council upon written request to the Athletic Director by the Head Coach
5. Athletes, cheerleaders and managers will be included in the awards program
6. Awards will only be considered for those athletes who have completed an entire sports season which includes tournament play

Requirements to Earn a Varsity Letter

1. Each Head Coach will determine requirements. The coach will have this determination in the year end reports
2. It is recommended that each Head Coach have a written policy for these requirements
3. A record of previous awards won can be obtained from the Athletic Director

Awards Given

1. Varsity
  - a. First Year ----- Letter, service bar, pin
  - b. Second year ----- 2<sup>nd</sup> year plaque, service bar
  - c. Third Year ----- 3<sup>rd</sup> year plaque, service bar
  - d. Fourth Year ----- 4<sup>th</sup> year plaque, service bar
2. Junior Varsity
  - a. Certificate
  - b. Participation
3. Freshman
  - a. Certificate and Numerals
  - b. Junior Varsity Certificate
4. Junior High
  - a. Certificate

Possible Special Awards

1. Each high school sport's individual coach may give up to 6 individual awards
2. The coach will have this determination in the year-end report
3. The awards listed below are suggested awards but may differ according to each individual coach
4. Any changes from the list below need to be submitted to the Athletic Director

#### Suggested Awards

1. Baseball/Softball
  - a. Most Valuable Player (coaches vote)
  - b. Highest Batting Average
  - c. Outstanding Pitcher
  - d. Coaches Award
  - e. Polar Bear Award (team vote)
2. Basketball (boys)
  - a. Most Valuable Player (coaches vote)
  - b. Offensive Player of the Year
  - c. Defensive Player of the Year
  - d. Most Assists
  - e. Most Improved Player
  - f. Polar Bear Award (team vote)
3. Basketball (girls)
  - a. Most Valuable Player (coaches vote)
  - b. Most Rebounds
  - c. Most Assists
  - d. Most Improved Player
  - e. Role Player
  - f. Polar Bear Award (team vote)
4. Football
  - a. Most Valuable Player (coaches vote)
  - b. Most Valuable Offensive Back
  - c. Most Valuable Offensive Lineman
  - d. Most Valuable Defensive Back
  - e. Most Valuable Defensive Lineman
  - f. Polar Bear Award (team vote)
5. Track
  - a. Most Valuable Player (coaches vote)
  - b. Most Improved
  - c. Century Winner ----- Earned 100 points or more (plaque)
  - d. Polar Bear Award (team vote)
6. Volleyball
  - a. Most Valuable Player (coaches vote)
  - b. Best Defensive Player
  - c. Best Offensive Player
  - d. Best Server
  - e. Most Improved Player
  - f. Polar Bear Award (team vote)

#### **D. BUDGETING, PURCHASING & FINANCES**

##### General Athletic Account

1. The head coaches of each sport make recommendation for the purchase of new athletic equipment to the Athletic Director. The coach purchases no equipment. The Head coach will be held responsible for all unauthorized purchases. The Athletic Department will not pay for any item unless a purchase order has been issued. All items will be ordered and purchased by the Athletic Director.
  - a. Each Head Coach is to submit a list of needs and cost for these needs following their sport season. This will be part of the coach's annual report
  - b. This list shall reflect all expenses to be incurred in the respective sport, such as athletic equipment, clinic attendance, etc
  - c. Lists shall be prepared giving detailed information as to quantity, item, model number, specifications, and cost
  - d. Each Head Coach shall contact the Assistant and Junior High Coaches for their needs
  - e. After checking these lists, the Athletic Director will meet with each head coach discussing deletions and additions to determine what will be purchased
2. Requisitions by coaches must be presented to the Athletic Department in writing. All requests must be placed on an Athletic Department requisition form. A requisition form shall then be completed by the Athletic Director and given to the principal
3. All monies derived from high school athletic events and programs shall be deposited in the High School Athletic Fund. A financial summary will be prepared and filed in the office for each athletic event. This will show the number of admissions sold and the total received by the Athletic Director
4. General donations are encouraged to be made to the Athletic Department and not to a specific sport
5. The Athletic Department may sponsor various fundraisers for the entire athletic program which will require the assistance of all coaches and athletes in the district

##### Fund Raising Accounts (FRA)

1. Each individual varsity sport will have it's own account for the purpose of fund-raising for specific team needs
2. Any money made from individual fund-raisers may be deposited into this account for the use of that specific sport
3. The Athletic Director will oversee all activity in these accounts and all requisitions will be directed through the Athletic Director as outlined in the General Athletic Fund section above

4. These funds may be used at the discretion of each Head Coach as long as proper approval has been granted
5. It is recommended that each Head Coach keep an accurate record of their account. However, a detailed report will be available from the Athletic Director upon request
6. All activity in this account should be directed through the Athletic Director
7. All potential fund-raisers must be approved by the Superintendent, Principal and Athletic Director before initiation and conform to the Board of Education Policy

#### **E. BUILDINGS AND GROUNDS**

1. The Athletic Director will issue keys for each coach's respective facilities. The coaches will be responsible for them and the security of the property that they open. At no time shall the coach have keys duplicated. These keys must be turned into the Athletic Director with the coach's season-end report
2. Coaches are expected to conform to school policy assuring that students are not given keys to enter storage areas or the building except when the facility is being used
3. Athletes are not to be admitted to any area unless the coach who is responsible for the activity is present
4. The first to enter and the last to leave the dressing room, building or grounds shall be the coach of the respective activity. Coaches are completely responsible for the facility and equipment that they are using. Coaches will be checking all lights and locks. Any damage to facilities shall be reported to the principal immediately.
5. The coach is responsible for the establishment of orderly dressing room behavior. In the interest of safety, the Head Coach, if the coach deems it necessary, shall delegate the responsibility of supervising the dressing room area when athletes are present
6. The Athletic Director shall supervise daily, weekly, or monthly practice schedules where necessary
7. All coaches are responsible for helping maintain the office areas in a manner consistent with good example for youth and acceptable hygienic practices
8. Changes in the physical plant, criticisms, or suggestions about the maintenance of the plant are to be through the Athletic Director only
9. If there is a conflict concerning the use of facilities, first choice will be given to the in-season program
10. The football field is an area of pride in the Hardin Northern Community. No coach is to use the field, except for scheduled athletic contests, without prior approval of the Athletic Director

#### **F. CANCELLATIONS**

1. It shall be the responsibility of the Athletic Director and the respective coach to make recommendations to the Superintendent or their designee on the canceling of athletic events. A call list is included in the appendix
2. School Cancellations: Athletic practices and contests may be held on days that school is cancelled. For practices, it shall be understood that these sessions are optional. Parents shall determine if their athlete can be transported safely to the practice
3. \*\*\*During a "level 2" or higher emergency all events and practices will be cancelled

#### **G. COACHES ATTIRE**

1. All coaches should dress in appropriate coaching clothing for all practices. Clothing for games and matches should be in good taste, supporting the profession
2. Hardin Northern colors are black, white, and gold. Coaches, as representatives of Hardin Northern, should never wear attire from another school during athletic contests
3. Staffs of coaches are encouraged to dress uniformly

#### **H. COACHES CLINIC**

1. The Varsity Head Coach of each sport shall be granted the opportunity to attend 2 clinics per year. Only one of these can be taken during the actual school year. The Hardin Northern Board of Education will only hire a substitute for one day. Requests are to be submitted to the Athletic Director at least three weeks prior to the clinic, who will then channel the request to the Principal (money must be available prior to approval)
  - a. The Athletic Director shall pay for registration. Lodging to be paid by the coach and then reimbursed by the Athletic Department, as money is available. No meals will be covered by the Athletic Department. Proper receipts must be received prior to any reimbursement. No taxes will be reimbursed, as they are the coach's responsibility
  - b. The second clinic attended on the coach's personal time may be reimbursed from the Athletic Department with the prior approval of the Athletic Director, as money is available
2. Assistant Coaches will be granted one day per year to attend an athletic clinic of their choice. The Hardin Northern Board of Education will hire a substitute for one day. Requests are to be submitted to the Athletic Director at least three weeks prior to the clinic, who will then channel the requests to the Principal (money must be available prior to approval). The Athletic Department shall pay for registration. Lodging to be paid by the coach and then reimbursed by the Athletic Department, as money is available. No meals will be covered by the Athletic Department. Proper receipts must be received prior to any reimbursement
3. The Head Coach or his or her designee only may request mileage reimbursement if monies are available

#### **I. COACHING EVALUATIONS AND RECOMMENDATIONS**

1. The Athletic Director will make a written evaluation of head coaches and advisors. A meeting will then follow to discuss the evaluation. This will occur at the end of each sport season
2. Each respective Head Coach or advisor will make a written evaluation of all assistants. A meeting will then follow to discuss the evaluation. This will occur at the end of each sport season
3. A copy of each evaluation tool is in the Appendix
4. A copy of each evaluation will be submitted to the coach, principal, and superintendent
5. The chain of command will be utilized if any problems arise

## **J. CONDITIONING PROGRAMS AND WEIGHT ROOM**

1. The weight room instructor is responsible to set up the hours for the opening and closing of the weight room
2. Coaches should assist the weight room instructor with supervision of the weight room
3. No student will be unsupervised in the weight room
4. No food, beverages, or horseplay in the weight room
5. Conditioning or weight-lifting programs for out-of-season athletes may be conducted only when rules of the Ohio High School Athletic Association are followed
6. Athletes involved in an in-season activity should not be asked to participate in a conditioning or lifting program for another sport. Any exceptions to this policy must meet with the approval of the coaches involved
7. If there is a conflict concerning the use of facilities, first choice must be given to the in-season program
8. A coach must be present from the beginning to the end of each session
9. Coaches' requests for specific programs should be made directly to the weight room instructor

## **K. DUAL PARTICIPATION**

1. There will be no dual participation for athletic purposes in the Hardin Northern Local School District, except for cheerleaders who also may participate in a sport during the same seasons they are cheering
2. The coaches, athletes, and Athletic Director may need to meet to discuss procedures on practices and game schedules

## **L. EMERGENCY MEDICAL ATTENTION**

1. It is recommended that local physicians be encouraged to attend athletic events through a letter of invitation and extension of a courtesy pass
2. Each coach shall keep an accurate and up-to-date squad roster with home telephone numbers of each player. Emergency Medical Authorization forms are to be available at all practices and contests
3. The supervising coach shall notify the parents as soon as possible following a serious injury
4. In case of serious injury, the supervising coach or the coach's designated assistant, shall summon the rescue squad and remain by the injured player until the rescue squad assumes responsibility
  - a. The coach, faculty member, or a member of the staff is to accompany the injured player to the hospital and arrange for treatment if parents are not present (naturally, the parents can take the injured player to the hospital); stay at the hospital with the player until the parents arrive, brief them on what has taken place and then leave
  - b. Inform the Principal and Athletic Director
  - c. Follow up. Check with parents and doctor as to player's progress
  - d. Make no commitment as to school paying bills or liability of anyone involved
  - e. Fill out accident report as soon as possible after accident occurs. Give a copy to the Athletic Director and put one in the school secretary's mailbox
5. The supervising coach shall notify the Athletic Director of details of the injury so that insurance claims may be properly processed. The proper form must be completed for any injury requiring professional medical attention, which will cause the participant to miss a practice or game. This form must be turned in as soon as possible following the injury

## **M. HARDIN NORTHERN LOCAL SCHOOL EXTRA-CURRICULAR POLICY ON ELIGIBILITY**

### Introduction

1. The coaches and school administration at Hardin Northern School strongly believe that certain standards of behavior, scholarship and citizenship are important to a sound extra-curricular program and that expectations sometimes beyond those required of a non-participant may be imposed upon those who present themselves for extra-curricular activities
2. We believe that the participant has a strong influence in the community, the school, and among fellow students. We feel that good habits of health, sportsmanship, and scholarship are important to the school and its extra-curricular program; we can find little reason for such a program unless such standards exist
3. Any student who accepts the privilege of participation in extra-curricular activities must accept the responsibility of good citizenship. A denial of participation from any extra-curricular activity may be used for a student who does not accept such responsibility

### Eligibility

1. The Principal shall be responsible for the athletic eligibility of athletes, cheerleaders, student trainers and managers in their respective sports as outlined by the Ohio High School Athletic Association.
2. Ohio High School Athletic Association bylaws on scholarship are as follows:
  - 4-4-1 In order to be eligible in grades 9 – 12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation
  - 4-4-2 The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective.  
EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season. For the purposes of this Bylaw, "school day" includes faculty in-service days, calamity days and regular school attendance days but not holiday or school breaks
  - 4-4-3 A student enrolling in the ninth grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grades 9 – 12 must meet the requirements found in Bylaw 4-4-1
  - 4-4-4 A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period

and received passing grades during that grading period in 75% of those subjects in which the student received grades

- 4-4-5 The primary responsibility for verifying eligibility rests with the receiving school. Eligibility shall be verified by reviewing school records or written verification from the sending school
- 4-4-6 Summer school and other educational options may not be used to substitute for failure to meet the academic standards specified in Bylaw 4 during the last grading period of the school year
- 4-4-7 Tutoring or examinations to complete the preceding grading period requirements is permissible provided the inability to complete the required work on time is due to illness or accident verified by a physician and the procedure applies to all students in the school
- 4-4-8 The Commissioner may waive the requirement of preceding grading period enrollment if a student has been withdrawn or removed from school because of circumstances due to personal accident, illness or family hardship. The principal or the official designee of the school shall appeal in writing to the Commissioner. The appeal shall contain documents with school and medical supporting evidence. The decision of the Commissioner may be appealed to the Board of Control

#### General Appearance

1. The guidelines in the Student Handbook will serve as the guide
2. Individual coaches may have more specific regulations

#### Payment of Fees

1. All fees and financial obligations must be paid to the satisfaction of the Athletic Director prior to any participation in a game or contest
2. The premium for any student medical insurance must be paid or a waiver form signed before the athlete can practice on any team

### **N. DUE PROCESS PROCEDURES**

Procedure to be followed if a participant is considered in violation of any extra-curricular policy. When there is an indication that the conduct rules for extra-curricular activities have been violated (excluding drug, alcohol and tobacco policies) and disciplinary action in the form of denial of participation is possible, the following shall be followed:

1. The sponsor/coach shall gather the facts and, if a violation of the rules has occurred, shall notify the student with a "Notice of Intended Denial From an Extra-Curricular activity" form
  - a. Two (2) copies of Form A are prepared. One is handed to the student, and the other retained by the sponsor/coach
  - b. The sponsor/coach will conduct the informal hearing with the student to ask questions, to provide the student an opportunity to tell their side of what happened, to question the sponsor/coach's reason for denial and to explain what they did or what happened
  - c. Eighteen (18) year old students must give written consent on Form A for the notice of denial to be forwarded to parent, guardian or custodian
2. Following the informal hearing, the sponsor will render a decision. If the decision is to deny, then official written notice of it is prepared, Form B. Five (5) copies of Form B are prepared and distributed as follows:
  - a. Student
  - b. Parent, Guardian or custodian if the student is under the age of Eighteen (18)
  - c. Sponsor/Coach for the file
  - d. Athletic Director
  - e. The Building Principal
3. Rights of appeal are explained to the student by sponsor/coach

#### Rights of Appeal

The right of appeal is inherent in instances of discipline for violation of the Athletic Code. Appeals should be made in writing within 24 school day hours of the decision and should be delivered to the Athletic Administrator. The Superintendent, High School Principal and Athletic Director will hear such appeals jointly in a timely manner. After hearing the appeal the committee will render its decision in writing within 24 school day hours. Decisions of the committee are final

### **O. FILMING OR VIDEOTAPING OF CONTEST**

1. Each individual coach shall be responsible for securing a camera operator
2. Transporting of equipment and tapes shall be the responsibility of the coach
3. All tapes should be requested from the Athletic Director prior to the start of the season
4. Any mechanical problems with equipment should be reported to the Athletic Booster President

### **P. FORMS NEEDED FROM EACH PARTICIPANT**

1. It is necessary for record keeping and the safety of students to require that different forms be filled out and signed by the athlete and/or parent. The following is a list of all forms required of Hardin Northern athletes prior to participation:
  - a. Insurance Waiver or School Insurance
  - b. Physical Card ---- must be signed by student and doctor
  - c. Emergency Medical Authorization form
  - d. Extra-Curricular Code of Conduct Contract
  - e. Letter from Athletic Director
2. The OHSAA Catastrophic Insurance Policy also covers all high school participants. This coverage cannot be used in place of item a above
3. All forms are to be turned in to the Head Coach prior to any participation. The Coach shall keep an accurate record of those forms. When forms are collected and recorded, they shall be given to the Athletic Director who will record and file them. The



Athletic Director will also run two copies of each Emergency Medical Authorization form and return one copy to the Head Coach, file the second copy and give the original to the Principal

4. With proper record keeping, athletes should only be required to fill out these forms once during the school year. Coaches should check with the Athletic Director prior to passing out forms, to find out what forms may already be on file

#### **Q. GAME HELP**

1. Game help from staff members would be greatly appreciated whenever possible
2. Minimum number of positions needed for athletic contests:
  - a. Football
    1. 1 Camera Person
    2. 1 PA Announcer
    3. 1 Scoreboard control
    4. 1 Statistician
    5. 4 Ticket Takers
    6. 4 Chain Gang
  - b. Varsity Basketball
    1. Timer
    2. 1 PA announcer
    3. 1 Score Book Keeper
    4. 1 Statistician
    5. 2 Ticket Takers
    6. 1 Camera Person
  - c. Volleyball
    1. 1 Scorekeeper
    2. 1 Ticket Taker
    3. 1 Statistician
  - d. Junior High Contests
    1. 1 Timer
    2. 1 Score Book Keeper
    3. 1 Ticket Taker
  - e. Track
    1. 1 Ticket Taker for Junior High
    2. 1 Ticket Taker for High School
3. Ticket takers for extra-curricular events get \$15.00 for High School events and \$10.00 for Junior High events
4. The Athletic Director and the Head Coach will cooperate in securing these individuals

#### **R. INVENTORY AND EQUIPMENT**

1. Forms will be provided by the Athletic Director
2. A complete inventory of uniforms, equipment, etc is to be made out and turned into the Athletic Director prior to distribution to athletes. The Coach should check with the Athletic Director prior to this to see what inventory he or she already has
3. As equipment is distributed, a comprehensive listing will be kept of who received what equipment and in what quantity. This will also be done if other items are issued throughout the season
4. At the end of the season the athlete is held financially responsible for any missing equipment. The Head Coach is to report all incidents of missing equipment to the Athletic Director. No athlete will receive any awards while responsible for delinquent equipment
5. All inventory charts will be given to the Athletic Director for confirmation at the end of each season. Verification of equipment and uniform totals before storage and reconditioning will be made at this time. The Head Coach is responsible for any non-reported missing equipment
6. All athletes and coaches must respect the enormous cost involved in outfitting our teams. In order to obtain and keep quality uniforms and equipment, each involved party must do their utmost to maintain updated and correct inventory charts
7. It is the responsibility of the Head Coach, in cooperation with the Athletic Director, to see that all equipment is properly cleaned, repaired and stored at the close of the sport season
8. All inventories are to be filled at the beginning of each season when equipment is distributed to athletes. All missing equipment at the end of the season is the direct responsibility of the Head Coach. An athlete with outstanding debts (equipment or money) will have his or her grades withheld until proper restitution is made. All athletic awards will also be withheld. Coaches must submit a lost equipment form to the Athletic Director in their season-end reports
9. Each coach for the ensuing sports season shall be notified if his or her team should have a delinquent athlete on the roster. Players owing for equipment shall be ineligible for any form of athletic participation
10. HARDIN NORTHERN LOCAL SCHOOL ATHLETIC EQUIPMENT SHALL NOT UNDER ANY CIRCUMSTANCES BECOME THE PERSONAL PROPERTY OF A STUDENT

#### **S. MANAGERS**

1. Managers, when needed, are to be selected by each head coach. They shall be considered an athlete and must follow all rules and regulations that apply.
2. The following guidelines should be observed:
  - a. Must be instructed as to responsibilities
  - b. Must conduct themselves properly at all contests and practices
  - c. Must be old enough to carry out all duties properly
  - d. Must stay at the contest or in the practice area unless assigned otherwise by the Head Coach or an assistant coach

- e. Must be an appropriate number
- f. Clean bench area during halftime and after games
- g. During basketball season-----sweep floor at halftime of both JV and Varsity games

**T. MEMBERSHIPS (SCHOOL AND COACHES)**

- 1. Hardin Northern Local School is a member of the Ohio High School Athletic Association and the Blanchard Valley Conference. All rules and regulations of these organizations are to be followed and will take precedence over any school rules if the school rules conflict with them
- 2. Coaches are to be members of the BVC, District 8 and state coaching organizations. National organizations may be joined at each coach's option
- 3. Coaches are to fill out necessary paperwork and submit to Athletic Director. Reimbursement will be made if money is available and if they so desire

**U. OFFICIALS**

- 1. The Athletic Director according to league policy will contract officials. The principal may authorize the Athletic Director to sign all contracts or OHSAA forms
- 2. Coaches should provide a list of unacceptable officials for the Athletic Director following the sports season. This list should be included with the year-end report
- 3. All league and non-league officials shall be paid according to the Blanchard Valley Conference's adopted schedule
- 4. Officials shall be offered every courtesy
- 5. Officials shall be paid by the Athletic Director or his designee
- 6. Officials shall receive instruction from the Athletic Director or designee regarding starting time, doctor's presence, pre-game and half-time programs
- 7. Officials should be notified of any special program well in advance of the contest

**V. OPEN GYMS**

- 1. Open gym may be conducted with prior approval of the Principal
- 2. The following guidelines are to be followed when conducting an open gym
  - a. The Coach will set the age group that he/she wants to be present at the open gym
  - b. A Coach or Certified staff member must be present at all times
  - c. Tennis shoes must be brought to change into for the gym

**W. PHYSICAL EXAMINATIONS**

- 1. No boy or girl shall be allowed to participate in practice or in games without having had a physical examination card or form on file in the office of the Athletic Director
- 2. Any boy or girl who misses the regular physical examination shall not be allowed to practice or participate until they have had an examination. This will have to be done at their own expense by their private physician. In the event of financial difficulties for any particular student, other arrangements for physical examinations will be attempted
- 3. The fall physical examinations will be held on one day during the summer if a doctor is available. It is not necessary for the boys or girls who have been checked once during the year to be re-examined at a later date for same school year. Exceptions to this policy would involve boys or girls who have had an injury or some other disability needing further medical check-ups
- 4. The responsibility for boys or girls who participate or practice without having had an examination is the sole responsibility of the coach involved
- 5. Coaches are expected to be present and assist during times examinations are given to their athletes
- 6. All cheerleaders, band members, sports participants (any sport or season) are encouraged to participate in the county school physical date

**X. PLAYER RESPONSIBILITY**

It shall be understood that athletics is a privilege and not a right. The following is a list of some guidelines to assist you in being a Hardin Northern Athlete:

- 1. Athletes shall abide by all rules and regulations established by the Ohio High School Athletic Association, the Blanchard Valley Conference, the Hardin Northern Local Board, the Athletic Council and members of the coaching staff
- 2. The athlete is expected to know the training rules as outlined by the Athletic Department. Coaches will meet with all players to instruct them on the expectations of the Hardin Northern Athletic Department
- 3. All equipment issued to a player is to be worn only at practice sessions or scheduled games involving that particular sport or as specified by the Head Coach
- 4. Each athlete is individually responsible for all equipment issued to him or her
- 5. Athletes may not participate in assemblies for awards or banquets or participate in another sport if they have not returned all equipment or paid the sum
- 6. Athletes shall conduct themselves in such a manner that they will create a positive reflection upon themselves, their teammates, school, student body and Hardin Northern Local School in general
- 7. Athletes must be in school one half day (before 11:30 or 4 periods consecutively) in order to compete in a contest or practice that day or night. Any exceptions must have prior approval of the Principal
- 8. All athletes shall uphold the traditions of sportsmanship and fair play
- 9. Athletes may not quit one sport squad and join another in the same season without approval of both Head Coaches and the Athletic Director
- 10. Any athlete who quits a squad before the end of his or her official sports season must discuss the matter in person with the Head Coach or forfeit his or her right to participate on any other team for the remainder of the school year. Participation may be permitted by the Athletic Council upon request by the athlete

11. Athletes shall be expected to dress properly when representing their school in all athletic contests both home and away. They should attempt to create a positive image of themselves and their team in the eyes of their fellow classmates, student body and the community in general. The Head Coach or Advisor may establish specific rules
12. An orientation to these rules is available from the Athletic Director and will also be covered by the coach of each sport prior to initiating the start of the season
13. A player must be in good standing and not under disciplinary action in school in order to be eligible for interscholastic competition
14. Athletes shall notify the coach if they are going to be absent or late for a practice session
15. Unexcused absence from practice will result in disciplinary action by the coach. The only valid excuse will be absent from school or personal excuse by the coach
16. All team members shall travel to and from all out of town contests by means of transportation provided by the school. Special consideration will be given only in the case of injury, illness or other unusual circumstances
17. Athletes shall not begin practice until all proper forms have been completed and turned into the Head Coach
18. No individual is to be on the gym floor without tennis shoes. These tennis shoes are not to be worn outside
19. Awards will only be considered for those athletes who have completed an entire sports season which includes tournament play

#### **Y. HARDIN NORTHERN ATHLETIC CODE**

This athletic code is a guide for the athlete at all times. Pride in our school and pride in being an athlete will hopefully foster a spirit of self-enforcement regarding the rules and regulations of the code. Penalties imposed for code violation will be administrated in accordance with Hardin Northern School Board approved policies and procedures. These training rules are minimum standards. Each coach may have additional training rules, provided they are approved, printed and distributed prior to the beginning of his or her sport. Coaches' rules will not supersede the provisions of the Athletic Code

**Rule #1** Hardin Northern athletes shall not use, possess, transport or furnish illicit drugs or other toxic materials; use, consume or transport alcohol or tobacco products. It is recommended that athletes should avoid social functions where drugs, alcohol or tobacco are being used in violation of the law or Athletic Code

**Rule #2** Hardin Northern student-athletes shall not participate in criminal acts which violate the sense of propriety and decency of the community or law

#### **VOLUNTARY REFERRAL OPPORTUNITY**

In order to encourage the student-athlete to seek assistance for any substance abuse problems a voluntary referral process will be established. Any denial of privilege to participate will be reduced if the student agrees to follow assistance recommendations.

Voluntary referral must occur prior to any report of violations. Involvement by law enforcement officials negates the option of voluntary referral. The student-athlete may use the option of voluntary referral only once in his or her career at Hardin Northern. Voluntary referrals may be made by the student-athlete or his or her immediate family to the Head Coach, Athletic Director or Principal.

The student-athlete using this option will receive the minimum penalty for their violation. However, the student-athlete must successfully complete an assessment program approved by the Athletic Director and follow all counseling recommendations or the maximum penalty will be immediately imposed. The student-athlete must set an appointment for evaluation within four days of notification of the violation. Written verification of this evaluation and the recommendations set forth must be received from the counselor prior to completion of the minimum penalty period. All counseling meetings must be outside of regular school hours. Any cost of the assessment and follow-up program will be the responsibility of the athlete.

#### **DISCIPLINARY PROCEDURE**

When a student-athlete is suspected of having violated the athletic code, the Athletic Director and Principal shall be notified immediately and an investigation will be initiated within 48 hours of notification. The athletic department feels that ignoring a rumor of an infraction implies consent and therefore all reports, information or rumors will be investigated. After gathering all reasonable evidence an informal hearing will take place between the student-athlete, Head Coach, Athletic Director and Principal. If it is determined that a violation has occurred the student-athlete and his or her parents/guardians will be notified in writing of the penalty that will be imposed as outlined below. A copy of this letter will also be placed in the student-athlete's file. The athlete will be informed of his or her rights of appeal at this time.

For all violations of the athletic code the student-athlete and his or her parent/guardian must schedule a hearing with the Head Coach, Athletic Director and Principal to determine if all conditions of the suspension have been met and whether or not the student-athlete will be reinstated to the interscholastic team. If it is determined that the student-athlete has not fully satisfied the conditions he or she may be denied participation for the remainder of the current season. Reinstatement will not occur without this hearing being conducted.

#### **FIRST OFFENSE-----IN SEASON**

The in-season athlete will be denied athletic participation for 30% of the regularly scheduled season contests at the level the student-athlete competes in the majority of time. The student-athlete will not participate or dress for any

contests during the suspension period. The athlete will be expected to take part in all preseason practice sessions and scrimmages at the coach's discretion. Scrimmages will not be counted as part of the 30% mentioned above. All penalties will be determined by a joint decision of the Head Coach, Athletic Director and Building Principal.

The penalty period may be reduced to 20% if a student-athlete voluntarily completes a drug and alcohol assessment program as described above. Successful completion of those requirements must take place prior to the end of the 20% time period or the full suspension will be imposed.

If a student-athlete uses his or her voluntary referral option the penalty period will be reduced to 10% if all requirements of the voluntary referral as outlined above are satisfied.

*Fractions of athletic contests will be rounded to the nearest whole contest.*

## **SECOND OFFENSE-----SCHOOL YEAR**

If a second offense occurs during the same school year as the first offense the student-athlete will be denied athletic participation for one (1) calendar year from the date the penalty is imposed. The privilege to earn awards shall be forfeited once the athlete is denied participation. Additional offenses may result in further loss of participation for the remainder of his or her career

## **IN ADDITION**

Students may be denied participation or otherwise reprimanded for behavior which reflects negatively on the athlete or the school. Such offenses include:

- A. Cheating or truancy from class or school
- B. Acts of vandalism, abuse of persons or property, public or private
- C. Infractions of school rules or chronic incorrigible behavior
- D. Penalties for infractions of a, b, c will be determined jointly by the Head Coach, Athletic Director and the Building Principal

## **APPEAL PROCEDURE**

The right of appeal is inherent in instances of discipline for violation of the Athletic Code. Appeals should be made in writing within 24 school day hours of the decision and should be delivered to the Athletic Administrator. The Superintendent, High School Principal and Athletic Director will hear such appeals jointly in a timely manner. After hearing the appeal the committee will render its decision in writing within 24 school day hours. Decisions of the committee are final

## **Z. SCHEDULING**

1. All contests shall be scheduled by the Athletic Director
2. If coaches have suggestions pertaining to their schedules, they should be made in advance of the season to the Athletic Director
3. All Scrimmages are to be arranged by the Head Coach and submitted to the Athletic Director for final approval

## **AA. SCHOOL COLORS**

1. The official colors of Hardin Northern athletic teams are black, white and gold
2. No equipment or uniforms shall be ordered that do not conform to these colors
3. Accent colors or shading are to be approved by the Athletic Director and Principal prior to ordering
4. Payment will not be approved for uniforms that do not conform to school colors unless prior approval has been received. The head varsity coach will be held responsible for all items ordered which do not conform to school colors or have not been properly approved

## **BB. SCOUTING**

1. The head coaches of varsity sports may contact two individuals to scout for them. These individual's names must be turned into the Athletic Director prior to the start of any scouting assignments. The "scout" shall be reimbursed per board of education policy. If the "scout" is unable to fill an assignment, they must contact a replacement that will be paid by the designated "scout". Reimbursement will be made at the completion of each season upon written request to the Athletic Director
2. A scouting trip report is located in the appendix

## **CC. SEASON-END REPORTS**

All Head Coaches and Advisors must complete this report to be compensated, which will include the following:

1. Cover page
2. Roster of players with awards won
3. Schedule and results of entire program
4. New team and individual records and special honors won by individuals
5. Evaluation of the season
6. Recommendations for the coming year
7. Proposed detailed budget for coming year
8. Inventory of all equipment
9. Outstanding equipment and/or money
10. Unacceptable officials for sport and outstanding officials
11. A complete description of criteria established for specific awards to athletes

A season-end report packet will be provided to each head coach by the Athletic Director. This report is to be completed and returned to the Athletic Director within TWO weeks of the Head Coach's last contest. Coaching salaries will be paid as per Hardin Northern Board of Education policy.

#### **DD. SPORT SEASONS AND LIMITATIONS**

1. The Ohio High School Athletic Association shall be the guide for all sport seasons
2. The Athletic Director, consistent with the command chain, shall have the final say on seasons, practices, and number of contests, not to exceed the Ohio High School Association guidelines

#### **EE. STATE TOURNAMENTS**

1. The Head Coach and each paid assistant shall be permitted to attend the state tournament in their sport at athletic fund expense if monies are available. Only one book per coach will be purchased with athletic department funds. The requests are to be submitted to the Athletic Director at least three weeks prior to the tournament, who will then channel the request to the Principal
2. Professional leave may be requested for each coach per Superintendent's approval
3. Lodging for the state tournament is to be paid for by the coach and reimbursement will be made by the Athletic Department, as money is available. Lodging will be reimbursed at the cost of one room with a maximum of \$75.00 per night and a two night limit. Prior approval of the Principal is required
4. Lodging receipts must be turned in to the Athletic Director prior to reimbursements
5. The Head Coach or his or her designee only may request mileage reimbursement if monies are available

#### **FF. TICKET POLICY AND BVC PASSES**

1. All Head Coaches will receive one (1) pass for themselves and one (1) pass for each paid assistant. These may need to be collected at the end of each sport to accommodate the next sport
2. Others supplying a service to the Athletic Department that relates to the sport in season may also be given passes
3. Pre-school age children are to be admitted free to all contests
4. Individual ticket prices---the BVC rates will be charged for all events. Family or season ticket plans may be set up at the discretion of the Athletic Director

#### **GG. TRANSPORTATION**

1. All Participating school personnel (coaches, players, cheerleaders, statisticians, student managers, etc.) must be transported by school-provided transportation to and from games, except for medical emergencies
2. Under no circumstances may a school bus be used for any athletic event unless it has been properly requested and approved
  - a. Head Coaches will make request for bus to the Athletic Director
  - b. The Athletic Director will (if approval is granted) arrange for the bus with the transportation supervisor and superintendent
3. Transportation by means other than school bus must be approved by the Athletic Director and Principal
4. It is not desirable for a coach to transport athletes to contests in his or her own vehicle. Requests to do so must be cleared through the Athletic Director and Principal. The coach will be reimbursed for mileage by the Athletic Department. (Only if monies are available)
5. Coaches are to inspect the bus for damage and cleanliness prior to allowing their team to board the bus, and shall inspect the bus at the end of the trip after everyone has left, for any damages or uncleanness that might have occurred during the trip. Any damage that has occurred should be brought to the attention of the driver at once. Further notification must be immediately forwarded to the Athletic Director in writing

#### **HH. APPENDIX**

##### **ATHLETIC FORMS**

- A. Notice of Intended Denial From an Extra-Curricular Activity
- B. Notice of Denial From an Extra-Curricular Activity
- C. Parent/Student Letter from Athletic Department
- D. Emergency Medical Authorization
- E. Athletic Code Agreement – 2 pages
- F. Parent/Guardian Release
- G. Insurance Waiver
- H. Injury/Illness Report
- I. Call List – Cancelled Contests
- J. Mileage Report
- K. Athletic Department Requisition
- L. Head Coach Evaluation – 3 pages
- M. Assistant Coach Evaluation