

**LAKWOOD ATHLETIC DEPARTMENT
COACH AND STUDENT MANUAL
LAKWOOD CITY SCHOOL DISTRICT**



“HOME OF THE RANGERS”

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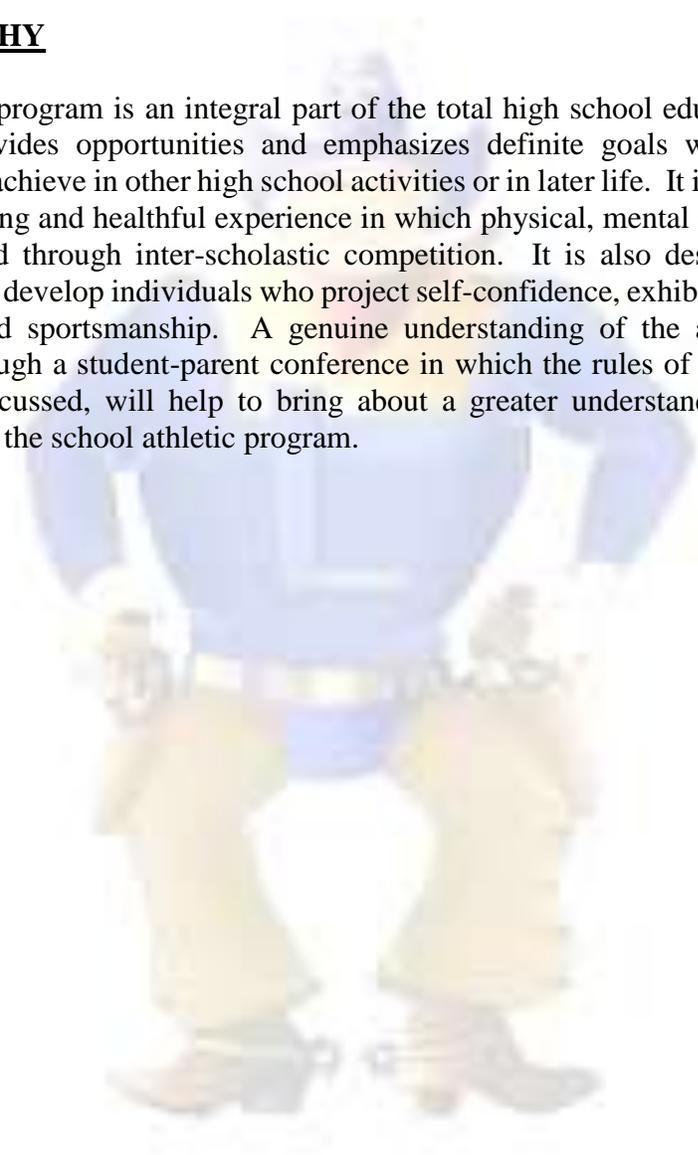
LAKWOOD HIGH SCHOOL
ATHLETIC DEPARTMENT COACHES MANUAL

I. INTRODUCTION

Athletic participation is a privilege granted all students who voluntarily accept the rules and regulations outlined hereunder.

PHILOSOPHY

The athletic program is an integral part of the total high school educational process. As such, it provides opportunities and emphasizes definite goals which are difficult to duplicate or achieve in other high school activities or in later life. It is desired that athletics be an enriching and healthful experience in which physical, mental and social growth can be stimulated through inter-scholastic competition. It is also desired that the athletic program will develop individuals who project self-confidence, exhibit improved skills, and practice good sportsmanship. A genuine understanding of the athletic requirements, realized through a student-parent conference in which the rules of the Athletic Code are read and discussed, will help to bring about a greater understanding of the aims and objectives of the school athletic program.



II. ATHLETIC CODE OF CONDUCT

The athletic program is an important and integral part of the total school program and is open to participation by all students regardless of individual differences. Through voluntary participation, the athlete gives time, energy, and loyalty to his school. He or she accepts the training rules, regulations, and responsibilities, which are unique to an athletic program. To contribute to the welfare of the group, the athlete must willingly assume these obligations and demands, which are not always expected of others. The rules and regulations in this code shall apply to any violations on or off school premises during the season of participation. Each coach may establish any additional rules and regulations which he or she deems necessary for the proper conduct of the program. Copies of the coach's rules and regulations will be given to the athlete and his or her parents to read. In the event of any concerns by the athlete or his or her parents, the individual coach should be contacted first, followed by the Athletic Director, and then, if necessary, the Principal.



III. DUTIES AND RESPONSIBILITIES

Director of Athletics

1. Assume, under the general direction of the principal, responsibility for the operation of the interscholastic athletic programs.
2. Provide leadership in evaluating and improving the interscholastic athletics program.
3. Supervise interscholastic athletics activities and personnel.
4. Assume and perform those responsibilities necessary and desirable for the efficient and effective functioning of the interscholastic athletics association program and staff assigned to the program.
5. Assist the principal in the selection of the athletics staff to recommend to the superintendent.
6. Represent the principal and the school at athletic meetings.
7. Prepare, with the advice of coaches, all seasonal athletic schedules.
8. Prepare and recommend to the principal all contracts and assignments officials, scorekeepers and timekeepers.
9. Prepare, check, and revise all athletic eligibility lists.
10. Approve athletic equipment budgets and purchases, subject to further the principal and superintendent.
11. Supervise transportation for all athletic activities.
12. Supervise collection of gate receipts, and other athletic receipts, and maintain accurate financial and attendance records.
13. Pre-approve all pre-season scrimmages, seasonal tournaments and other non-league contests and practices.
14. Attend and supervise, or provide supervision for, all home athletics contests for which admission is charged.
15. Prepare and distribute public relations information and other public information.
16. Generally supervise and approve all interscholastic athletics activities within the framework of the OHSAA and school district policies and regulations.
17. Evaluate the goals of each sports program. The goals will be developed by the coaches and the athletes and submitted to the athletic director. The goals should be realistic and designed to elevate the self-esteem of each participant in the program.
18. Supervise and evaluate coaches through observation during practice and/or games and matches. Evaluate, together with the school principal, the effectiveness and efficiency of the coaching staff.
19. Complete other responsibilities as assigned.

IV. DUTIES AND RESPONSIBILITIES

Game Manager/Middle School Athletic Directors

1. Act as liaison between family physicians and specialists, the school district, athletes and their parents.
2. Maintain accurate records of injuries, treatments, and provide insurance claim forms for sports injuries treated by a physician.
3. Provide the coaches and Athletic Director with a list of athletes medically eligible to compete under OHSAA rules and regulations.
4. Communicate with Athletic Trainer about injuries sustained in athletics that may need attention during the school day.
5. Assists the Athletic Director in scheduling all athletic contests, scrimmages, and practices.
6. Assists the Athletic Director in the postponement and rescheduling of practices and contests.
7. Assists the Athletic Director in the supervision of all home athletic contests.
8. Assists the Athletic Director in scheduling of facilities to outside groups.
9. Responsible for distributing and collecting uniforms for athletic teams.
10. Responsible for setting up stadium and gymnasium for home athletic events.
11. Help maintaining an inventory of athletic equipment and uniforms.
12. Assisting the Athletic Director in determining what new and replacement equipment and uniforms will be needed.
13. Provide ice and water for athletic teams practices and events.
14. Monitor weather conditions during outdoor practices and events, and recommend to coaches appropriate actions in the event of sever weather such as extreme heat or cold, or impending storms.
15. Perform other duties as assigned by Athletic Director.

V. DUTIES AND RESPONSIBILITIES

Head Coach

The major responsibilities of the head coach are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent in individual programs for various coaches.

Program Responsibilities

1. To have substantial knowledge of the technical aspects of the sport and take full responsibility for the over-all supervision of his program, middle school teams.
2. To be in charge of assignments for, and duties of, his assistant coaches.
3. To keep practice periods for his sport within the confines of the time the athletic director. Practices should be no longer than 2 and 1/2 hours.
4. A completed calendar schedule of practices and games must be turned in to the athletic director and trainer before the season begins.
5. To be responsible for the general upkeep and protection of equipment in his charge.
6. To assist with the equipment used for his sport at the end of each season and submit to the athletic director.
7. To write an annual report evaluating his program, assistant coaches, and making recommendations for improvements at the end of his season.
8. To complete a final roster and letter winners requested by the athletic director.
9. To draft and submit an equipment requisition for his sport.
10. To report to practice promptly and not leave sessions unattended. In the event of absence, inform assistants as to who will be in charge.
11. To strive to build good sportsmanship and develop good public relations with in the school and community.
12. Report game results to appropriate news service(s) for all home games.
13. To prepare, and submit to the athletic director, athletic eligibility lists within ten days after the first scheduled practice. The athletic director must approve additions or deletions to this list.
14. To represent the sport at the annual sports banquet.
15. To assist all student-athletes in gaining acceptance to schools of higher education.
16. To motivate student-athletes to succeed in their academic programs.
17. To provide orientation sessions for student athletes in the procedures of securing higher education acceptance.
18. Inform athletes of school policies pertaining to eligibility, drug & alcohol use, attendance requirements, etc.
19. Attend pre-season parent meeting.
20. To provide the athletic director a list of all coaches, players, and managers who will be traveling on the bus throughout the season before the first away contest.
21. To provide a copy of the bus personnel list to the bus driver for all away contests.
22. To assemble a handbook for every athlete on the team. Included in the handbook should be:
 - a. A general statement of mission pertaining to individual coaching philosophy.
 - b. A list of your team rules and the consequences for violating those rules. Included should be bus conduct, pre and post game policies.
 - c. A calendar schedule of all your practices, scrimmages, and games for the entire season.

V. DUTIES AND RESPONSIBILITIES

Head Coach (continued)

d. A copy of your sports individual and team school records.

Personnel Responsibilities

1. To assure that his assistants and he/she know the rules and attend OHSAA Rules Interpretation Meetings.
2. To attend mandatory Southwestern Conference Coaches meeting.
3. To be responsible for the general health and welfare of students in his/her sport and to give appropriate attention to athletes who are injured, ill, or otherwise incapacitated and inform the athletic trainer of all sports injuries and illnesses.
4. To be responsible for the actions and conduct of his/her team whenever they are under his/her jurisdiction.
5. To see that the members of his/her team are dressed appropriately for trips to other schools. Their dress, as well as their manners, reflects on the program and the school.
6. To be sure that all participants have transportation home when returning from road trips in the late evening hours.
7. To make recommendations for letter awards, and to clarify the award policy for athletes at the start of the season.
8. To take appropriate action to see that his/her play areas, showers, and locker rooms are clean and safe for student use.
9. To explain all district policies, including the Athletic Code, to all members of the team.
10. To assure that he/she and his/her staff keep abreast of new developments, innovative ideas, and techniques by attendance at clinics, workshops, and by reading in the field.
11. To see that he/she and his/her staff conduct themselves in a professional manner and add class to the program. (i.e., no use of tobacco products in presence of athletes, no abusive, vulgar, or profane language, etc.)

VI. DUTIES AND RESPONSIBILITIES

Assistant Coach

Primary Responsibilities

Year - Round

1. To have knowledge of rules and regulations regarding the sport.
2. To keep abreast of new developments, innovative ideas, and techniques by attendance at clinics, workshops, and by reading in the field.
3. To assist the head coach in carrying out his or her assigned responsibilities.

Seasonal

Before the Season

1. To assist head coach in proper registration of all athletes.
2. To assist head coach in making systematic issuance of equipment.
3. To assist head coach in providing accurate information needed to compile eligibility lists.
4. To meet with squad to discuss all rules and regulations, with specific emphasis on the Athletic Code.

During the Season

1. To assist in implementing athletic objectives outlined in the Policy Manual.
2. To assume responsibility for constant care of equipment and facilities.
3. To assume supervisory control over athletes and teams assigned and over all athletes when such control is necessary.
4. To be in regular attendance at all contests and practice sessions.
5. To apply discipline in a firm and positive manner. To emphasize safety precautions, be aware of best training procedures and injury prevention action.
6. To conduct self and teams in an ethical manner during contests and practices.
7. To instruct players in rules of the game, rule changes, new developments, and innovative ideas.

End of Season

1. To assist in return, storage, and inventory of school equipment.
2. To recommend athletes for awards.
3. To recommend facility repair and improvements.
4. To recommend equipment to be purchased.
5. To make reports as requested by head coach and athletic director.

Additional Responsibilities

1. To scout opponents.
2. To file publicity reports.
3. Attend annual sports banquet.

VII. DUTIES AND RESPONSIBILITIES

COACHES' NINE LEGAL DUTIES

- Duty 1: Properly plan the activity.
- Duty 2: Provide proper instruction.
- Duty 3: Warn of inherent risks.
- Duty 4: Provide a safe physical environment.
- Duty 5: Provide adequate and proper equipment.
- Duty 6: Match your athletes appropriately.
- Duty 7: Evaluate athletes for injury or incapacity.
- Duty 8: Supervise the activity closely.
- Duty 9: Provide appropriate emergency assistance.

Lakewood Coaches Code of Ethics

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.

The coach shall avoid the use of alcohol and tobacco products when in contact with players.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club, sponsors, booster clubs, and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct that would incite players or spectators against the officials. Public criticism of officials or players is unethical.

The coach should meet and exchange cordial greeting with the opposing coach to set the correct tone for the event before and after the contest.

The coach shall never exert pressure on faculty members to give student-athletes special consideration.

The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

VIII. COACHING CREDENTIALS

Lakewood City School coaches must attain the following coaching credentials before they can be board approved;

1. Must get BCI/FBI fingerprinting completed
2. CPR/AED Training (online or hands on)
3. Fundamentals of Coaching Course (one time)
4. Pupil Activity Permit from the Ohio Department of Education
5. Must sign money collection and fundraising form (FREE)
6. NFHS Concussion Course (FREE)
7. NFHS Sportsmanship Course (FREE)
8. NFHS Health Safety and First Aid for Coaches
9. Coaches Manual Acknowledgement Form (FREE)
10. Sudden Cardiac Arrest (Lindsay's Law) Fall 2017

If credentials expire during coaching season all coaching supplemental payments will be held until the credentials are renewed and copies are turned into the athletic office.

You will not be allowed to coach until these items are completed. We expect that you will refrain from contact with students once you have been informed of your noncompliance. You may return to coaching once all the requirements have been verified by the Athletic Office and Human Resources.

If you are a teacher or administrator you can extend your PAP to four or five years depending on the professional certification that you hold. Non-teachers will still have the option of a three year permit.

Please check the link below for more information:

<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Audiences/Coaching-Permits>

You will be notified with the “Coaching Credential” Google Document that your credentials are expired or expiring. You should have the original copies of your coaching credentials and also be aware of expiration dates. Expiration dates can be viewed on your NFHS account and the ODE website. I have provided these links to help if you have misplaced your original coaching credential documents. It is your responsibility to make sure that you are in compliance.

<https://coreprodint.ode.state.oh.us/CORE2.3/ODE.CORE.EducatorProfile.UI/EducatorSearch.aspx>

<http://nfhslearn.com/>

Parent and Volunteer Coaches

Anyone wishing to help with one of our Board of Education athletic teams must be interviewed by the Director of Athletics (approved), approved by the Board of Education as well as obtain all required coaching credentials of a paid coach. All volunteers must start the process before the first day of official practice of the season they wish to help.

IX. FUNDAMENTALS OF COACHING COURSE

FREQUENTLY ASKED QUESTIONS CONCERNING THE OHSAA

"COACH EDUCATION" INITIATIVE

Part I: General Coach Information

Q. Is the **Fundamentals of Coaching** course a requirement for Ohio coaches?

Beginning **January 1, 2010**, all Ohio interscholastic coaches (grades 7 through 12) who are non-certified teacher/coaches or who are in their first year of coaching in an interscholastic setting will be required to have completed the course.

Beginning **August 1, 2010**, all certified and non-certified teacher/coaches and all volunteer coaches at the interscholastic level will be required to have completed the course.

Q. WHY is there a need to have a course for coaches and why Fundamentals of Coaching as the selected course?

Across the country, there is a significant movement to certify athletic coaches much like we certify our classroom teachers. With all of the various options that parents and student-athletes have to choose from for their athletic pursuits, the OHSAA along with many of Ohio's educational organizations (the Ohio Association of Secondary School Administrators, the Ohio Interscholastic Athletic Administrators Association, the Ohio School Boards Association, the Buckeye Association of School Administrators) and the National Association of Secondary School Administrators have endorsed the NFHS' Fundamentals of Coaching course as the most cost-effective, easily deliverable course in addressing the common focus of interscholastic coaches.

Q. Are there differences between the "Online" Fundamentals of Coaching course and the "Blended" course options?

The content between the completely online course and the "blended" option of Fundamentals of Coaching is identical. The primary difference between the two formats is that when taking the "blended" version, the coach has the opportunity to interact with other participants which provides for a more meaningful course experience. In the "blended" version, the first two chapters of the course are presented by the class facilitator in a clinic-like setting. Then, the remainder of the course is completed by the participant totally online.

Q. How much does the Coach Education course cost for Ohio coaches?

The "blended" version of the Fundamentals of Coaching course is \$55; the online version of the Fundamentals of Coaching course is \$65.

IX. FUNDAMENTALS OF COACHING COURSE(continued)

Q. Why does the online version cost more than the "blended" version?

Although the content is virtually the same for either version, the "blended" delivery of the course is the much preferred option. Because of the face-to-face classroom method, where there is significant interaction among the classroom participants and facilitator, providing the participant with a richer experience.

Q. How do I purchase and register for the online version of the course?

Go to www.nfhslearn.com and log into the site. Then:

Register on the site by clicking on "Register" in the upper right-hand corner and provide all requested information.

Select "Courses" on the left side of the menu.

Select the course and click "Purchase".

Select "I am purchasing a course for myself" and click "Continue". Choose "Ohio" for your state and click "Save".

Follow the on-screen prompts to complete your purchase.

Once registered, you can go directly to the course each time you return by clicking "Sign In" on the www.nfhslearn.com.

Q. What should I do if I have a problem with my transaction or I entered incorrect data on my registration or payment?

Contact the NFHS at help@nfhsdesktop.org regarding your transaction.

Q. I've heard mentioned "Online Course license" and "Blended Course license". Is there any difference?

Yes. The purchaser (either the individual or a school) must determine which type of course they are buying because, although the content is the same, the way they are used is very different. With an online course license, the registrant will start from the very beginning of the course and work their way through all content. With a blended course license (which is received from the class instructor at the course site), the registrant will start with the Unit 1 and Unit 2 review quizzes as these areas will have been covered in the classroom.

Q. I've been give a license number for an online course. How do I redeem it in order to take the course?

IX. FUNDAMENTALS OF COACHING COURSE (continued)

Go to www.nfhslearn.com and click on the "Sign In" link in the upper right-hand of the page.

Register on the site using your e-mail address and by creating your own password. On future site visits, you will always use this e-mail address and password to access the course, purchase additional courses or redeem licenses.

From "My Homepage", click on the "Redeem License" button.

Enter your license number and click "Submit" (Note: You will only have to enter this license number ONCE, like a coupon; on future site visits, you will access the course by entering your e-mail address and password). As you enter the license code, be sure not to confuse numbers with letters.

Follow the on-screen instructions.

Q. I've heard that the NFHS site also has an online First Aid ("Sports Med") course which satisfies Ohio's requirement for certification. How do I find out more?

Yes, the NFHS offers an online First Aid course which can be used to satisfy the O.D.E's Pupil Activity Validation class requirement. Go to www.nfhslearn.com and click on the "First Aid for Coaches" link. Currently, the NFHS First Aid for Coaches course costs \$45 and is taken totally online.

Part II: School Administrator Information:

Q. Can I group-purchase course licenses for my coaches"

Yes, you may purchase a single "blended" license or multiple "blended" licenses. To purchase a single "blended" license, click here to find a course being offered in you area and print the registration form for an individual. Complete the form and forward it, along with your school's purchase order number listed on the document, to the OHSAA Coaches Education Registration address listed on the registration form.

To purchase multiple "blended" licenses for several coaches, click here to find a course being offered in you area and print the registration form for a group. Complete the form and forward it, along with your school's purchase order number listed on the document, to the OHSAA Coaches Education Registration address listed.

Purchase of multiple licenses for the completely online course is done through the NFHS site:

Go to www.nfhslearn.com and sign in.

IX. FUNDAMENTALS OF COACHING COURSE(continued)

Select the "Courses" page from the left hand menu.

Click on the "Purchase" button.

Select "I am purchasing one or more courses that I intend to distribute to others".

Click on "Continue".

Select the course, select "Ohio", and list the quantity and click "Add".

When ready, click on "Checkout".

Select payment type: School Purchase Order or credit card.

Q. I would like to host a "blended" course session for my coaches. How can I get a class taught at my site?

Click here to print the "REQUEST TO HOST A BLENDED SESSION FORM". Complete the form by listing your suggested date, site and time of the blended session. Please indicate any other parameters in limiting attendees (see form for details).

Q. How many attendees does my school district or school need to have to schedule a blended session of Fundamentals of Coaching?

A minimum of 15 attendees and a maximum of 40 confirmed participants are required to schedule a blended approach course.

X. EQUIPMENT POLICY

Issuing Equipment

Uniforms and other related equipment will be given to before the start of the season and you are to issue the equipment to your athletes;

1. The Athletic Department will distribute and collect school issued uniforms.

Collecting Equipment

Collect all equipment immediately after the last competition and return it to the Athletic Department.

1. Do not give awards to students that have not turned in or paid for equipment.

Coaches Responsibility

1. Each coach must record players uniform and equipment numbers accurately.
2. Each coach must return equipment to the Athletic Department for inventory at the end of each season.

Equipment

Student Responsibility

1. Any student participating in athletics or an activity that is issued a uniform or equipment must return the equipment in satisfactory condition before they begin a new athletic season to participate in a new activity.
2. If a student loses, destroys, trades, or has their items stolen they are still responsible for the item.
3. Any item over three years old will be depreciated in cost by 25% from the time of issue.
4. Any item over 5 years or older will be depreciated in cost by 50% from the time of issue.
5. **Students will not be allowed to participate in the next activity or sport until all loaned items are returned or paid in full.**

Payment Options

1. Students that have financial issues may set up a meeting with the Director of Athletics to discuss alternate arrangements, if any.
2. All payments must be made to the Lakewood Board of Education.

Locks

1. Students are advised to lock up their possessions. The school is not responsible for lost or stolen items while in the student's possessions.

XI. UNIFORM EQUIPMENT (continued)

1. Every athlete will look the same in regards to uniforms. No athlete will wear his or her uniform or appear different than any other player on the team.

REPLACEMENT EQUIPMENT AND UNIFORMS

1. Uniforms will be replaced under the following conditions:

- Prior uniforms have been worn for 4 full seasons.

Uniforms can be replaced before the 4 year period under the following conditions:

- The team has fundraised for uniforms and will purchase them from their account.
- If there are too many uniforms that are lost or stolen and there are not enough to outfit the team. It is assumed that fees have been collected for lost or stolen equipment.

Replacement Schedule:

- If a team purchases their own uniforms their 4 year rotation starts over. If a team has purchased new uniforms in 2013-2014 they will not be eligible for new uniforms from the athletic department until 2017-2018. If they purchase new uniforms in 2015-2016 their 4 year rotation begins again. The athletic department will not purchase new uniforms in 2017-2018.

2. Coaches are advised to put their needs and wants on the end of the season report. All requests will be considered and placed on a priority list.



XII. BUS REQUESTS

Transporting Students

Board Policy 8660 - TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

No employee of this Board shall use his/her private vehicle to transport students of the District, except in emergency situations. In such situations, an employee's personal automobile liability insurance will provide primary coverage in the event of an accident.

Employees are permitted to arrange for volunteer parents to transport students to school events and activities. However, no volunteer parent shall be permitted to transport students unless such parent has signed and submitted the District's Volunteer Driver Consent Form, along with the required driver license and insurance verification, to the District. Employees are not permitted to arrange for students to transport other students.

Bus requests

All bus request should be completed prior to the season and submitted using the transportation request form.

Parents transporting students to and from athletic events;

1. A student must take the bus to an event in order to participate. If the student misses the bus and they drive or their parents drive we could still be liable in case there is an accident because they are coming to our event. This rule is not in effect when we play Lakewood St. Edward. The expectation is that the students will come directly to St. Edward from home, like they would come directly to Lakewood if there were a home game or the team was meeting to travel on the bus. This expectation also includes Harding and Garfield middle schools when they play each other.
2. A student can opt to ride home with their parent/guardian from a game. The parent/guardian needs to physically be on site to take their child home from the event. Please turn in all requests to the athletic office. Requests need to be made at least 24 hours before the event. The time could be less than 24 hours at the discretion of the coach.

XIII. CHECKLIST

Lakewood Coach Checklist

1. Obtain all coaching credentials (CPR/AED, Pupil Activity and Fundamentals of Coaching course)
2. Set Goals for your team (write them down and turn them into the Athletic Department)
3. Head Coach set goals for you and your staff
4. Recruiting participants (hallways, emails, participating students, etc..)
5. Prepare a practice schedule
6. practice 5 to 6 days a week
7. Have a player meeting
8. Have a parent meeting
9. Provide a calendar with dates of practices and games
10. Fill out and turn in all transportation request forms
11. Make sure players have all forms on file before they participate
 - a. Physical Form (lasts one year)
 - b. Emergency Medical Form (Coach keeps at practices and games)
 - c. Insurance Waiver
 - d. Lakewood/OHSAA Eligibility and Authorization Form
 - e. Equipment Liability Form
 - f. Concussion Form
 - g. Sudden Cardiac Arrest Form
 - h. OHSAA Eligibility Checklist 9-12 grade
 - i. OHSAA Eligibility Checklist 7-8 grade
12. Keeping attendance of practices
13. Turn in rosters of your team to the athletic office
14. Set an attendance policy, in writing, and have parents sign
15. Report all keys to the Athletic Department
16. Complete OHSAA rules meeting before your season

XIV. ELIGIBILITY **Athletic Eligibility**

<http://www.lakewoodcityschools.org/athleticsContent.aspx?cid=1046>

Lakewood City School Standards

<http://www.lakewoodcityschools.org/athleticsContent.aspx?cid=1046>

Study Table Guidelines

<http://www.lakewoodcityschools.org/athleticsContent.aspx?cid=1048>

Coaches Corner (Forms)

<http://www.lakewoodcityschools.org/athleticForms.aspx?form=ath>



XV. PRACTICE
Running in the Halls

Our athletes are not allowed to running in the hallways for conditioning purposes. The track, practice fields, gyms, wrestling rooms and outside around the school (without crossing any street) are the only places where running is permitted.

For cold weather, your choices are;

1. Cancel practice
2. Run in one of the gyms (if available)
3. Have your athletes dress appropriately for the weather and practice on the track or practice fields.

Practice in Unauthorized Areas

Students should not be allowed to practice in classrooms or places not designated for such activities under the direction of the coaching staff or on their own accord. Any damage caused will be the responsibility of the coach if coach is instructing and the students if unsupervised.

Pre-Season Conditioning

1. There are limitations to contact for each sport; please consult OHSAA Bylaws. www.ohsaa.org

In-Season Practice

1. Practice should not exceed 3 hours on a school day (preferably 2-2 ½).
2. All athletic teams should practice no less than 3 days a week and no more than 6.

Post-Season Practice

1. There are limitations to contact for each sport; please consult OHSAA Bylaws www.ohsaa.org

XVI. TRANSFER AND NON-ENROLLED STUDENTS

Student Transfers

Any student enrolled during the school year that wishes to participate in athletics at Lakewood High School Harding or Garfield Middle School must;

1. Be fully enrolled in the Lakewood City School District.
2. Set up a meeting with the Director of Athletics to determine their eligibility status according to the OHSAA bylaws.
3. A determination, in writing, will be made regarding the student's status within a two-week period or sooner.
4. Complete 1, 2 and 3 before they are allowed to participate in a practice and given a uniform to compete in any athletic event.

Coaches Response to Questions From Parents and Students of Another School District

1. Direct any questions from potential residents and students regarding athletic eligibility to the Director of Athletics.



XVII. TRANSFER AND NON-ENROLLED STUDENTS (continued)
FOR HOME EDUCATED STUDENTS

1. Submission of the name of the school that the student attends SHALL be on file with the building principal/athletic administrator prior to any tryout or participation in interscholastic athletics.
2. Proof of bona fide residence within the district where participation is desired SHALL be on file (must show at least two of the following): a. Utility bill showing name and address b. Lease showing name and address c. Parent/guardian driver's license d. Affidavit of residence (either OHSAA Form <http://www.ohsaa.org/eligibility/forms/Affidavit-BonaFideResidence.pdf> or district affidavit)
3. Immunization Disclosure (Insert Local Form here)
4. Athlete's Original Birth Certificate, Passport, Visa or Green Card – copies will not be accepted no4r will hospital birth records be accepted.
5. Certified legal custody documents, if applicable
6. Emergency Medical Authorization and e-PPE clearance from a physician within the last year
7. Athlete's academic performance/grades from the previous grading period's work a. Written transcript/grade card as verification that the high school student has passed five one credit course or the equivalent in the preceding grading period at the current non-public school attended. b. Written transcript/grade card as verification that the 7-8th grade student has passed five courses in the preceding grading period at the current non-public school attended.
8. Have on file with the Athletic Department a. District Pre-Participation Forms if applicable (insert local form here) and all OHSAA e-PPE and consent forms b. Emergency Medical Authorization Form c. Concussion Form d. Acknowledgement of receipt of District's Athletic Code of Conduct, Student Code of Conduct and such other documents as required of all students in the district for interscholastic athletics participation
9. If the athlete's participation is after the fall of what would be the freshman (9th grade) year of participation, the parents and student MAY be required to file additional paperwork with the District and the OHSAA to determine eligibility.
10. The athlete and the parents/guardian MUST fulfill any and all other requirements for participation including but not limited to those established by the OHSAA and the District

XVIII. TRANSFER AND NON-ENROLLED STUDENTS (continued)
FOR STUDENTS WHO ATTEND NON-PUBLIC SCHOOLS (either chartered or non-chartered), COMMUNITY OR STEM SCHOOLS AND WHO LIVE IN THE SCHOOL DISTRICT

1. Submission of the name of the school that the student attends SHALL be on file with the building principal/athletic administrator prior to any tryout or participation in interscholastic athletics.
2. Proof of bona fide residence within the district where participation is desired SHALL be on file (must show at least two of the following): a. Utility bill showing name and address b. Lease showing name and address c. Parent/guardian driver's license d. Affidavit of residence (either OHSAA Form <http://www.ohsaa.org/eligibility/forms/Affidavit-BonaFideResidence.pdf> or district affidavit)
3. Immunization Disclosure (Insert Local Form here)
4. Athlete's Original Birth Certificate, Passport, Visa or Green Card – copies will not be accepted no4r will hospital birth records be accepted.
5. Certified legal custody documents, if applicable
6. Emergency Medical Authorization and e-PPE clearance from a physician within the last year
7. Athlete's academic performance/grades from the previous grading period's work a. Written transcript/grade card as verification that the high school student has passed five one credit course or the equivalent in the preceding grading period at the current non-public school attended. b. Written transcript/grade card as verification that the 7-8th grade student has passed five courses in the preceding grading period at the current non-public school attended.
8. Have on file with the Athletic Department a. District Pre-Participation Forms if applicable (insert local form here) and all OHSAA e-PPE and consent forms b. Emergency Medical Authorization Form c. Concussion Form d. Acknowledgement of receipt of District's Athletic Code of Conduct, Student Code of Conduct and such other documents as required of all students in the district for interscholastic athletics participation
9. If the athlete's participation is after the fall of what would be the freshman (9th grade) year of participation, the parents and student MAY be required to file additional paperwork with the District and the OHSAA to determine eligibility.
10. The athlete and the parents/guardian MUST fulfill any and all other requirements for participation including but not limited to those established by the OHSAA and the District.

XIX. TRANSFER AND NON-ENROLLED STUDENTS (continued)
**REQUIREMENTS FOR MAINTAINING ATHLETIC ELIGIBILITY AND
ADDITIONAL INFORMATION**

1. The parents/guardian is obligated to notify (in writing) the building administration of any absence, tardiness or illness in which the athletic misses course work on the day of the occurrence (prior to 9:00 AM) if the district has an attendance policy.

2. The athlete is required to maintain a minimum of five full credit classes (five total for students in grades 7-8) PRIOR TO and DURING the grading periods of participation.
3. The parent/guardian or home education provider, or the non-public school is required to certify/report all grades to the school's administration immediately following the close of the District's grading period but no later than the last date for reporting grades as established by the District.
4. Extended time, summer school and/or other educational options shall not be accepted for maintaining academic eligibility.
5. The athlete and parents/guardian SHALL fulfill any and all other requirements of participation for the individual team including but not limited to: academic requirements, parent/player meetings, participation fees, code of conduct, practice and contest attendance, and all other items listed in the Student Athlete Handbook.
6. Upon becoming a member of the District's interscholastic sports team, the athlete SHALL NOT participate in any other non-interscholastic athletic activities, including tryouts, practices or training as well as competition, in that sport during the same sport season.



XX. LOCKER ROOMS AND CARE OF EQUIPMENT

1. The locker room is for players and coaches only.
2. There shall be no horseplay in locker rooms at any time.
3. Locker rooms are to be kept clean.
4. Each student is responsible for the proper care and safekeeping of all equipment issued. Lockers must be secured before and after practices or competition.

5. Upon termination of sport participation, the student is required to turn in equipment and clear out of his/her team locker within 3 days. The school is not responsible for personal items left in unattended lockers after three days and such items will be discarded.
6. Lost or stolen items must be paid for through the athletic office or to the coach in charge (such equipment remains school property and will be confiscated any time it reappears--refunds may be obtained within 30 days of fine payment).
7. Broken basketball rims and backboards are the financial responsibility of those who break them.
8. No athlete will be allowed to compete with another sport until all equipment and/or uniform obligations are cleared up with his/her previous coach.



XXI. PARTICIPATION LIMITATIONS, CHANGING SPORTS, LEAVING THE TEAM, AND LETTERING

1. An athlete may *not* drop one sport to go out for another after tryouts has been completed and team divisions/cuts have been made.

2. Individuals who voluntarily sever their team affiliation and/or quit during the season and later have a change of heart may be reinstated to team status at the coaches' discretion.
3. Letter winners must meet sport prerequisites and MUST complete the sports season in good standing with the team/squad and coaching staff.



XXII. VACATION POLICY

- A. Athlete must personally contact the coach prior to any vacation which causes the athlete to miss a practice or athletic contest.
 1. Family Vacations

Before contest participation can resume, an athlete must practice one day for every two practices or athletic events missed.

2. Vacation Without Immediate Family Members

Before contest participation can resume, an athlete must practice two days for every practice or athletic event missed and may be withheld from at least one contest.

- B. Failure to personally contact the coach prior to any vacation will result in a doubling of the above periods of ineligibility and the athlete will be withheld from at least one contest.



XXIII. DISMISSAL FROM A TEAM

If any participant quits or is dismissed from a team for disciplinary reasons after the first scrimmage is played, that participant can be deemed ineligible to compete in another sport during the same season (unless the principal, athletic director, and the two coaches involved review the individual case and remove the restriction). The said restriction would also

apply to practice in another sport. Practice shall be defined as supervised workouts that are conducted in or on school facilities. However, any participant who quits a team prior to the first scheduled scrimmage shall in no way have any restrictions imposed upon him/her.



XXIV. UNFORESEEN SCHOOL CANCELLATION OR EARLY DISMISSAL

When school is dismissed early due to conditions threatening the health and safety of the students, no practices will be held, and all scheduled events will be postponed. However, on days when school is canceled, practices may be conducted only upon approval from the assistant Superintendent through the Director of Athletics. If approval is granted, it is

understood that attendance is not compulsory and students who are unable to get to the practice will not be penalized for their absence.



XXV. USE OF CONTROLLED SUBSTANCES

Drug & Alcohol Policy for Extra - Curricular Activities

1. When an allegation is received, the parent/guardian will be contacted by the coach/advisor, school administrator or his/her designee to notify them of the

possible violation of the code and the intent to investigate the allegation with the student involved.

VALIDATION OF VIOLATION

1. A participant is considered to be in violation of the code of conduct if the violation is observed by a school employee, coach/advisor, school activity chaperone, member of any law enforcement agency, or the parents of the participant or through statement of admission by the student.
2. Any other alleged infractions reported to a building administrator will be evaluated and determined if the established investigative procedures will be implemented

Procedures to be followed if a participant is considered in violation of any code of conduct policy:

A coach/advisor shall not take any disciplinary action against any participant involving the possible violation of code of conduct rules until the participant has been provided the following due process procedures:

1. When the alleged infraction of the code of conduct becomes known and the parent/guardians have been contacted, a conference will be held with the participant and he/she shall be given written notice of the possibility of denied participation and the reasons for such action by the coach/advisor responsible. The parents/guardians are welcome to attend the conference established for the students.
2. A written notice will be provided to the parents/guardians of the reasons for the denial of participation plus the right of the participant's and/or parents/guardians to appeal the denial of participation to the principal. Since extracurricular activities are considered a privilege the final appeal process is available only to the building principal.
3. In the case of less serious disciplinary matters in which a participant is denied participation from a curricular or extracurricular activity for a period of less than twenty-four hours, the notice and hearing are not required.

XXVI. ATHLETIC AWARDS

It is expected that athletes compete for intrinsic rather than extrinsic rewards. The awarding of a varsity letter should be considered an emblem of dedication to a sport, loyalty to the school, and an expression of gratitude from the district for participation. Athletes should display it with pride.

VARSITY LETTER REQUIREMENTS

When assigning awards the following general guidelines will be adhered to, *when no guidelines exist*:

- I. Injured players should receive special consideration.
- II. Seniors may receive special consideration.
- III. Players not finishing the season will not receive a letter unless injured.
- IV. Athletes, physically receive one cloth letter “L”, all other letters are documented in the A.D. office.
- V. Athletes who letter in a sport will receive a certificate for each letter they receive during their high school career.
- VI. No junior high or junior varsity letters are awarded.
- VII. The coach should explain letter requirements at the beginning of each season.
- VIII. Varsity letters are awarded to athletes at the discretion of each head coach.

AWARD SYSTEM

Service – Statistician/Manager/Volunteer	Pin
Participant – JV-Freshman.....	Certificate
1 st time lettering in any varsity sport.....	Varsity “L” and Pin for that sport
1 st time lettering in a different sport after earning a letter.....	Pin for that sport
2 nd year lettering in any sport.....	Certificate
3 rd year	Pennant
4 th year	Picture/Stat Plaque

SPORTS AWARD CEREMONY SPEECH OUTLINE

SPORTS AWARD CEREMONY SPEECH OUTLINE

Listed below is an outline that I would like all coaches to follow for your presentation. This format will add consistency, and allow for a smooth transition. Please follow the format.

- I. Thank and acknowledge your assistant coaches.
- II. Highlight your season and accomplishments.
- III. Announce your all-conference players (students come to the stage) and ranger scholar awards (students stand at seat)

Time Limit should be 2 - 3 minutes.

XXVII. PRESS CONFERENCE GUIDELINES FOR COLLEGE BOUND STUDENT-ATHLETES

I. **Division I Full or Partial and Division II Full or Partial - Tuition:** A press conference will be held with an invitation to local television, radio, and newspaper reporters.

II. **Division III Athletes**: Coaches are responsible to inform the athletic director and guidance counselors, about their athletes who plan to compete at the next level. It is important that our athletes receive the recognition that they deserve.



XXVIII. SEASON ATHLETIC PASSES

TBD



XXIX. PARTICIPANT AND SPECTATOR BEHAVIOR POLICIES

The following is a list of guidelines, which each member school will enforce:

1. The West Shore Conference encourages spectators to cheer and support their respective teams in a positive manner, but not to cheer negatively against the opponent.

2. Only team members in uniform and / or warm-ups, under the coach's supervision are permitted on the floor or field for warm-ups prior to and at half time of games. Unauthorized personnel are not permitted on the playing field at the conclusion of a game.
3. Only cheerleaders for the purpose of leading cheers or promoting school spirit and authorized personnel are permitted on the sidelines or playing surface.
4. Abusive language, negative gestures, or taunting directed towards players, coaches, officials, cheerleaders, or spectators is prohibited.
5. No sirens, hand held towels, whistles, portable stereos, or noisemakers will be permitted at games. Hand held banners or hand held signs, including spirit towels will not be permitted.
6. The throwing of any foreign object is prohibited.

OFFENDERS OF THESE POLICIES WILL BE ESCORTED FROM THE GYMNASIUM OR STADIUM.

Clarifiers. (Will not be included on chart)

2A. Includes managers and trainers.

2B. Coaches should be encouraged not to hold team meetings on the field or playing surface at the conclusion of a game.

2C. Players should remain dressed until they have reached the locker room.

2D. Recommendation when possible wind up baskets at the end of the game.

5A. Includes holding up newspapers during introduction of players.

5B. Signs mounted on the wall may be permitted if the school is contacted. The administration must approve the sign before it is erected.

5C. Pep bands are permitted at home sites during regular season play. They must be staff supervised and can only play during time-outs, pre-game, half time, and post-game after the cheerleaders have performed.

6. Foreign objects include the use of laser lights.

XXX. HAZING AND BULLYING

What is hazing and bullying?

- Any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

- Such activities may include but are not limited to the following: Intimidation, paddling in any form, creation of excessive fatigue, morally degrading or humiliating games and activities, etc.

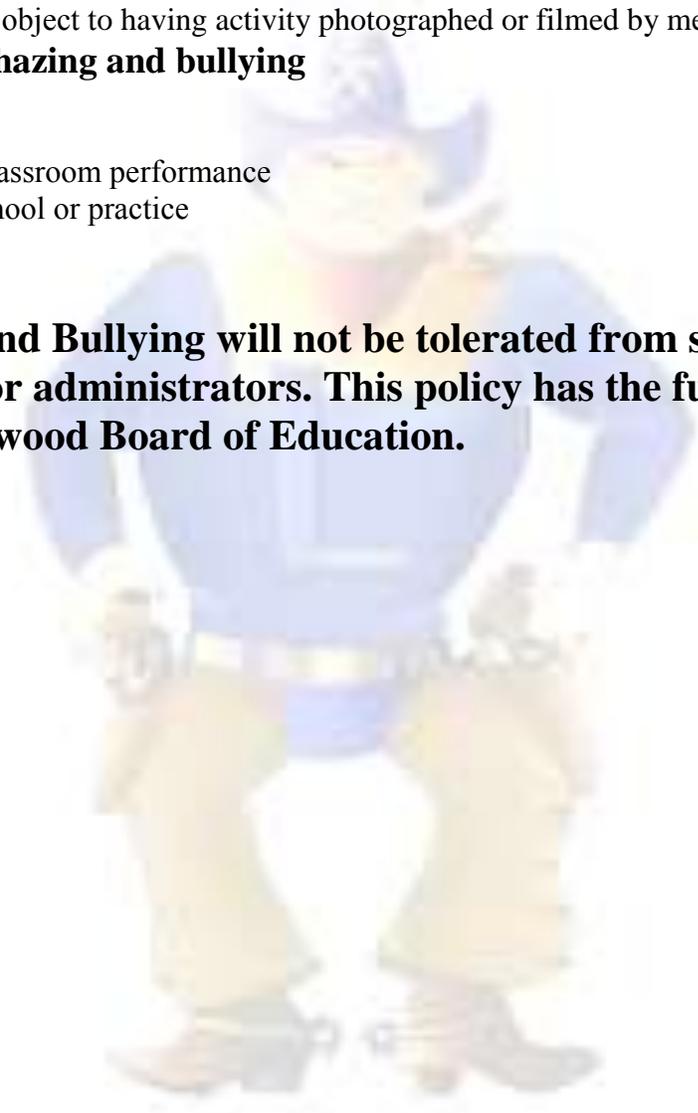
Indicators of hazing and bullying

- Will current members refuse to do what initiates is asked to do?
- Does activity risk emotional or physical abuse?
- Is there risk of injury?
- Would participants have any reservation describing activity to their parents or teachers?
- Would you object to having activity photographed or filmed by media?

Effects of hazing and bullying

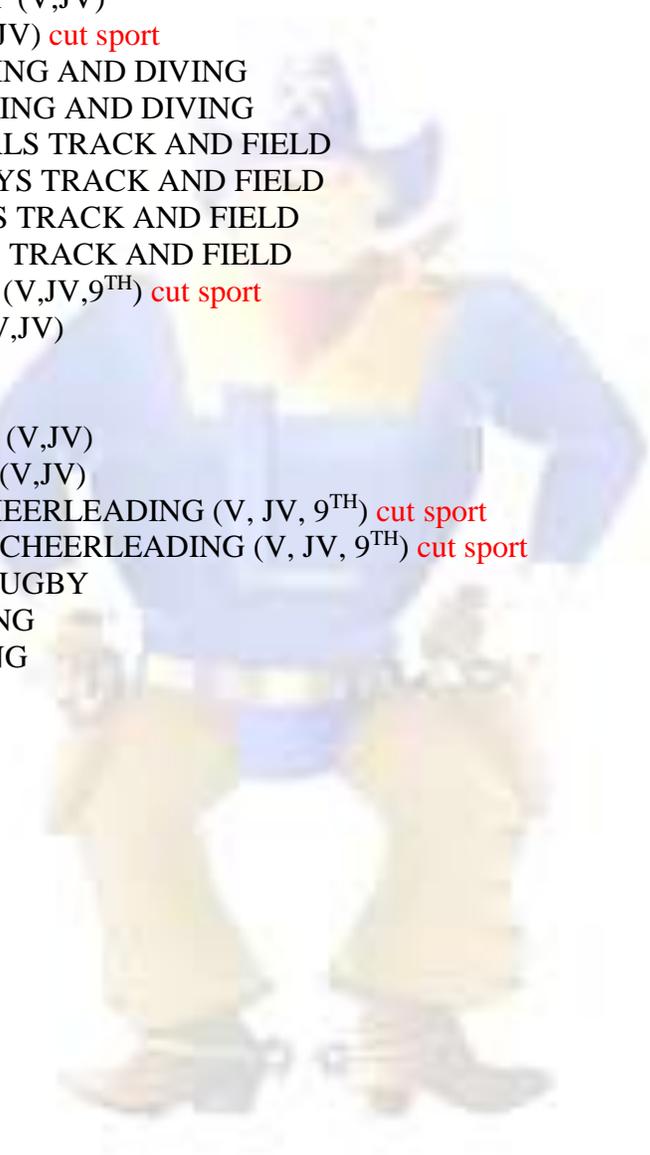
- Fighting
- Injuries
- Lowered classroom performance
- Missing school or practice
- Withdraw

Hazing and Bullying will not be tolerated from students, staff, coaches or administrators. This policy has the full support of the Lakewood Board of Education.



XXXI. LAKEWOOD HIGH SCHOOL
ATHLETICS

BASEBALL (V,JV,9TH) cut sport
BOYS BASKETBALL (V,JV,9TH) cut sport
BOYS CROSS COUNTRY
GIRLS CROSS COUNTRY
FOOTBALL (V,JV,9TH)
GIRLS BASKETBALL (V,JV,9TH) cut sport
BOYS GOLF (V,JV) cut sport
GIRLS SOCCER (V,JV)
BOYS SOCCER (V,JV)
SOFTBALL (V,JV) cut sport
BOYS SWIMMING AND DIVING
GIRLS SWIMMING AND DIVING
OUTDOOR GIRLS TRACK AND FIELD
OUTDOOR BOYS TRACK AND FIELD
INDOOR GIRLS TRACK AND FIELD
INDOOR BOYS TRACK AND FIELD
VOLLEYBALL (V,JV,9TH) cut sport
WRESTLING (V,JV)
GYMNASTICS
HOCKEY
GIRLS TENNIS (V,JV)
BOYS TENNIS (V,JV)
FOOTBALL CHEERLEADING (V, JV, 9TH) cut sport
BASKETBALL CHEERLEADING (V, JV, 9TH) cut sport
CLUB GIRLS RUGBY
GIRLS BOWLING
BOYS BOWLING



XXXII. HARDING AND GARFIELD MIDDLE SCHOOL
ATHLETICS

- BOYS BASKETBALL (7,8)
- GIRLS BASKETBALL (7,8)
- FOOTBALL CHEERLEADERS (COMBINED HMS AND GMS)
- BASKETBALL CHEERLEADERS
- GIRLS CROSS COUNTRY (COMBINED HMS AND GMS)
- BOYS CROSS COUNTRY (COMBINED HMS AND GMS)
- FOOTBALL (7,8)
- BOYS TRACK AND FIELD (COMBINED HMS AND GMS)
- GIRLS TRACK AND FIELD (COMBINED HMS AND GMS)
- VOLLEYBALL (7,8)
- WRESTLING (COMBINED HMS AND GMS)
- SOFTBALL (COMBINED HMS AND GMS)



XXXIII. ATHLETIC CHAIN OF COMMAND

When problems arise, it is most expedient for them to be handled as low in the chain as possible. Always follow the proper channels. If satisfaction is not achieved, appeal to the next most immediate authority. Remember, a satisfactory solution may not always turn out the way you would like.

SUPER	ASSISTANT SUPERINTENDENT	DIRECTOR OF HUMAN RESOURCES	HIGH SCHOOL AND MIDDLE SCHOOL PRINCIPALS	ATHLETIC DIRECTOR	ATHLETIC TRAINER	HEAD COACH	ASSISTANT COACH	STUDENT TEAM LEADERS
	ASSISTANT SUPERINTENDENT	DIRECTOR OF HUMAN RESOURCES	HIGH SCHOOL AND MIDDLE SCHOOL PRINCIPALS	ATHLETIC DIRECTOR	ATHLETIC TRAINER	HEAD COACH	ASSISTANT COACH	STUDENT TEAM LEADERS
		DIRECTOR OF HUMAN RESOURCES	HIGH SCHOOL AND MIDDLE SCHOOL PRINCIPALS	ATHLETIC DIRECTOR	ATHLETIC TRAINER	HEAD COACH	ASSISTANT COACH	STUDENT TEAM LEADERS
			HIGH SCHOOL AND MIDDLE SCHOOL PRINCIPALS	ATHLETIC DIRECTOR	ATHLETIC TRAINER	HEAD COACH	ASSISTANT COACH	STUDENT TEAM LEADERS
				ATHLETIC DIRECTOR	ATHLETIC TRAINER	HEAD COACH	ASSISTANT COACH	STUDENT TEAM LEADERS
The Athletic Trainer has the authority to hold out a student from participation. If the head coach has an issue with the Athletic trainer regarding a student they would speak with the Athletic Director. All other issues regarding athletics would go directly to the Athletic Director.					ATHLETIC TRAINER	HEAD COACH	ASSISTANT COACH	STUDENT TEAM LEADERS
						HEAD COACH	ASSISTANT COACH	STUDENT TEAM LEADERS
							ASSISTANT COACH	STUDENT TEAM LEADERS
								STUDENT TEAM LEADERS

XXXIV. PREPARATION OF ATHLETIC FIELDS AND GYMNASIUM

Coaches should inform the athletic director of their needs. The athletic director, along with the Director of Operations and custodial staff are responsible for having the field ready for play.



XXXV. MEDICAL EMERGENCY PLAN FOR ATHLETICS

When confronted with an injury, the coach should:

1. Protect the athlete from further harm.
2. Evaluate the injury.

LIFE THREATENING OR SERIOUS INJURIES

1. Send a contact person to person to activate the emergency medical system. (GET HELP)
2. The contact person should call (IN THIS ORDER):
 - a. Emergency Management Agency - 911.
 - i. Furnish the following information:
 1. Location - address or site.
 - a. Lakewood High School 14100 Franklin Blvd
 - b. Garfield Middle School 13114 Detroit Ave
 - c. Harding Middle School 16601 Madison Ave
 2. Nature of the incident.
 3. Need an ambulance and personnel.
 4. Your name and phone number.
 - b. Athletic Trainer – Jennifer Dix 216-701-2586
 - c. The injured athlete’s parents.
 - d. The contact person should also get the injured athlete’s emergency treatment form to send along to the medical facility.
 3. Administer first aid. Act quickly and stay within your level of expertise.
 4. Assist emergency medical personnel in preparing the athlete for transportation to a medical facility.
 5. Appoint someone to go with the athlete if the parents are not available. This person should be responsible, calm, and familiar with the athlete. An assistant coach, if available, is best for this job.
 6. Record all information regarding the accident and procedures while still fresh in your mind.

MINOR

1. Athletic Trainer – Jennifer Dix 216-701-2586
2. Administer first aid.
3. Remove the athlete from participation if the athlete is in a great deal of pain or suffers loss of function (can’t walk, run, jump, throw).
4. Contact the parents.
5. Record all information regarding the accident and procedures while still fresh in your mind.

EMERGENCY PHONE NUMBERS

Athletic Trainer – Jennifer Dix 216-701-2586

Athletic Director - home phone # TBD cell # 216-214-0184

H.S. Principal - Ext. – 2003, home phone # 216-870-1236

AMBULANCE - DIAL 911

XXXVI. ATHLETIC INJURIES – “DO’S AND DON’TS”

- DO have all emergency contact information at your practice or game site
- DO remain calm and reassuring when an injury occurs.
- DO trust all athletes’ injury description(s) as valid and accurate.
- DO use PPE (Gloves) or some protective barrier when there is possible exposure to bodily fluids.
- DO use ice as the immediate First Aid for all athletic injuries.
- DON’T send injured athlete to Locker Room or Athletic Trainer alone.
- DON’T move injured athlete if a head or neck injury is suspected.
- DON’T attempt to exceed your level of expertise.
- DON’T assume athlete is faking or prolonging an injury.
- **DON’T recommend treatments**, other than basic first aid. Treatment and care is up to the Athletic Trainer and team/family physician.

Students with Asthma

More student-athletes than ever before are diagnosed with asthma, which can be a **life threatening** condition. **Athletes who have asthma need to have an inhaler with their name on it kept in the medical kit (or in their possession) at all times during the season. Athletes who need to use their inhalers more than twice during an individual athletic practice or contest should not be allowed to continue to participate that day!**

Head Injuries

Concussions range from mild to severe. A concussion is a brain bruise and could be a serious injury if not treated properly. Therefore, it is important not to ignore the signs of a concussion. Athletes who say that they have been hit on the head and have a headache should be suspected of suffering a concussion. It is important that no matter how minor the blow to the head is, if the athlete complains of a headache, he/she needs to be seen by an Athletic Trainer to be cleared to participate. Some of the signs and symptoms of a concussion include:

1. Headache
2. Ringing in ears
3. Tingling in extremities
4. Blurred or double vision
5. Memory loss of present events and/or past events
6. Weakness or loss of function of any extremity
7. Seizures
8. Loss of, or decreasing levels of consciousness
9. Personality change or mental confusion
10. Unusual drowsiness
11. Vomiting

-If any of these symptoms occur, the athlete needs to be seen by the Athletic Trainer and/or referred to a hospital emergency room.

XXXVII. MISCELLANEOUS

1. It is the Athletic Departments expectation that a coaching supplemental implies that you are actively involved with the athletes in the particular sport, year round, and according to the OHSAA rules of player/coach contact.
2. Coaching during the pre-season and post-season is an expectation if you are not involved in another sport season.

SCHEDULING

1. Coaches are welcomed to give their input on teams they wish to play.



XXXVIII. FUNDRAISING AND CAMP GUIDELINES

LAKEWOOD CITY SCHOOLS

**ATHLETICS AND ACTIVITIES DEPARTMENT
FUNDRAISING, MONEY COLLECTION AND PURCHASING**

STAFF	FUNDRAISER	MONEY COLLECTED FROM PARENTS AND STUDENTS	PURCHASING Athletic Department	PURCHASING Team Fundraising
COACH (at Lakewood)	1. Fill out fundraising form. 2. Wait for approval. 3. Run fundraiser. 4. Turn in funds to LHS Boosters	1. Fill out fundraising form. 2. Wait for approval. 3. Direct students/parents to turn in all money to the coach or designated parent representative. 4. Give receipts for money received. 5. Money should be turned in to the LHS Boosters with a 24-48 hour period.	1. Discuss needs with Athletic Director 2. Wait for approval 3. Athletic director will use his vendors 4. Coach may use their vendors with approval from AD 5. Follow steps for purchasing	1. Discuss needs with parent representative 2. Find Vendor 3. Order items. 4. Order request from LHS Boosters to pay the invoice.
COACH (at Harding and Garfield)	1. Contact the head coach of the high school and follow LHS team fundraising protocol above.	1. Contact the head coach of the high school and follow LHS team fundraising protocol above.	1. Discuss needs with Athletic Director 2. Wait for approval 3. Athletic director will use his vendors 4. Coach may use their vendors with approval from AD 5. Follow steps for purchasing	1. Contact the head coach of the high school and follow LHS team fundraising protocol above.

STEPS FOR PURCHASING IN THE ATHLETIC DEPARTMENT

1. Get a quote
2. Submit quote to Athletic Director
3. Athletic Department will submit a requisition for a purchase order to be generated
4. The P.O. will be sent to the vendor
5. The vendor will deliver the merchandise
6. The Athletic Department will submit the P.O. to the treasurer for vendor to be paid

I _____ have review the fundraising, money collection and purchasing procedures that pertain to my role as a coach for the Lakewood City School District. I am aware that if I do not follow these procedures that I will be liable for any money that is lost, stolen beyond the 24 hour deposit timeframe and any items purchased without prior approval or goods ordered or purchased without a purchase order.

Signature _____

Return this signed copy to the Athletic Department

XXXIX. FUNDRAISING AND CAMP GUIDELINES (Continued)

ATHLETIC TEAM FUNDRAISERS AND CAMPS

1. The Athletic Department cannot compensate coaches or students for running camps related to their sport through the athletic budget. A coach has 2 options to choose if they intend to run a camp.
2. Run the camp through the Lakewood Recreation Department and all profit goes to their program. All money comes to athletic department. The Athletic Department sends funds to the Athletic Boosters. No coach receives compensation.
3. Form your own business/501(c) (3), rent the facilities, run the camp and pay yourself and workers. The Athletic Department would have no involvement except authorizing gym space.



XL. ATHLETIC DEPARTMENT TOP 10 PRIORITIES

1. All students are eligible to participate
2. All forms for participation are filled out and returned to athletic office
3. Student Athletes are serviced appropriately
4. All sport teams practice in and use facilities appropriately
5. Students attend practice regularly and coaching staff keep accurate attendance records
6. The OHSAA and Lakewood's Code of Ethics is observed and practiced by the students and staff
7. All uniforms and equipment are collected at the end of the season
8. Using the proper (school bus) transportation for students to and from events.
9. Coaches supervising students before, during and after (while students are still on school property) practices and events
10. All coaches report scores within 24 hours on Rankonesport.com system

XLI. SUPERVISION

Principals and Assistant Principals LHS, GMS and HMS

Games that need supervision;

SEASON	SPORT	NUMBER OF SUGGESTED SUPERVISORS (Principals) LAKEWOOD HS	NUMBER OF SUGGESTED SUPERVISORS (Principals) GARFIELD AND HARDING MS
FALL	FOOTBALL	2	1
	VOLLEYBALL	1	1
	BOYS SOCCER	1	N/A
	GIRLS SOCCER	1	N/A
WINTER	GIRLS BASKETBALL	1	1
	BOYS BASKETBALL	1	1
	WRESTLING	1	1
	HOCKEY	1	N/A
SPRING	TRACK AND FIELD	1 for Ranger relays	1 suggested
	SOFTBALL	1 suggested	N/A
	BASEBALL	1 suggested	N/A

LAKEWOOD AD AND LHS GAME MANAGER-The primary role of the AD and Game Managers are to manage the game, distribute ticket boxes, welcome the visiting team, coordinate security with police and event staff, open locker rooms for visitor, pay officials and supervise in regards to facility issues scoreboard operation and function of field equipment. At least one of the three AD's will be present at every home game listed above.

LAKEWOOD HIGH SCHOOL PRINCIPALS-Principals and assistant principals should designate a person or persons in the case of football to attend and supervise the above listed sports. The primary role of the principal is to be available in case of disciplinary issues with our students or visiting students. This first hand contact can be vital to getting to the bottom of any issues that arise.

MIDDLE SCHOOL GAME MANAGER-The primary role of MS Game Manager is to manage the game, distribute ticket boxes, welcome the visiting team, open locker rooms for visitor, pay officials and supervise in regards to facility issues scoreboard operation and function of field equipment.

MIDDLE SCHOOL PRINCIPALS AND ASSISTANT PRINCIPALS- Principals and assistant principals should designate a person or persons in the case of football to attend and supervise the above listed sports. The primary role of the principal is to be available in case of disciplinary issues with our students or visiting students. This first hand contact can be vital to getting to the bottom of any issues that arise.

XLII. EXTRA COMPENSATION FOR EXTRA SERVICE CONTRACTS

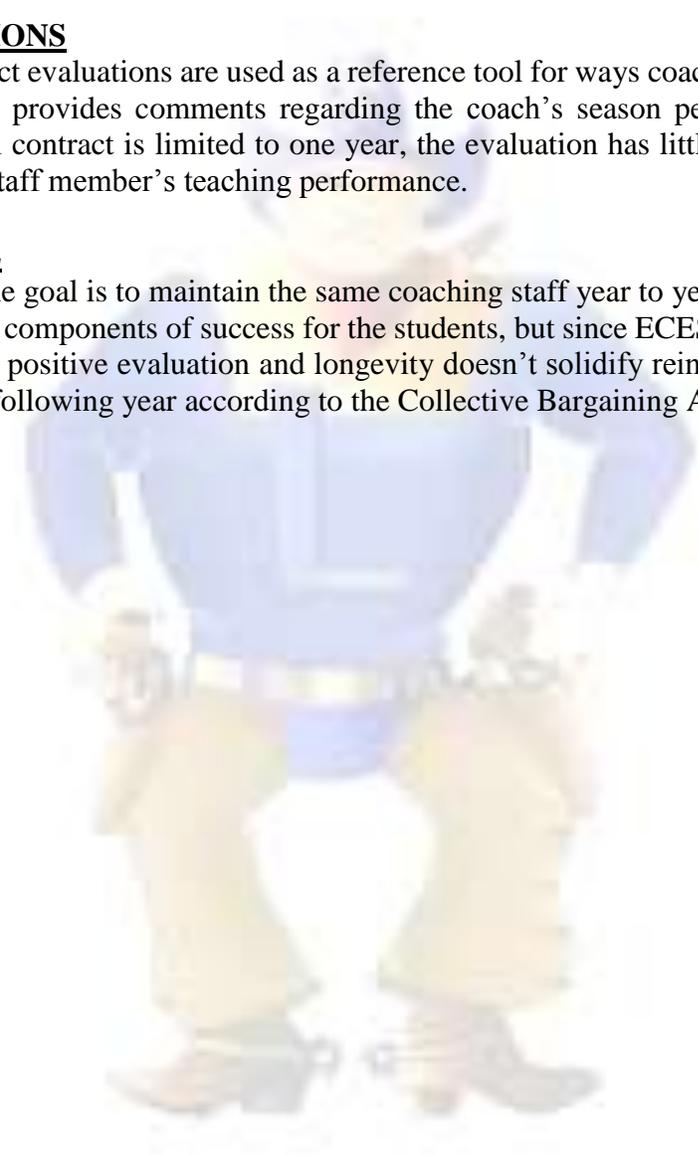
ECES contracts are limited to one year. Any certificated staff member can apply for any supplemental before the school year. All certificated staff members will be considered for each ECES in which they apply. The most qualified candidate (certified, classified or non-employee) will be selected. If there are no certificated staff members willing to take on the responsibility of an ECES contract, then the position will be posted outside the district and can be given to a non-certified staff person.

EVALUATIONS

ECES contract evaluations are used as a reference tool for ways coaches can improve their program and provides comments regarding the coach's season performance. Since the supplemental contract is limited to one year, the evaluation has little impact, if any, on a certificated staff member's teaching performance.

THE GOAL

In general, the goal is to maintain the same coaching staff year to year, which is proven to be one of the components of success for the students, but since ECES contracts are limited to one year a positive evaluation and longevity doesn't solidify reinstatement to the same position the following year according to the Collective Bargaining Agreement.



XLIII. HARDING AND GARFIELD ATHLETICS

FORMS

1. Students must have all 7 of the forms listed below before they participate in athletics.
2. Emergency cards, Insurance waivers and OHSAA physicals and Authorization forms are good for one year from signature date.
3. OHSAA Code of Conduct, equipment and concussion forms only have to be filled out once.

Forms	Coach keeps and returns to Athletic office after season	Send to Athletic Department
Emergency Card	x	
Insurance Verification/Waiver		x
OHSAA Authorization		x
OHSAA Eligibility Authorization Statement		x
OHSAA Physical		x
Equipment Agreement		x
Concussion Form		x
Sudden Cardiac Arrest		x
OHSAA Eligibility Checklist		x

PHYSICALS

1. Coaches should send their tentative rosters to the high school Athletic Department at the beginning of the season. The Athletic Department will compile a list indicating whether a student has all the forms listed above on file and has a current physical.
2. New student physicals should be turned into the Athletic Department as soon as you receive it (within 2 days). You must make a copy (keep) and send the other through inner school mail or turn it into the HS AD.

ELIGIBILITY

1. Coaches must submit an official roster (*using The Athletic Department format*) to the Athletic Department by the end of the first week of your season.
2. Students must have all 7 forms turned in and on file before they can practice.
3. If you have additions you must email them to TBD
4. The student may not participate until it is confirmed that they are eligible, have a physical and all forms are on file.

TRANSPORTATION

1. The coach will be responsible for filling out bus requests for all away events and submit them at the preseason meeting.

UNIFORMS

1. Coaches are responsible for distribution and collection of uniforms with the help of the HS AD.
2. At the end of each season the equipment will be collected from Heskett and sent to the high school to be cleaned.
3. Coaches are responsible for writing obligations for uniforms not returned.
4. Inventory must be accounted for by way of a physical count or a written obligation. If inventory is not completed within two weeks of the end of the season the Treasurer will not authorize the second supplemental payment until it is completed and verified.

EQUIPMENT

1. Coaches are responsible for distribution and collection of uniforms.
2. Coaches are responsible for writing obligations for equipment not returned.
3. Inventory must be accounted for by way of a physical count or a written obligation. If this is not completed within a week of the end of the season the Treasurer will not authorize the second supplemental payment until it is completed.

MIDDLE SCHOOL ATHLETIC DIRECTOR

1. Attend all home athletic events
 2. Collect game official information, participation forms and submit official pay slips to Athletic Office
 3. Coordinate ticket money collection at football, basketball, volleyball, and wrestling, etc..
 4. Return ticket money to Athletic Office
 5. Help coaching staff and Athletic Director with any questions or concerns regarding the athletic program, transportation, scheduled and rescheduled events, etc..
 6. As well as perform such other duties as assigned by the Principal and Athletic Director.
- Collect and keep track of all Emergency Medical Cards throughout the school year.

XLIV. FIELD TRIPS AND TEAM BONDING OVERNIGHTS

The Board of Education must approve overnight and out of state field trips. This process requires that the board review the request in two reads (two meetings). This will require at least one month. Please follow the steps below or your request may be denied....

1. Discuss the field trip with the Athletic Director at least three months (twelve weeks) before the event.
2. Fill out the extended field trip proposal form and submit it to athletic office at least two months (eight weeks) before the event.
3. The principal will sign off on the trip and forward it to the Superintendent's office.

This process will give everyone time to prepare for the trip to be reviewed in two readings. You will know the status of your trip at least one month (four weeks) prior to the event. Failure to adhere to these timelines may result in your request being denied.

TEAM BONDING AND OVERNIGHTS

1. The Board of Education and Administration do not support team bonding and overnights that are held at parents or coaches homes.
2. All team bonding or overnight activities during the school year must take place on school property and be supervised by board approved coaches. Parents may be involved, but must be fingerprinted prior to being involved in the activity.

XLV. TEAM FUNDRAISING DEPOSITS OVER THE SUMMER

1. All accounts for the district can't be accessed until after July 1st. Any funds collected from LCSD Recreation camps held after mid-April will not be automatically sent to the LHS Boosters due to the accounts being closed from April to July 1.

Process

1. Camp money is collected through the Rec
2. Rec Director prepares a statement for LHS Athletics once all camps are completed
3. LHS Athletics pulls a purchase order for that amount to the LHS Boosters
4. LCSD Accounting sends the check

> If a team needs money to cover camps between May and July 1, the LHS Boosters has covered the cost in lieu of the funds being transferred.

