Vanlue Athletic Department

HIGH SCHOOL AND JUNIOR HIGH

COACHES HANDBOOK

Home of the Wildcats!

2025-2026

FORWARD

This booklet has been prepared as a reference guide for regulations, existing rules, and information now in effect concerning the athletic policies and procedures of Vanlue High School and Vanlue Middle School.

It is our hope that this handbook will contribute to a better understanding of policies and procedures, which should give a harmonious and efficient athletic program.

It is our wish that this handbook will be helpful to those for whom it is intended. From time to time, our policies and regulations may change. We welcome any ideas or suggestions that will improve our athletic program.

The regulations and policies herein stated become effective immediately and supersede all other regulations and procedures which have been previously adopted by the Vanlue Athletic Department, the Administration of Vanlue Local School, and the Vanlue Board of Education.

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VANLUE'S EDUCATIONAL VALUE OF ATHLETICS

WE BELIEVE in inter-scholastic athletics.

WE BELIEVE there are substantial educational outcomes from a soundly conceived and executed program for the players, the student body, and the school as a whole.

WE BELIEVE the potential values to the participants are genuine. Rigorous competition under prescribed regulations and policies provide for adolescent boys and girls the opportunity to develop ideas and habits of health, fair play, initiative, achievement, and emotional control.

WE BELIEVE students can be taught to win gracefully and to lose in the same fashion.

WE BELIEVE that many students have found a purpose in their school work and in their lives through the program of athletics.

WE BELIEVE that athletics provide for the student body tangible values. Athletics can make a substantial contribution to morale, and can provide a positive outlet for enthusiasm.

WE BELIEVE the athletic program, though differing in nature from the academic program, does justify its existence by providing a profitable educational experience for the participant.

WE BELIEVE the welfare of the individual student is always to be the primary concern. The game exists for the student—never the student for the game.

SCHOOL COLORS

1. The official colors for Vanlue athletic teams are Scarlet and Gray.
2. No equipment or uniforms shall be ordered that do not conform to or reflect these colors.
3. **Accent colors or shading are to be approved by the AD and administration 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.

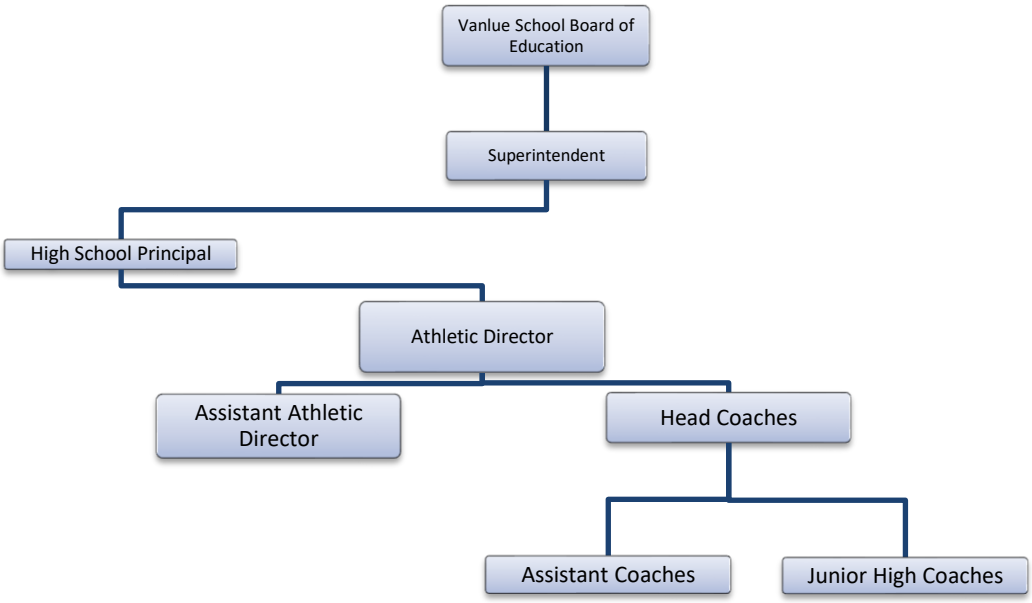
ADMINISTRATIVE CHAIN OF COMMAND

The Athletic Director is responsible for all areas of interscholastic athletics and shall be responsible to the Principal for all matters therein.

Coaches should follow the line of authority on all matters pertinent to the athletic program. If, however, a coach feels that a matter should be discussed with the Principal it shall be permitted. The Principal, however, may request the Athletic Director be present.

Ethical procedure demands issues in the athletic program originating at any level shall proceed upwards through each office of responsibility, or inversely, it shall follow the same line of authority downward. To bypass any office not only delays consideration, but causes misunderstanding. This, in turn, creates an atmosphere which is incompatible with harmonious procedure.

CHAIN OF COMMAND HIERARCHY



DEPARTMENTAL LOYALTY

At no time should any member of the Athletic Department staff criticize publicly the methods used by any fellow coaching staff member. It is desirable for all coaches to speak professionally and positively to anyone with regard to other programs in our system athletics or not. To speak negatively of our programs not only detracts from that particular program, but your program as well, since you also represent Vanlue School. It is good policy to keep quiet and simply say nothing unless your comments are positive or complimentary.

Any concerns regarding student safety or welfare should be made to the proper administrator. Make certain you follow the proper channels.

In season sports supersede all off season sports, and there should be no attempt to interfere with players or teams during their particular season.

COACHING EXPECTATIONS

Head Coaches and Assistant Coaches

The success of any athletic program starts with a coaching staff that is competent and pays attention to details. The success of our athletic program is the result of outstanding coaches who are willing to follow through on many of the details involved in getting a team ready to participate in competitive athletics.

The following are coaching expectations that apply to all sports. In order to conduct a first class athletic program here at Vanlue, we must work together to see that these expectations are met.

1. **Publish policies, goals, information, and procedures for each sport. Review and communicate these to your athletes and parent(s).** Proper communication to athletes and parent(s) eliminates a great deal of the "gray area" that hinders the smooth operation of your program. All policies and team rules must be approved in advance by your building athletic director and maintained on file in that office.

2. **Review and stress the importance of all items in the "Athletic Handbook for Students."**
3. **Submit a team roster <u>within</u> the first week of practice.** This will facilitate the checking of eligibility status. We also need this information for publicity purposes.
4. **All coaches must be familiar with the OHSAA eligibility regulations and guidelines.**
5. **Prepare daily practice schedules and plans. Include your safety suggestions or talks on your daily plans. <u>This is critical in terms of personal liability.</u>** The more you document your efforts, the better legal position you are in. **<u>Protect your athletes and yourself.</u>** A practice schedule is to be added to the Athletic/Practice Google Calendar and a copy given to the athletic director as soon as possible. Any conflicts that the Athletic Director sees on the Google calendar will be changed and the coach will be notified by the Athletic Director of the change. After the Google Calendar is complete, coaches must add the game schedules to the HUDL website.. Non-roster students should **never** participate in practices. If additional athletes are required for scrimmaging, coaches are encouraged to assemble alumni <u>teams.</u> Practice activities should be designed to benefit <u>all</u> rostered athletes.
6. **Log and report all accidents or problems to the head coach and athletic director immediately.** Use the forms in the appendix.
7. **Call your contest results into the appropriate places immediately following the contest or at the predetermined time.**
8. **Equipment:**
    A. Prior to the start of the season, check previous season's inventory to verify that all equipment is accounted for.
    B. Keep an accurate record of all equipment issued.
    C. <u>Immediately</u> after the last game/meet collect all athletic equipment. Athletes must return or pay for lost athletic equipment before they are allowed to participate in another sport, before they receive their next grade card, and before they can receive an award for that sport.
    D. <u>Keep accurate accounting records of returned equipment at the conclusion of a sport's season. Turn these records into your athletic director and have equipment packed and ready to store on or before one week after the last contest.</u> A complete inventory list should accompany the equipment. Forms for these are included in the appendix.
    E. <u>Coaches must follow up on athletes who fail to return issued athletic equipment.</u> Contact the athlete's parent(s) and submit names to your athletic director. Coaches will not be paid until all equipment has been collected.
    F. Report all equipment and facility damage to your athletic director.
    G. Submit equipment requests for next year by April of the year preceding your next season.
    H. Explain proper cleaning methods for cloth athletic equipment. Students are responsible for replacement of articles if damaged by improper cleaning.
    I. **<u>It is very important that you monitor the safety status of your equipment. Never permit an athlete to use equipment that compromises the safety of the athlete.</u>**
9. **Locker Room Supervision –** the coach should be the last person to leave the locker room. Check to see that the athletes have left the room neat and clean. Horseplay in the locker room should not be tolerated. **<u>This is another area of personal liability for the coaching staff – make certain we have proper supervision.</u>**
10. **Bus Supervision – each coach has the following responsibilities:**
    A. Check the bus after each trip to make sure it is the same condition as when you started your trip.
    B. Monitor conduct and noise level of students.
    C. Athletes must ride the bus to an athletic event. Special arrangements can be initiated by parents with direct contact with the coach, if the student will be riding home with their parents or legal guardian. An

athlete can only be released to their parent or guardian with a note or the Non-School Transportation Form.

D. No non-school age children are to ride the bus to/from athletic events.

11. **Check your voice mail and e-mail before and after school for any information that might affect your practice schedules or contest schedules for that day.**
12. **After contest supervision –** inform athletes approximately when you expect to return from a contest so those parent(s) will be waiting to pick up their athletes. The coach should be the last one to leave the building after a contest. Check to see that the locker room, building, and gates are locked.
13. **Submit a list of letter winners and other special award winners to your athletic director.** Letter winners and special award winners should be submitted one week before the date of your last contest or no later than two weeks before our school sports banquet.
14. It is the responsibility of the coach to obtain statisticians, score keepers, announcers, timers, and chain gang. Ticket takers will be the responsibility of the athletic director.
15. **It is the responsibility of the head coach of each sport to communicate letter requirements to all the athletes under his/her direction.** This should be stated in the policies and rules for your team.
16. **All athletes must participate in the athletic awards programs.** Discuss with the athletes proper attire and behavior at this event.
17. **All coaches are expected to familiarize themselves with proper athletic department procedures as contained in this handbook.** Pay particular attention to purchasing procedures and professional leave/reimbursement procedures.
18. **Coaches from the various sports are expected to support each other in and out of the season. This includes the encouragement of athletes to participate in a variety of interscholastic activities. The head coach is responsible for reinforcing to his/her staff the expected adherence to the athletic department guidelines as set forth in this handbook. <u>COACH FORCED ATHLETIC SPECIALIZATION IS NOT FAIR TO THE ATHLETE AND HAS NO PLACE AT VANLUE.</u>**
19. **Coaching is a very rewarding profession, but it is at times a very difficult calling. There will be occasions when there will be personal conflicts that will arise within the constraints of your job. Handle these situations as professionally as you possibly can. Avoid any type of physical confrontations and choose your words carefully.** Maintain a defensible position should this conflict go to a higher level.
20. Organize and coordinate an elementary program in his or her sport before, during, or after the season in conjunction with OHSAA rules and regulations.
21. In the event that athletes have conflicting schedules with other school activities, games and/or concerts take precedence over practice.

VANLUE COACHING STANDARDS

This document is designed to provide all Vanlue coaches with a common coaching frame of reference. These points of emphasis are to be considered guidelines in teaching interscholastic sports within the Vanlue Local School District.

- Student athlete learning and teaching should be center of all Vanlue interscholastic athletics. Vanlue coaches are expected to “teach” the fundamentals of the sport.
- Vanlue coaches are expected to be exemplary role models both in and out of the athletic arena and leaders of young people in every sense of the word. Reinforcement of sportsmanship is critical.
- Vanlue coaches are expected to communicate with the parents of their student athletes on a consistent basis. All parent contacts are expected to be returned within 24 hours.

- Vanlue coaches are expected to hold pre-season parent meetings to communicate team policies, coach's philosophy, substance abuse policy information, and all other logistical information specific to the program. This is where the ground rules for parental communications are outlined.
- Student athletes should be coached from a constructive perspective. Demeaning the efforts of a young person does not reinforce learning and has no place in Vanlue. Student athletes should never be ridiculed at any time especially in front of their peers.
- Profanity by any coach is unacceptable. It has no place in education.
- Vanlue coaches need to be sensitive to the diversity of our student athletes. Multi-cultural and socioeconomic differences give athletes a wide variety of perceptions. Casual remarks or comments made in front of a diverse group of athletes may be offensive or hurtful to some young people. Coaches are strongly encouraged to be sensitive to **all the athletes** under their direction.
- Vanlue coaches are expected to be consistent with discipline. Intensity levels of coaching should be commensurate with the age of the athletes. An overzealous approach can take all the fun out of a sport.
- Vanlue coaches are expected to be punctual for all practices, meetings, and contests.
- Vanlue coaches are expected to be thoroughly prepared for all practices and contests.
- Vanlue coaches are expected to dress appropriately for practices and games. The professional dress of a coach sets the tone for the team and the athletic program.
- Vanlue coaches are expected to be familiar with District Policies on depositing/fundraising and general monetary accountability procedures.
- Vanlue coaches should be familiar with basic Ohio High School Athletic Association bylaws regarding eligibility contest restrictions and non-contact periods.
- If unclear on a policy or procedure, Vanlue coaches should refer to their District Coaches Handbook and/or the athletic director.

EVALUATION OF COACHES

Guidelines (Evaluation forms are in the appendix)

1. The Athletic Director shall provide each high school head coach with a written evaluation of performance within four weeks after the conclusion of the season. In the event a head coach is also the Athletic Director, the evaluation will be conducted by the high school Principal.
2. Each head coach shall provide all assistant coaches with a written evaluation of performance within four weeks after the conclusion of the season.
3. Evaluations shall be on the prescribed form and shall be kept on file by the Athletic Director with a copy also being placed in the employee's permanent file.
4. The Athletic Director shall report to the Principal a review of all the evaluations, especially identifying any problem areas with proper documentation.

ATHLETIC CODE OF CONDUCT

PERSONAL MISCONDUCT

ANY ATHLETE WHOSE CONDUCT IS JUDGED TO REFLECT DISCREDIT UPON THEMSELVES, THE TEAM,

OR THE SCHOOL WILL BE SUBJECT TO DISCIPLINARY ACTION.

SPECIFIC AREAS OF MISCONDUCT, BUT NOT LIMITED TO:

- Violations of the Vanlue Athletic Substance Abuse Policy
- Missing team practices or team meetings
- Insubordination to game or school officials
- Violations of policies as set forth by the Ohio High School Athletic Association bylaws and constitution
- Violations of the Vanlue Student Code of Conduct as set forth by the Vanlue Board of Education
- Violations of team rules and policies as established by specific sports

Student Expulsion Due Process (in accordance with ORC Section 3313.66)

The behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. Only the superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The superintendent may apply any remaining part or all of the period of the expulsion to the following year. Guidelines listed below are followed for all expulsions:

1. The student and parent(s) is given written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent(s) or representative has the opportunity to appear on request before the Superintendent/ Designee to challenge the action or to explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than 3 days or more than 5 days after the notice is given.
3. Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student, the notice shall include reasons for the expulsion, right of the student or parent(s) to appeal to the Board, the right to be represented at the appeal and the right that the hearing be held in executive session.

Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board within 14 calendar days of the formal written notice of expulsion. Failure to timely file an appeal in this manner waives any right to appeal the expulsion.

The student or student's parent(s) may be represented in all such appeal proceedings and are granted a hearing before the Board. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or parent(s). The student may be excluded from the school during the appeal process.)

DAILY ATTENDANCE REQUIREMENTS

1. An athlete must be in school by 11:05AM to establish eligibility or not miss more than one-half day of school to be eligible to practice or compete interscholastically.
2. Prior arrangement must be made with the Principal if appointments are going to be longer than 1 hour in order to practice or compete.
3. An athlete who has an excused absence from school on Friday **may** compete in Saturday competitions.

ELIGIBILITY

General: The administration shall be responsible for athletic eligibility for athletes, cheerleaders, student trainers, and managers in their respective sport as outlined by the OHSAA. See separate sheet for more information.

1. Ohio High School Association rules in regards to scholarship:
    A. In order to be eligible, a student in grades 9-12 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 subjects that earn a minimum of 5.0 credits, or the equivalent, per year toward graduation. Semester grades are not considered for eligibility.
    B. The eligibility or ineligibility of a student continues until the start of the next grading period at which time the immediately preceding grading period grades become applicable. EXCEPTION: When an interscholastic contest is played in the fall prior to the start of school, the first grading period is considered to have started insofar as this bylaw is concerned.
    C. A student enrolled in the first grading period after advancement from the 8th grade must have passed a minimum of 5 of all subjects carried the preceding grading period in which the student was enrolled.
    D. A student enrolling in the 7th 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 grades 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 a minimum of 5 of those subjects in which the student received grades.
    E. The eligibility of a transfer student must be established by school records or verification from sending school. The responsibility for establishing eligibility rests with the receiving school.
    F. Athletes cannot re-establish athletic eligibility by taking course work in summer school.
    G. Athletes participating in "post-secondary option" programs need to personally see the guidance counselor to work out eligibility.
    H. Any appeals regarding eligibility will be directed to an OHSAA Commissioner. Only they 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 administration of the school shall appeal in writing to the Commissioner. The appeal shall contain documentation with school and medical supporting evidence. The decision of the Commissioner may be appealed to the Board of Control.

Dual-Sport Participation Policy
Vanlue High School

Rationale

Vanlue seeks to provide quality co-curricular athletic opportunities for its students. Some students have talents and abilities which they have a desire to contribute to more than one team in a particular athletic season and both of these teams can benefit. Some activities may struggle with low numbers, and this can boost participation in those sports.

STUDENTS PARTICIPATING IN TWO ACTIVITIES DURING THE SAME SEASON

1. Students are allowed to participate in two co-curricular sports activities during the same season. Students wishing to participate in two sports during the same season will need to obtain a request form from the athletic director and follow the guidelines set down by the athletic department involving dual sport participation.
2. Students are not allowed to participate in "open gyms" as well as other non-school competition in another sport, on the same day they are participating in a school-sponsored co-curricular sports activity without permission from the head coach of the sport in which they are currently participating and the building principal.
3. All rules in the Student High School Handbook apply to dual-sport athletes.

RULES OF DUAL-SPORT PARTICIPATION

1. A student who wishes to participate in two sports during the same season must designate a primary sport before the beginning of the first appointed date of practice set by OHSAA for the season of participation.
2. A primary sport is defined as the sport which takes precedence over another sport in the event there is a conflict of schedule or any other matter that could lead to a conflict. The student must adhere to the primary sport in the event of any and all conflicts of schedule. If one sport has a contest and the other has practice, the contest will take precedence.
3. The student must practice in both sports but the amount of practice time must meet the agreed requirements of the head coaches of those sports involved.
4. Approval may be denied because of academic concerns at any time during the sport season. The athlete then will participate in the primary sport only.
5. The student and parents or legal guardians, must sign a contract of dual-sport participation before the first practice session he or she attends.
6. In the event that a student is disciplined for any infraction in a specific sport, the consequence will also be applied to the second sport in the season of dual participation.
7. The High School Athletic Director and the High School Principal will serve in the capacity of advisors and final judgements on matters concerning dual-sports participation.

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DRUG TESTING OF STUDENTS IN ALL EXTRA-CURRICULAR AND ATHLETIC ACTIVITIES

The Board recognizes that all extra-curricular and athletic activities are an integral part of the entire educational program. This policy reflects The Board of Education and the community's strong commitment to establish a drug and alcohol-free school program. Students involved in extra-curricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting help when needed.

This policy applies to any student in grades 7-12 who participates in any extra-curricular activity to include but not limited to: any athletic program, club, or any other extra-curricular activity in the Vanlue Local School District.

Students and parents/legal guardians will be made aware of the drug testing process and the steps and consequences if and when a student tests positive. Although students risk the loss of continued participation in extra-curricular activities, no student shall be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program. No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic record.

The purpose of the Drug Screening Program is to aid and assist students. It is not intended to unduly interfere with the student's private life or to bring hardship, but rather to protect the student's well-being and threat of others who are associated with extra-curricular activities in the Vanlue School District. Specific goals of the program are as follows:

1. To reassure students, parents, and community that the health and academic progress of each of its students is the primary goal of the Vanlue Local School District.
2. To provide students with the opportunity to become leaders in the student body for a drug free school.
3. To educate any student who may be using or abusing drugs as to the possible physical and mental effects drug use may have, and its possible adverse effects on the team and its members.
4. To provide opportunities for treatment and counseling rehabilitation for any student who is determined to be using or abusing drugs.

For purposes of this policy, a positive result shall mean a test result, which indicates the presence of one or more of the listed drugs in the student's urine sample, adulterated specimen, or a substituted specimen. Refusal to produce a specimen will be considered a positive test. The student and their parent/legal guardian shall be notified when a student tests positive.

Random testing will be done throughout the school year. Also included in the testing will be any and all students who have tested positive at an earlier date during grades 7-12.

The definitions of illegal/illicit drugs and alcohol are defined below:

1. ILLEGAL/ILLICIT DRUGS: Any substance included in the U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer. We may also test for Nicotine and Steroids.
2. ALCOHOL: Any intoxicating liquor, beer, wine, mixed beverages, or malt liquor beverages as defined in the Ohio Revised Code Section 4301.01. The term "alcoholic beverage" includes any liquid or substance, such as "near beer" which contains alcohol in any proportion or percentage. The term "alcoholic beverage" does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and directions for use or b) an over-the-counter medicine.

If a student tests positive for the presence of drugs/alcohol, the following steps will be taken:

<u>FIRST VIOLATION:</u>

For the first positive result, the student will be given the following option:

A. The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the Vanlue Local School with documentation that the student completed all recommendations of the counselor. The student will be denied participation for a minimum of 20% of season. The student will need to show a clean test prior to reinstatement. The parent/guardian/custodian and student will meet with the Athletic Director, coach, and/or advisor, and a building administrator to determine reinstatement. The student may be required, at parent/guardian/custodian expense, to submit to weekly or random testing for the remainder of the current school calendar year.

OR

B. Denial of participation in interscholastic athletics and extra-curricular activities for the remainder of the current season and for that school year.

<u>SECOND VIOLATION:</u>

The student is denied participation for one calendar year from the date of notification of the violation.

<u>THIRD VIOLATION:</u>

The student is permanently denied participation in all athletics and extra-curricular activities at Vanlue Local School for the remainder of grades 7-12.

[Adoption date: January 15, 2001]
[Re-adoption date: January 11, 2010]

ATHLETIC INJURIES

Unfortunately, injuries do play a part in athletics and how you deal with injured players is important. The following items are pertinent in handling injury situations:

A. All coaches, paid and volunteers, must hold a "Pupil Activity Validation" issued by the Ohio Department of Education and a valid cardiopulmonary resuscitation training course certificate. Coaches are required to complete an online concussion education course. See Coaches Checklist in the Appendix for more instructions.
B. Absolutely no athlete is allowed to practice or compete without a current and properly completed physical form on file.
C. A medical kit will be issued from the athletic director.
D. It is your responsibility to keep tabs on the heat and humidity as they relate to the physical well-being of your athletes. Familiarize yourself with the dangers of heat exhaustion and heat stroke, especially the first aid measures found in the appendix.
E. In treating the actual injury of an athlete in the absence of a trainer, you are only to administer the first aid of which you are confident. Make certain you are current on your CPR techniques should the injury be of a life-threatening nature.
F. In the absence of a trainer, preliminarily determine the severity of the injured athlete. If there is any question, call the life squad and have the athlete transported to the hospital.
G. Do not attempt to move a severely injured athlete. This movement could cause further injury. Do not diagnose injuries; this is not your field of expertise. Many injuries are not what they seem on the surface.
H. Do not leave a severely injured athlete unattended or under the supervision of another student. If necessary, send another student for assistance.
I. In the case of an athletic injury that requires medical attention, it is very important that the parent(s) be notified as soon as possible. Don't assume that someone else will do it.
J. Athletes whose injuries require medical attention must be cleared by their doctors **in writing** before they may return to practice or competition. It is your responsibility to personally verify this release. Asking the athlete is not sufficient.
K. From a humanistic and public relations standpoint, make certain that you don't "forget" the hospitalized athlete. It is a traumatic situation and your support is critical.
L. Concussions are more common than one may think. Familiarize yourself with the signs and symptoms of concussions on the Concussion Information Form and constantly watch your athletes. If you have any doubts, remove the athlete from play and seek immediate medical attention. Fill out OHSAA Concussion Report found in the appendix and fax to OHSAA and make sure the AD has a copy.
M. Log and report all accidents or problems to the head coach and athletic director immediately. Use the forms in the appendix.

CONCUSSION REGULATIONS – PER OHSAA CONCUSSIONS REGULATIONS AS OF July 8, 2024
Implementation of State Law and NFHS Playing Rules Related to Concussion and Concussed Athletes and Return to Play Protocol

Notwithstanding the leading role that the Ohio High School Athletic Association has played in developing policies concerning concussion prevention, recognition and management, in December of 2012, Ohio's Governor Kasich signed into law legislation that was passed by Ohio's 129th General Assembly which incorporated much of what the OHSAA regulations previously mandated. This law adds several aspects to previous OHSAA regulations. Therefore, to be fully compliant with this law as signed by our Governor, modifications have been made to OHSAA policy. These modifications are set forth in these updated Concussion Regulations.

It is important for all individuals involved in interscholastic athletics to recognize the potential for catastrophic injury and even death from concussions. Thus, it is extremely important that each coach, administrator, contest official and medical support personnel review their responsibilities in protecting students. Further both students and parents have responsibilities in this area as well.

Note: It has always been the ultimate responsibility of the coaching staff, in all sports, to ensure that students are only put into practice or contests if they are physically capable of performing. However, all individuals involved in the conduct of interscholastic competition have responsibilities in this endeavor.

In January 2011, the OHSAA Board of Directors adopted a sports regulation which incorporated the National Federation of State High School Associations (NFHS) playing rules related to concussion recognition and management. On April 26, 2013, legislation adopted by Ohio's General Assembly on concussion and head injuries in youth sports became effective. On February 14, 2013, the OHSAA Board of Directors mandated that these regulations become effective on April 26, 2013 for the remainder of the spring sports season and thereafter. This OHSAA regulation, as amended to incorporate this recent legislation, now reads:

Any student, while practicing for or competing in an interscholastic contest, who exhibits signs, symptoms or behaviors consistent with having sustained a concussion or head injury (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the practice or contest by either of the following:

1) The individual who is serving as the student's coach during that practice or competition.
2) An individual who is serving as a contest official or referee during that practice or competition.

<u>RETURN TO PLAY PROTOCOL</u>

If a student is removed from practice or competition due to a suspected concussion or head injury, the coach or referee who removes the student shall not permit the student, ON THE SAME DAY THE STUDENT IS REMOVED, to return to that practice or competition or to participate in any other practice or competition for which the coach or contest official is responsible. Thereafter, which means no earlier than the next day, the coach or contest officials shall not permit the student to return to practice or competition until both of the following conditions are satisfied:

1) The student's condition is assessed by either of the following:

a. A physician, who is a person authorized under Chapter 4731 of the Ohio Revised Code (OCR) to practice medicine and surgery or osteopathic medicine or surgery (M.D. or D.O.)

b. Any other licensed health care provider that the school district board of education or other governing authority of a chartered or non-chartered nonpublic school, authorizes to assess the student who has been removed from practice or competition.

2) The student receives written authorization that it is safe for the student to return to practice or competition from a physician or other licensed health care provider authorized to grant the clearance. Click here http://ohsaa.org/medicine/AuthorizationToReenter.pdf to retrieve the OHSAA's Medical Authorization to Return To Play (RTP) form.

A school district board of education or governing authority of a chartered or non-chartered nonpublic school may authorize a licensed health care provider who is NOT a PHYSICIAN to make an assessment and grant

authorization for a student to return to participation ONLY if the provider is acting in accordance with one of the following as applicable to the provider's authority to practice in Ohio:
1) In consultation with a physician;
2) Pursuant to the referral of a physician;
3) In collaboration with a physician, or
4) Under the supervision of a physician.

Note: A physician or other licensed health care provider who makes an assessment or grants clearance for a student to return to participation may be a volunteer.

COACHES REQUIREMENTS

All coaches, paid and volunteer, must possess a current Department of Education and Workforce-issued Pupil Activity Program/Coaching Permit. When renewing this permit, the coach will be required to complete online education courses through The Coaches' Tool Chest or the NFHS Learning Center. Each certification/requirement has a different length of validity so please be vigilant as to when certifications expire. Additional information can be found at www.ohsaa.org/medicine.

CONTEST OFFICIALS REQUIRMENTS

New legislation signed into law by the Governor provides that no school "shall permit" an individual to referee interscholastic athletic contests unless the individual holds a Pupil Activity Program/Coaching Permit or has successfully completed within the last three years a
training program in concussion recognition. Therefore, all OHSAA licensed officials shall possess either a current Department of Education-issued Pupil Activity Program/Coaching Permit or show evidence of completing an approved online concussion education course as stipulated in the section entitled Approved Online Concussion Education Courses. This course is valid for three years from the date of completion.

STUDENT AND PARENT REQUIREMENTS

All students and their parents or legal guardians shall review and sign the "Concussion Information Sheet" which has been developed by the Ohio Department of Health and which shall be distributed by OHSAA member schools to all students and their parents prior to each sports season. Students and parents shall review and sign this form each year and should keep a copy of the form. In addition, parents and students are encouraged to complete an approved concussion education course.

RISK MANAGEMENT STRATEGIES

These are thoughts I would like to pass onto you concerning liabilities and basic safety concepts from some of my readings:

- Always put the welfare of the individual first. If you error, error on the side on conservatism.
- Do not issue equipment until all formwork is completed. This especially includes a physical examination form.
- Inform your athletes of the inherent risks of the sport and the ways they can protect themselves.
- Develop a medical response plan according to the resources available. Know what you are going to do and what steps you will follow in the case of a serious injury.
- Rely on qualified medical personnel to decide on reentry into a game or practice session following a serious injury.

- Inspect equipment and facilities regularly.
- Post signs regarding safety, behavioral expectations in locker rooms, playbook, and gymnasiums.
- Check your insurance coverage for your travel and liability.
- Certain activities are more high risk than others are. Make sure you have laid the groundwork well fundamentally for these types of drills. This would include warning of any potentially dangerous aspects and instruction on proper techniques.
- Avoid terminology such as suicide drills, death run, hamburger drill, etc. These terms could come back to you in court.
- In the event of injury, always follow-up with a call or visit to check on the athlete's condition. However, never, never admit fault.
- Isolate and keep under lock and key, equipment involved in a serious injury (helmet, protective padding, etc.)
- Be aware that you can be sued for any number of things. Suing and winning are two different things. The coach who is a reasonably prudent person can coach with confidence.

SEXUAL HARASSMENT

In the Vanlue School System, we are committed to providing an environment that enables every student to progress and achieve to his or her highest potential. This commitment also includes creating and protecting an atmosphere where students can learn and participate without fear and/or psychological distress. In education, coaches and teachers are in constant contact with impressionable young people who are very much in the formative stages of their personalities.

It is the responsibility of every coach/teacher to be aware of and on guard against sexual harassment of the students under their supervisions. Sexual harassment damages the basic fabric of an individual's personality and has an extremely negative impact on their ability to free learn and function in the educational setting.

Sexual harassment normally is perceived as misconduct involving the opposite sex, but it can also include same sex abuse. Sexual harassment issues can be coach or teacher to student or student to student.

A definition of sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the school setting when:

- Such conduct unreasonably interferes with an individual's academic performance or creates an intimidating, hostile, or offensive educational environment.
- Submission to or rejection of the contact by the individual is used as the basis for any decision affecting the individual regarding benefits, honors, or assignments
- Submission to or rejection of such conduct by an individual is used as the basis for an educational decision affecting the individual.

<u>Samples of conduct, which may constitute sexual harassment within the school setting, are:</u>

- Unwelcome leering, staring, sexual flirtations, or propositions.

- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- Unwelcome graphic verbal comments about an individual's body or overly personal conversation.
- Unwelcome sexual jokes, stories, drawings, pictures, or gestures.
- Unwelcome touching of an individual's body or clothes in a sexual way.
- Displaying sexually suggestive objects in the educational environment.

Processing Sexual Harassment Complaints

When confronted with potential sexual harassment situations, the following guidelines should be followed to systematically handle the issue:

1. **Take the report seriously.** Assure the person that the complaint will be taken seriously and the situation will be investigated.
2. **Listen, sympathize, but don't judge.** Listen to what the person has to say, sympathize, but make no judgment or commitment regarding the allegations or how the investigation will be conducted.
3. **Don't delay.** Immediately contact the administrator in charge of your particular building or department to report the alleged incident. Delays of even a few days can make investigations difficult or send a message to complainant that the school district is not taking the complaint seriously.
4. **Respond to concerns.** If the complainant expresses or indicates fear, assure the person that the school district will do everything reasonable to ensure confidentially (but make no promises), prevent retaliation, and stop further harassment. If you are not the appropriate person to handle a complaint, assure the complainant that the appropriate person will answer his or her questions.
5. **Document, document, DOCUMENT!** Write a detailed summary of what the complainant told you, including the names of witnesses and your observations of the person's demeanor. Submit it to the individual who will be handling the complaint.
6. **Follow up on the complaint.** Check with the complainant the next day to ensure that he or she is getting needed assistance.
7. **Avoid using "dangerous word"** such as "it's just teasing – no big deal."

Dangerous Words – What **not to say** when responding to a complaint of sexual harassment.

- It's just teasing – no big deal.
- The people in this school would never do…
- I know he/she didn't mean anything like that.
- It's your fault for dressing so provocatively.
- You need to learn to handle these things.
- Just ignore it.
- It's just a joke. Lighten up.
- This kind of behavior is all part of growing up.
- Oh well, boys will be boys.
- It's just a prank that got out of hand.

INCLEMENT WEATHER PROCEDURE

Lightning and Inclement Weather

Occasionally, it may be necessary to interrupt an outdoor interscholastic athletic contest due to lightning in the area. Due to the fact that this natural phenomenon is highly unpredictable, at the **first** sign of lightning or other threatening weather, the contest official or other administrative authority shall suspend the competition until 30 minutes after the last bolt of lightning has been seen. In order to protect student athletes, spectators and other participants, there shall be access to appropriate shelter in the event of such suspension. All contests suspended shall be resumed at the point of interruption unless the rules of the sport deem otherwise.

Cancellations

Athletic practices and contests may be held on days that school is cancelled. For practices, it shall be understood that it is OPTIONAL. If there is an Emergency Road Level, the following will be used:

Level I – practice is at the discretion of the coach; contests at the discretion of the AD.

Level II/III – All contests and practices will be cancelled.

OPEN GYMS

1. Open gym will conform to all OHSAA rules and regulations
2. A coach must be present at all times.
3. All open gyms must be scheduled and approved by administration.

BUDGETING, PURCHASING, AND FINANCES

1. Recommendation for the purchase of new athletic equipment is made by the head coaches of each sport to the Athletic Director. NO equipment is purchased by a coach. **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 his/her sport season. (Part of coaches 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 of his/her sport for their needs and desires.
    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 Director in writing. All requests must be placed on an Athletic Department requisition form (copy in appendix). A requisition form shall then be completed by the Athletic Director and given to the administration.

3. All monies derived from high school athletic events and programs shall be deposited in the High School Athletic Activity 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 receipts received by the Athletic Director.
4. All money made by individual fundraisers by various teams will be added to the general Activity Fund and allocated specifically to the sport that raised the money. Fundraising monies must be spent on items which benefit the program and remain on the athletic inventories. Monies, per OHSAA and NCAA regulations, cannot be used for individual student "gifts' for participation or team building activities. All potential fundraisers must be approved by the Superintendent, Principal, and Athletic Director before initiation and conform to Board of Education policy. (See Student Activity Handbook)
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.
6. Purchasing of coaching clothing is at the discretion of the athletic director. A common coaching shirt will be provided for all paid coaching positions when funds are available.
7. One varsity program will receive new uniforms every year. Coaches should requisition for the uniforms one year before their scheduled replacement. The purchase of all uniforms will be at the discretion of the Athletic Director.

ATHLETIC AWARDS

General

1. All participants must be eligible according to the rules set forth by the Ohio High School Athletic Association and Vanlue 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 Vanlue Local School regardless of whether or not it happens to be during a sport in season, is retained by the Athletic Director and High School Principal.
3. All varsity awards are to be presented by the coach at the sports banquet 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 a written request to the Athletic Director by the Head Coach.
5. Athletes, cheerleaders, and managers will be included in the awards system.
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

Basketball: The athlete must participate in 50% of the total quarters of varsity contests during the regular season. The Head Coach can request exceptions from the Athletic Director.

Football: The athlete must participate in 50% of the total quarters of varsity contests during the regular season. A quarter is defined as two consecutive plays or at the discretion of the Head Coach with the approval of the Athletic Director.

Volleyball: The athlete must participate in 50% of the individual games of varsity contests during the regular season or at the discretion of the Head Coach with the approval of the Athletic Director. Participation in a game is defined as two consecutive plays.

Baseball/ Softball: The athlete must participate in 50% of the total innings of varsity contests during the regular season or at the discretion of the Head Coach with the approval of the Athletic Director.

Track: The athletes must participate in 50% of total varsity meets and average one or more points for each meet in which they participate. The Head Coach can request exceptions from the Athletic Director.

Requirements To Earn Graduation Numerals

1. Numerals will be given to all freshmen athletes following the completion of an athletic season. Athletes will receive numerals only once during their athletic career.

Requirements To Earn a Certificate of Appreciation

1. A Certificate of Appreciation will be given to all athletes not earning a varsity letter upon the successful completion of a season.
2. All Junior High athletes shall receive a Certificate of Appreciation upon the successful completion of a season.

Requirements To Earn a Senior Certificate

1. A Senior Certificate shall be given to every senior who has successfully completed an athletic season.
2. Senior Certificates will be given for each sport in which a senior athlete participates.

VARSITY	
First varsity award	Varsity Letter, Emblem for that sport, Bar
Second varsity award in same sport	Bar, Second year certificate
Third varsity award in same sport	Bar, Third year plaque
Fourth varsity award in same sport	Bar, Senior Certificate, Fourth year plaque

An athlete will only receive one Varsity Letter. In each sport that follows the athlete will then receive a chevron for that sport once and then bars. After having received the varsity letter and chevron for a sport, they will only get a bar in each following year.

Special Awards

Each sport will be allowed to requisition 3 or 4 end-of-season awards paid by the Athletic Department

GUIDELINES FOR AWARDS NIGHT

1. Awards programs will be conducted according to the following schedule:
    a. Fall Sports Season: Football, Volleyball, and Cheerleaders
    b. Winter Sports Season: Basketball, Cheerleaders
    c. Spring Sports Season: Track, Softball, and Baseball
2. The awards programs are open to the public.
3. All teams regardless of record or level of competition should be brought forward and honored.
4. There should be a concerted effort by the Athletic Director and coaches to insure attendance of all athletes and parents.

5. Coaches should always be positive. Never say anything that is negative or degrading about the athletes, program, records, administration, etc.
6. Coaches should not review and rehash the entire season. The purpose of the program is to honor the participants, not to provide the coach with a captive audience. Remarks concerning anything other than recognizing athletes should be held to approximately five minutes.
7. The coaches should attend all awards programs.
8. The coaches should remind athletes that the school dress code applies at the program.
9. An effort must be made to insure proper and dignified behavior on the part of all athletes.

REIMBURSEMENT GUIDELINES

WE MUST OPERATE UNDER SPECIFIC STATE AUDITOR GUIDELINES TO BE LEGAL. SOME OF THE EXPENSES ARE SUBJECT TO CHANGE OR ELIMINATION BASED UPON DISTRICT FINANCES.

Clinics

1. 1 clinic per year for Varsity Head Coach/1 clinic per year for paid Assistant Coaches will be reimbursed (or paid) by the athletic department.
2. Substitutes (if applicable) will be hired by Vanlue Board of Education for up to 2 days for Varsity Head Coach and 1 day for Assistant Coaches.
3. Requests must be submitted to the Athletic Director 3 weeks prior for pre-approval to determine if funds are available to cover such expenses.
4. A requisition form must be filled out and given to the Athletic Director 3 weeks prior to the clinic.
5. Lodging will be reimbursed for one (1) night stay and will start of the first day of the said conference and end of the last day of the said conference.
6. Request a tax exemption form from the Treasurer prior to departure to waive the state sales tax. Otherwise, sales tax will not be reimbursed.
7. All items listed must be documented properly with original receipts. No meals or mileage will be reimbursed.

State Tournaments

1. Tickets – Before any coach is approved to go there must be funds available
    a. Head Coach – Will be permitted 1 ticket at the expense of the Athletic Department and will be ordered through the school.
    b. Junior Varsity Coach – Will be permitted 1 ticket at the expense of the Athletic Department and ordered through the school.
2. Lodging for state tournaments will be reimbursed for one (1) night stay.
3. **No meals or mileage will be reimbursed.**

FIELD OF PLAY EXPECTATIONS

BASEBALL/SOFTBALL COACHES AND PLAYERS EXPECTATIONS FOR FIELDS

Coaches are responsible to prepare the field for Saturday game(s) or a school-sanctioned holiday.

After each game and or practice, teams should take care of the following:

1. Remove bases and install anchor plugs and place bases in storage area.

2. Each position player should be responsible for raking and smoothing the area of play:
   A. For example:
      1. Pitchers- Mound Catcher- Home plate 3rd base -3rd base ETC….
   B. Outfielders should be responsible for cleaning dugouts, picking up trash, and sweeping floors.
   C. Dry conditions- it may be beneficial to wet the mound and home plate . This helps maintain the area better. It helps reduce cupping and dust control. Use water jugs if no hose is available.
   Baseball-tarps- use the whole team to put tarps in place, making sure no grass is covered. Tarps need to be folded and put away and not left in grass or the dirt.

3. **Baseball -** Once a week, rake the perimeter of the grass with a leaf rake to pull loose infield material back onto the skinned area. This helps prevent the creation of lips around the infield and keeps as much mix on the field as possible.

4. Always pick up all softballs/baseball after practices and games. This will help prevent them from being mowed up!

5. Any machine/equipment used should not be left outside in rain etc.

6. The head coach should ensure everything is completed before athletes are dismissed.

Any needed supplies that you do not have please contact the head of maintenance.

Vanlue Custodial Staff:

1. Field maintenance at the school – Park mows softball field.
2. Chalk lines at school and park.
3. Maintain trash bins at the school.

TRACK:

Vanlue Custodial Staff:

1. Maintain track and field event areas as needed.
2. Get out and put away equipment stored in loft areas of bus garage when requested by Athletic Director.

Coaches:

1. Relay any damaged equipment or areas of the school building to the Athletic Director immediately.

Girls/Boys Basketball Including Junior High:

Coach's Responsibilities:

1. Workers needed for:
    A. Statisticians
    B. Announcer
    C. Scoreboard Operator – 2 people
    D. Scorekeeper
    E. List of workers provided to Athletic Director
2. Setup and put away sideline chairs
3. Equipment (balls/water bottles/towels, etc.)
4. Responsible for setting up game clock.

Vanlue Custodial Staff:

1. Open bleachers – only custodial staff should open/close bleachers.
2. Move scorer's table.
3. Move ticket table to the hall.
4. Put out trash cans.
5. Clean auditorium, locker rooms, and take trash to dumpsters.

Football:

Coaches:

1. Workers needed for:
    a. Statisticians
    b. Announcer
    c. Clock Operator
    d. Spotter
    e. Chain Gang
    f. List of workers provided to the Athletic Director
2. Clock/scoreboard equipment is stored in the Football Office.
3. Responsible for setting up game clock.

Vanlue Custodial Staff:

1. Mow field.
2. Paint required lines.
3. Trash receptacles in proper places before ticket gates open.
4. Lock other school gates before game.
5. Provide cones or fence to block off back parking lot entrance.
6. Clean officials room and locker rooms.

Volleyball:

Coaches:

1. Workers needed:
    a. Statisticians
    b. Announcer
    c. Scoreboard Operator
    d. Line Judges
    e. Scorekeeper
    f. List of workers provided to the Athletic Director.
2. Setup and put away nets and official's stand.

3. Setup and put away sideline chairs.
4. Equipment (balls/judging flags)
5. Responsible for setting up game clock.

Vanlue Custodial Staff:

1. Open bleachers – only custodial staff should open/close the bleachers.
2. Move scorer's table.
3. Move ticket table to the hall.
4. Put out trash cans.
5. Clean auditorium, locker rooms, and take trash to dumpsters.

SEASON-END REPORTS
(Varsity Head Coaches Only)

All head coaches and (head) cheerleader advisors complete this form to be compensated.
This includes all information from JV and Junior High Program teams.

Format for Preparation of Season-End Reports

1.	Cover page	Vanlue Local School (Sport) (Name) Head Coach (Year)
3.	Page 2	Schedule and results of entire program
4.	Page 3	New team and individual records and special honors won by players
8.	Page 7	Inventory of all equipment
9.	Page 8	Outstanding equipment and/or money (form in Appendix)

This report is to be typewritten and submitted to the AD according to the following deadlines:
Fall Sports – December 1; Winter Sports – April 1; Spring Sports – June 1

Coaching salaries will be paid upon the completion of the contract period and the filing of a supplemental coaching completion form (Appendix) with the administration and treasurer.

A copy of the equipment/uniform inventory will also be given to the Principal.

This conforms to the Vanlue Local Board of Education Policy #3123.