

Northwestern Local Schools



Athletic Department Coach's Handbook

NORTHWESTERN LOCAL SCHOOLS ATHLETIC CONTACT INFORMATION

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**Go Ye Northwestern,
With Your Team So Fine
With Your Colors Flying,
We Will Cheer You All The Time**

Rah Rah Rah!

This handbook has been prepared for the coaching staff at Northwestern Local Schools. The information provided will give you guidance as you prepare for the upcoming season. Policies and procedures change yearly – it is our hope that you use this handbook to help you keep up to date with OHSAA, Central Buckeye Conference and Northwestern Local Schools policies and procedures.

The Northwestern Local Schools Athletic Department philosophy statement was written to guide and direct the planning, development, and enhancement of the interscholastic athletic programs of Northwestern Local Schools.

Our student-athletes are required to follow the Northwestern Local Schools Athletic Code of Conduct as established by the Northwestern Local Schools Board of Education, the athletic department substance abuse policies, and any other policies as established by the Northwestern Local Schools Athletic Department. Athletes are also responsible for specific rules and regulations as established by the coaches of each specific sport.

Student-athletes and parents/guardians must understand that it is a **privilege** to participate in Northwestern Local Schools' interscholastic athletic program. A condition to participating in the Northwestern Local School District athletic program is a commitment to follow the rules, regulations, policies, and procedures established by the district for the implementation of its athletic programs. It must also be understood that athletes who violate the rules, regulations, policies, and procedures shall face disciplinary action.

Please take the time to review the information provided – have a great season and GO WARRIORS!

Jeff Hobby
Athletic Director – Northwestern Local Schools

Northwestern Athletic Philosophy

The Northwestern Local School District believes that participation in sports provides a wealth of opportunity and experiences which assist students in personal growth, self-expression, mental alertness, and physical growth. We strive to provide a positive environment dedicated to achieving excellence in athletic and academic performance and inspiring personal development, which prepares student-athletes to benefit society in a lasting and meaningful way.

Northwestern Athletic Mission

1. Ensure a high quality, comprehensive program founded on uncompromising integrity.
 - A. Meeting and exceeding both the letter and spirit of the Northwestern Local School District, Central Buckeye Conference, and the Ohio High School Athletic Association policies and guidelines.
 - B. Honesty and Ethical standards interactions with all persons.
 - C. Insistence on high moral standards, which include fairness, character, and respect for others.
 - D. Build teamwork and an understanding of the game in an effort to strive for playing excellence which will provide teams with the opportunity to succeed.
2. Achieve the total development of the student athlete.
 - A. Emphasize positive interaction and relationship building with fellow students.
 - B. Intellectual growth leading to graduation and a productive life thereafter.
 - C. Prepare athletes always for playing excellence and the opportunity to succeed.
 - D. Service to the community.
3. Enhance the academic mission the school district.
 - A. Complementing classroom experiences.
 - B. Provide an opportunity of positive statewide exposure for the district through athletic accomplishments, which contribute to the overall success of the school.

Sportsmanship

At the very heart of developing student-athletes is developing good sportsmanship. Northwestern Local Schools believes that the basic rules of sportsmanship consist of:

- Showing respect for opponents at all times.
- Showing respect for officials and their decisions.
- Knowing, understanding, and following the rules of the contest.
- Maintaining self-control at all times.
- Recognize and appreciating skill in performance regardless of affiliation.

We that being a spectator is a “privilege” and not a “right”. It is a privilege to watch an educational process where teams demonstrate what they have learned in the athletic

classroom. Spectators will be held accountable for good sportsmanship. **Parents will be required to sign the OHSAA Good Sportsmanship Pledge.**

Code of Ethics

Every coach at Northwestern Local Schools must behave ethically at all times. Ethical behavior is recognized and described by the following description:

- ***Coaching is 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 possible. Avoid any type of physical confrontation and choose your words carefully (Try to de-escalate the situation).***
- Ethics is the discipline of dealing with what is good and bad. Ethics deals with moral duty and obligations. Ethical people show cordial courtesy to visiting teams and officials.
- Ethical behavior is being honest, truthful, and doing the right thing even at the expense of self-interest. Ethical people respect the integrity and judgement of sports officials.
- A person who demonstrates ethical behavior contributes to the enjoyment and growth of all rather than the rise of a few at the expense of many.
- Ethical behavior enables the the strong to help the weak.
- People who practice ethical behavior realize that it is hard work and commitment that are the sources of excellence, regardless of endeavor.
- Being ethical ensures and equal opportunity to participate regardless of race, gender, cultural affiliation, or community standing.
- Ethical people understand that unethical actions undermine any success they experience as a participant, coach, or administrator.
- A person who behaves ethically calls upon every participant to treat others with the respect he or she would want from them.
- A person with ethics lives by the golden rule.

Coaching Expectations

(All coaches: Head, Assistant, Middle School, and Volunteer)

The Northwestern Local School District's athletic programs continually strive for excellence.

The success of any program starts with a coaching staff who 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 Northwestern, we must work together to see these expectations are met.

1. Coaching Certification:

All coaches must have on file with the superintendent the following documents before they may interact with students:

- Pupil Activity Permit
- CPR and First Aid for Coaches
- Concussion in Sports Protocol
- Fundamentals of Coaching
- Sudden Cardiac Arrest
- Copy of FBI and BCI Background Check

2. Coordination of Northwestern Athletic Programs:

Varsity Head Coaches are responsible for their entire program - from the organization and philosophy of developmental leagues to the successful transition of athletes to the collegiate level.

The Varsity Head Coach, in collaboration with the Athletic Director, sets the philosophy, goals, and expectations for the program. Varsity Head Coaches will conduct organizational preseason meeting with coaches at all levels of their program.

It is an expectation that the Varsity Head Coach will meet as needed with coaches at all levels of the program to ensure integrity of the program meets the expectations of the Varsity Head Coach and Northwestern Local Schools.

Varsity Head Coaches will collaborate with the Athletic Director to evaluate the effectiveness of each coach and the overall program.

3. Program Design:

The following guidelines have been developed to assist coaches in understanding the objectives of participation in athletic activities at each grade level. Also, see Administrative Guidelines 2431A and 2431B.

Middle School:

- A. Student-athletes are encouraged to have fun as they explore and expand both their interests and abilities.
- B. Coaches should maximize opportunity for student-athlete participation.
- C. Student-athletes should learn the fundamentals of the game and sport specific skills as outlined by the Varsity Head Coach.
- D. Coaches should create an environment which promotes their sport and encourages student-athletes to continue in that sport beyond the current season.

Freshman Teams:

- A. Student-athletes are encouraged to enjoy the game as they expand their interests and abilities.
- B. Coaches should maximize opportunity for student-athlete participation.
- C. Student-athletes should learn the fundamentals of the game and sport specific skills as part of the varsity program.
- D. Coaches should create an environment which promotes their sport and encourages student-athletes to continue in that sport beyond the current season.
- E. Student-athletes are encouraged improve sport specific skills through hard work and off-season preparation.
- F. The continued emphasis on skill development will be stressed with an introduction of more defined team concepts in all aspect of play.

Reserve Teams:

- A. Student-athletes are encouraged to enjoy the game as they work to expand their abilities.
- B. Coaches should maximize opportunity for student-athlete participation.
- C. Student-athletes should learn the fundamentals of the game and sport specific skills as part of the varsity program.
- D. Coaches should create an environment which promotes their sport and encourages student-athletes to continue in that sport beyond the current season.
- E. Student-athletes are encouraged to improve sport specific skills through hard work and off-season preparation.
- F. Student-athletes will be encouraged to strive for playing excellence for both themselves and the team.
- G. Emphasis will be on preparing student-athletes for varsity level competition.

Varsity Teams:

- A. The ability to compete at the varsity level requires athletes and coaches to work together to build a tradition of excellence. This begins with intense off-season preparation, dedication to mastering sport-specific skills, and a thorough understanding of the game's rules and concepts. Beyond dedication, excellence is built on responsibility, leadership, and fraternity. Most importantly, a varsity team always demonstrates great character, integrity, and sportsmanship.

4. **Pre-Season Coaches Responsibilities:**

(All head coaches and assistant coaches need to be aware of the Northwestern Local Schools job descriptions for their particular position.)

At the Parent/Player meeting, there will be a required OHSAA meeting for all potential players and a parent/guardian. At this meeting the required paperwork, Items A-E, will be handed out and explained by the Athletic Directors. The potential players and their parents will then meet with the coach of the desired sport. The coach will hand out the written rules for the sport and explain his/her expectations of each athlete. At the conclusion of the meeting or prior to participating, each athlete will hand in all paperwork, properly filled out, and the coach will turn it into the athletic office or trainer. Prior to the start of practice for the season, each coach will be given a list of students who are cleared to begin practice. Any parent/student not attending the meeting must make arrangements with the athletic office to fill out the required paperwork. These athletes will then be given a clearance slip to give to the coach and the student may begin practice at that time.

Under no circumstance is any student to attend a tryout or begin practice until cleared by the district athletic office. All coaches are to be aware that no student is to participate in any way until all required paperwork is completed.

- A. Athletic Medical/Permission Forms (Appendix A) One per year
 - 1. O.H.S.A.A. rules state that each student trying out for and/or participating on an athletic team must be examined by a doctor before trying out and turn in a physical/permission card signed by the parent or guardian and a physician. After an athlete receives a physical exam for that school year, he/she need not receive another one unless they are injured, become ill, or a physician recommends one. The school year runs from July 1 of the current year through June 30 of the succeeding year.
 - 2. Northwestern Local Schools schedule a time each year for potential athletes to have physicals completed here at the school. Any student who misses the school scheduled physicals will be referred to a private physician for their physical examination.
- B. Assumption of Risk Form (Appendix B)
- C. Emergency Medical Authorization Form (Appendix C1, C2)
- D. Northwestern Local School District Athletic Participation Rules (Appendix

- E. OHSAA Eligibility Checklist (Appendix E)
- F. Northwestern Local School District Participation Fee Policy (Appendix F)
- G. Northwestern Local Schools District Athletic Parent Information (Appendix H)
- H. Northwestern Local School District Parent/Guardian/Student Authorization Form (Appendix I)

Once the members of a team have been selected, the head coach is responsible for communicating the following:

- A. Athletes' Responsibilities - Coaches are to inform all team candidates of Athletes' Responsibilities Section of this manual.
- B. Team Rules - All athletes and parents must read and sign off on the coaches' team rules. The coach will keep a signed copy of this in his/her file. Team rules are not to conflict with OHSAA, District or school rules/regulations.

5. Responsibilities During Season

A. **Coaching Duties - Coaches should be aware of:**

1. Eligibility of players
2. Validity of contracts
3. Physical/permission cards
4. Medical authorization forms
5. Schedule of contests
6. Transportation to away contests
7. Confirmation of contests in questionable weather.

B. **Ohio High School Athletic Association Master Eligibility List - Head Coaches are responsible for making a rough draft of this list for the athletic office. The following information is required:**

1. Names of contestants, including middle initial listed alphabetically. Do not use nicknames.
2. Birthdate (month-day-year)
3. County and state of birth
4. School attended last semester
5. Grade level (freshman, sophomore, junior, senior)
6. Student ID number

The coach should submit the rough draft of this list to the athletic office at the mandated time. This will be immediately after the first regular day of practice/tryouts, and a final list will be due to the athletic office at the conclusion of the first

week. (See Appendix J)

C. Northwestern Local School District Regulations for Athletes and Athletic Participation

1. It is imperative that the coach must discuss the NORTHWESTERN LOCAL SCHOOL DISTRICT regulations with all squad members. (Appendix D)
2. Coaches may maintain their own training rules and invoke appropriate punishment but actions described in the NORTHWESTERN LOCAL SCHOOL DISTRICT regulations shall not be subject to further disciplinary procedures by the coaching staff. All rules and regulations must be in writing and must be uniformly enforced.

D. Squad Supervision

1. The coach in charge of each athletic activity is legally responsible for squad members from the time they report to the coach at the beginning of the practice or contest until they leave school at the conclusion of the activity.
2. The coach should be the first to arrive and the last one to leave. The coach must not leave until all squad members have departed from the school. The coach is responsible for securing the area utilized for the activity and seeing that all equipment is put away and the storage facilities and locker rooms are locked. The only exceptions to this regulation are when it is possible for a coach to delegate this duty to a member of his or her coaching staff or where more than one sport uses the same facilities, and a coach of another sport agrees to remain to secure the area(s) of the school. Under no circumstance is this responsibility to be delegated to student managers, trainers, or players.
3. Coaches are not to permit students to drive automobiles on school-related business.
4. Practices on nights preceding a day of school are to conclude by 9:00 p.m. so that all students leave the building by 9:15 p.m.
5. Team managers, trainers, etc. may enter the building only when adequate adult supervision is present.

E. Locker Room Supervision Guidelines

1. Locker room supervision is one of the major responsibilities of all Northwestern Local School District coaching staffs. It is the responsibility of our head coaches, as well as our assistant coaches, to provide a safe, clean, and secure area for our athletes to dress and prepare for an athletic activity. Given the recent emphasis regarding

bullying, hazing, camera phones and other student actions, we want to reinforce expectations concerning locker room supervision. The head coach is responsible for assigning at least one coach to supervise the locker room both before and after practice. This supervision is to be done EVERY DAY there is a team activity.

2. The locker room will not be open to athletes until a coach unlocks the door prior to practice. The coach will then remain in the locker room until all individuals have left the area. The coach will then lock the locker room door.
3. At the conclusion of practice, a coach will be assigned to unlock the locker room and stay in the locker room until all athletes have left the locker room. The coach(s) is/are to monitor the athletes and promote the spirit of proper locker room behavior of keeping the locker room clean, safe and in order. The coach will then lock the locker room after the last player exits the locker room.
4. A board-approved coach must also monitor the athletes until they leave the building. Supervision doesn't end until the last athlete exits the building and is headed home. This requires that parents are provided a calendar of dates, times, etc. so they can be prepared to pick up athletes in a timely fashion.
5. A member of the coaching staff must be the first to arrive and the last to leave.

F. Inclement Weather/School Closing Policy

1. In the event of school closing, all athletic contests and practices will be cancelled. The NORTHWESTERN LOCAL SCHOOL DISTRICT superintendent will make a decision by 1:00pm on whether to play a contest or practice that day.
2. When there is any early dismissal of students due to hazardous weather conditions, all athletic activities shall be cancelled for the day, including practices.
3. When schools are closed for an extended period and the schools' Principals and the Athletic Director agree that they would like to open their buildings for student participation in school sponsored activities, they may do so if approved by the Superintendent's office.

G. Sunday/Holiday Practices and Contests

Sunday and Holiday practices must be cleared through the Athletic Office.

H. Saturday and School Vacation Practices

1. If a coach desires to practice on a Saturday or during school vacation(s), he or she must submit a time schedule of practice(s) to the Athletic Office for approval.
2. Approved practice times will be submitted by the Athletic Department to the to the

I. Equipment and Supplies

1. No coach is to make purchases and bill them to the Athletic Department unless receiving prior permission of the Athletic Office who will make out a purchase order form so that a purchase order number can be issued by the Northwestern Local School District Treasurer's Office. This usually takes 3 days. Unauthorized expenditures will become the burden of the coach making such purchases.
2. The Athletic Office will issue the necessary athletic equipment provided by the school before the first practice.
3. Any equipment or supplies need by a sport which falls outside of the purchasing ability of the Athletic Office may be purchased through a team's Athletic Booster fundraising account. All purchases made using a team's Athletic Boosters fundraising account will be coordinated with the Athletic Director and will be made using the Athletic Booster's credit card. Coaches **will not** be reimbursed by the Athletic Boosters for purchases.
4. The coach will issue equipment to the athletes and keep a permanent record of all school equipment issued and returned. The athlete is to initial or sign the equipment record form to indicate receipt of the equipment.
5. Athletes are not to wear or use school athletic equipment away from practice or contest areas unless permission is granted by the Head Coach or Athletic Director.
6. At the conclusion of a season, the head coach shall see that all school equipment is cleaned, inventoried, and packed. Contact the Athletic Office regarding storage of this equipment. The inventory sheets are to be submitted to the Athletic Office, as are any recommendations for equipment purchases, facility improvements, etc.
7. All school equipment is to be stored at school and not in the home of the coach or other locations.
8. The coach will notify squad members who fail to return issued locks and equipment; the cost of this missing equipment will be assessed by the Athletic Office. The coach should inform delinquents that they will not receive any

athletic awards until they meet this obligation. *Grades and credits are not made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for that student have been paid in full. Participation in extracurricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.*

9. Freshmen and reserve teams are to collect all uniforms, practice gear, equipment, and locks immediately after the last regular season contest and attach combinations to locks. Varsity coaches are to collect all uniforms, practice gear, equipment and locks immediately after the athlete's last tournament contest and attach combinations to locks. Coaches are to inventory all uniforms, practice gear, and equipment and submit to the Athletic Office.
10. Coaches should check out a first aid kit for practices and contests when a trainer is not present.
11. Budgeting
 - a. First consideration is given to safety equipment, then medical, officials/personnel, equipment maintenance, transportation, awards, equipment purchase (based upon need and last purchase), films/scouting, clinics, and meals.
 - b. The Athletic Office determines the cost of medical supplies, officials/personnel, transportation and awards. The coach lists equipment needs, equipment maintenance, DVDs/scouting, clinics, and meals.
 - c. The Athletic Director and the coach then discuss the budget requests and determine priorities.
 - d. After all budget requests are submitted, the Athletic Office reviews them, determines the total amount of the requests, and then compares that to the estimated funds available. If the requests total more than the estimated income, cuts are made based upon the priorities already established.

J. School Facilities

1. Athletes are not to be in the equipment areas, in storage areas, or the coaches' offices or locker rooms unless under the direct supervision of a coach.
2. The coach must require team members to take care of school facilities, and coaches must inform the Athletic Office of any damage to school facilities by a squad member so that the necessary disciplinary action can be administered.

3. Coaches and P.E. Offices are to be kept locked, and access to them is to be limited. Students are to be informed of this and prevented from entering the coaches' offices or locker rooms without permission.
4. On contest dates, all gymnasium exits must be clear of obstruction in case of fire or other catastrophe.
5. Students are responsible for trash disposal and maintaining acceptable conditions of the gyms, locker rooms, and outdoor areas. Coaches should enforce this responsibility.
6. The gymnasium is not to be used by anyone - student, non-student, or faculty member - after school hours, unless such usage is approved, scheduled with the Athletic Office, and placed on the master calendar. If permission is granted, a member of the Athletic Staff must be present at all times that the facility is in use, and he/she will see that equipment is put away at the conclusion of the activity, lights are turned off, and the facility is locked.
7. Each head coach will be given a sheet listing the lockers assigned in the locker room for the athletes of that sport. The coach is to check out locks and assign each athlete a lock and locker. Keep a list of assignments. The athletic locker rooms are to be used only during the practice or contests by the athletes assigned to them during the sports season. After daily practice or contests, the facility is not to be used. The coach ensures that the members of that team vacate the locker room and that the locker room is secured. Non-current season athletes are not to use the athletic locker rooms at any time.
8. If you open any door, please lock it when you are finished. If a coach unlocks a door and leaves the area, then the coach could be held liable if someone enters the area and is injured. The last coach or instructor to leave the athletic facilities should make sure all doors are locked. This job is not to be left to students.
9. If a coach opens a door(s), he/she must lock the door(s) immediately when leaving the building.
10. Students are not to use the telephones in the coaches' offices except in the case of an emergency. Calling for a ride after practice is not an emergency. Students should know the approximate time that practice will end and then instruct whoever picks them up of that time.
11. Coaches are responsible for keeping our school and athletic facilities in pristine condition. This includes scheduling students and coaches to observe and

maintain field conditions or field preparation. Take pride in your fields and facilities, maintain them in a manner that would also make your community proud.

K. Injuries

1. In case of injury, the coach should stay with the injured athlete, send for trainer, or have someone call the emergency squad (911) if a coach feels it necessary. Administer basic first aid to relieve life-threatening situations--stopping bleeding or establishing an airway. Do not move athlete's head, neck, or back if there is the slightest suspicion or indication of injury to any of these areas. Do not manipulate a joint or administer stress test; leave the diagnosis of the injury to the trainer or physician. Limit yourself to those procedures you can safely perform.
2. If the injury is serious and the trainer is not available, contact a parent or guardian and advise them of the situation unless you think it is imperative that the victim be immediately transported to a hospital, locally--and the parents be contacted later. A squad may be obtained by dialing 911. The coach must arrange for an adult to accompany the student in the ambulance or by private car and stay with the student until a parent or guardian arrives. The Medical Authorization Form must accompany the victim.
3. The coach must have an Emergency Medical Authorization form completed for each squad member and have it on file for reference when there is an injury that requires medical attention. The Emergency Medical Form is to be carried by the coach or trainer on all athletic trips.
4. Coaches are to check out a first aid kit for practices and contests when a trainer is not present.
5. Trainer and team physicians decide who plays in case of injuries.
6. Injury records are imperative. If the trainer is present, he/she will fill one out. If the trainer is not present, the coach must file a report. Contact the trainer or Athletic Office for form.

L. Transportation of Athletic Teams

1. Whenever possible, transportation for athletic and cheerleader squads to and from athletic contests will be by Northwestern Local School buses. All students connected with the team or cheerleading squad - athletes, managers, trainers, statisticians, cheerleaders, mascot, etc., - must ride to and from the contest/practice in school provided transportation. Only those persons directly connected with the team/squad in an official capacity are to ride in school

provided vehicles. Students are to remain seated and remain quiet and orderly. Please remind the students that they represent their families, their school, and their community.

2. Coaches are required to submit a bus-seating chart to the athletic office prior to the first bus trip. The Board's attorney has advised us that team rules must apply to all students regardless of age. The attorney has further advised us that under extreme situations, a coach/advisor may permit a student to ride home with his/her parent or guardian provided that the coach/advisor knows that it is the parent or guardian and they give request in writing to the coach/advisor. This applies to the parent/guardian's own son/daughter and no other team/squad member. (Use proper form Appendix K).
3. Under no circumstances are students to drive cars to events or ride in private vehicles unless prior administrative authorization is given.
4. Transportation requests will be made to the Athletic Director, who will in turn fill out the proper forms and submit them to the Transportation Office.
5. If private vehicles must be used, athletes' parent/guardian is to be notified in writing; athletes are to be informed in writing that they are to go and return in the assigned vehicles and the vehicles will go and return as a convoy. There is to be a coach or school official and/or a responsible parent in each vehicle, and one of these persons must drive the vehicle. The coach is to assign who rides in what vehicle.
6. When there is a male coach of a female team, a female chaperone may accompany the team on trips to aid with injuries and illness etc.
7. The dress and conduct of players, managers, etc. should at all times reflect positively on the athlete's family, his/her school, and the community. Coaches should remind them of this.
8. Whenever a Northwestern Local Schools bus is late for departure or pick up of a team after school, call the Transportation Office at 937-964-1672.
9. There are to be no meal stops on any trip unless approved by the athletic office.
10. It shall be the duty of the coach to supervise the locker room when visiting another school. Before leaving the host school, coaches shall inspect facilities used by the team and insure that such facilities are left in good order.

M. Procedure for Squad Members to be Excused from School for Athletic Contests

The coach must prepare a list of squad members to be excused from school with the student numbers and submit it at least 24 to 48 hours in advance to the Attendance Office and Athletic Office. This list should include the date, purpose of players being excused, and the coach's signature.

N. Coach Absence from School for an Athletic Activity

Whenever it is necessary for a coach to be absent from school for an athletic activity, he/she must fill out the leave request form and notify the Principal and the Athletic Director at least 48 hours in advance of absence.

O. Awards

1. In order to receive any award(s) the athlete must attend the awards ceremony unless excused by the coach or Athletic Director for illness or extreme emergency.
2. Athletic Awards:

Northwestern High School Awards System

- All athletes will receive a Freshman, Reserve or Varsity Award.
- Freshmen Award (1st NWHS participation award) = Certificate
- Reserve Award = Certificate + Numerals if it is their 1st NWHS award
- Varsity Award = Letter + sport pin + numerals if they are a freshman receiving
- 1st NWHS award
- 2nd Yr. Varsity Award = Second Year Plaque + sport pin
- 3rd Yr. Varsity Award = Third Yr. Plaque + sport pin
- 4th Yr. Varsity Award = 4th Yr. Personalized Statue + sport pin

Middle School Awards System

- 7th Grade Awards: Middle School Letter and Certificate if in good standing at the conclusion of the season. An athlete can only earn one letter if he letters in the fall; he will receive a pin for lettering in the winter/spring.
- 8th Grade Awards: Pins and Certificates will be given for lettering in all sports. A student can receive a letter if they didn't earn a 7th grade letter.

3. Seniors who have not lettered and are still lacking the requirements for the award in that sport will be given a first year varsity award in that sport.
4. If an athlete is injured and/or becomes ill and has participated during the current season, the athlete may be considered for an award if, in the coach's judgment, the athlete would have met the requirements.
5. Coaches must inform his/her squad members of the requirements for awards in the sport. (Appendix L)
6. Coaches are to make sure all squad members, managers, trainers, and statisticians, etc. are aware of the requirement that an athlete must attend the awards ceremony in order to receive any awards, unless they are excused by his/her immediate coach or the Athletic Director for illness or extreme emergency.
7. All athletic awards are to be presented at the regular awards presentation ceremony at the close of the season unless the Athletic Office approves a change in date for the particular sport.
8. The school administration and/or the Athletic Office have the right to withhold awards from squad members for not fulfilling squad and/or school obligations.

P. Volunteer Coaches

All persons who volunteer to coach or assist with an athletic activity must register as a volunteer with the athletic office. They must also submit proof of the coaching requirements of CPR certification, a current Pupil Validation certification, and the completion of the Fundamentals of Coaching Class required by the OHSAA prior to any volunteer work. In addition, all volunteers are required to participate in an orientation and/or training session, complete all necessary registration forms, and pass a criminal background check (both BCI and FBI) at the District's expense. Additional information and registration forms can be obtained from our website at www.northwestern.k12.oh.us.

Q. When an Athlete is Permitted to Join a Team

All athletes must try out on the OHSAA mandated date for formal practices unless there is an overlap of seasons. In the case of overlapping seasons, the opening of practice is determined when the prior season is completed. Any exceptions to this policy must be approved by an Approval Committee, which would consist of the Principal, the Athletic Director and the coach of the sport involved. All athletes coming out for a team must do so within five (5) days of the official OHSAA start

date.

R. When an Athlete Leaves a Team

When an athlete quits a team, is ruled academically ineligible, or removed for disciplinary reasons, they may not attend or participate in any athletic related activity with Northwestern Local School District until current sport season is completed.

S. Dual Participation

The district policy on dual participation during the same season is to restrict athletes to just one sport per season unless unusual circumstances occur. If such circumstances do occur, then the coaches/advisors involved will meet with the student and the athletic director to make a decision. Dual participation is discouraged for the following reasons: concern regarding over involvement of student athletes, the possibility of undue pressure on the athlete to participate by coaches/advisors, provide opportunities for more students to participate, and allow the student athlete more time to fully concentrate on academics and a particular sport activity.

T. NCAA Clearinghouse Information

All head coaches are to discuss the current NCAA Freshman Eligibility Standards Clearinghouse information with their athletes prior to or during the season. See www.ncaaclearinghouse.net

Responsibilities of Coach After the Season

Within 7 days after the end of the season, the coach must submit to the Athletic Director the following, if applicable:

1. Inventory of equipment on hand, including an indication of condition as good, fair, or poor. Additionally, include the number of items and location of equipment you have cleaned, prepared to be stored, or shipped to renovators. Secure the necessary forms in the Athletic Office.
2. A list of squad members who completed the season:
 1. List Varsity award winners
 2. List Junior Varsity award winners
 3. List Freshman award winners

3. A detailed list of any players who failed to return issued equipment. Secure forms in the Athletic Office.
4. Season record, championships won, outstanding achievements of a player(s) plus a complete end of season statistical report for both the team and individuals.
5. Recommendations for next year's schedule. The Athletic Director and the coach will develop next year's schedule.
6. A coach's contract with the Board of Education is for the school year, not just the sport season. The Head Coach is responsible for planning and implementing out-of-season practices, camps, tournaments, trips, and anything that is required to build a program. Coaches resigning positions remain responsible for out-of-season activities of athletes throughout the school year.
7. Coaching Evaluations will be done at the conclusion of each season. Head coaches will evaluate assistant coaches. Prior to meeting with assistant coaches for their evaluation conference, the head coach will preview their assistant coaches' evaluations with the athletic director. (See evaluation form appendix P)
8. Coaching stipends will be paid in two separate payments. The first payment will occur midway through the season. The second payment will be made after the season. All end of season coaching duties and responsibilities must be completed prior to receiving the second payment.

**NORTHWESTERN LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: HEAD COACH

File 404

Reports to: Athletic Director

Job Objective: Coaches assigned student athletic activity.

Minimum Qualifications:

- Sport-specific coaching skills verified by training and/or work experience.
- Available to work a non-traditional schedule and irregular hours when required.
- Comprehensive understanding of current interscholastic athletic program regulations.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Successful completion of cardiopulmonary resuscitation (CPR), automated external defibrillator (AED) and National Federation of State High School

Associations (NFHS) fundamentals of coaching and concussion awareness/prevention training is prerequisite requirement.

Physical Demands: Duties require lifting/moving heavy athletic equipment.

NOTE: Contracts are made available to licensed staff with appropriate knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of credentials and work history is required. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

- Essential Functions:**
- 1. Coaches assigned athletic activities (e.g., instruction, practice, games, etc.). Provides direction, support and accountability to help students benefit from program participation.**
- Attends mandatory programs (e.g., rules interpretation, safety clinics, etc.).
 - Conducts program risk assessments. Implements corrective measures as needed.
 - Directs the preparation/restoration of shared activity sites. Maintains orderly work/storage areas.
 - Protects district property. Implements procedures to prevent the loss of supplies/equipment.
 - Maintains an inventory of uniforms and equipment related to the assigned sport.
 - Works with district maintenance staff to ensure athletic fields are properly maintained and comply with conference/league and state athletic association regulations.
 - Oversees the ordering, distribution, collection and refurbishing of program uniforms.
 - Verifies the accuracy of correspondence, news releases, posters, etc., prior to public release.
 - Publicizes program information. Participates in preseason parent-student meetings. Informs students about rules and personal responsibilities. Verifies authorized fees have been paid.
 - Ensures all paperwork and certifications are submitted to the Athletic Director before assistant coaches and volunteers work with students.
 - Trains assistant coaches in methods to accomplish duties effectively.
 - Conducts unbiased professionally administered tryouts to select program participants.

HEAD COACH

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- Confirms scholastic eligibility. Verifies medical authorization forms for each participant are on file and readily available. Teaches safety precautions. Investigates/documents injuries.
- Ensures equipment is appropriate for the physical development and skill level of participants.
- Make sure all athletes receive appropriate instruction, support and opportunities to participate.
- Instructs participants in physical conditioning tactics.
- Promotes sportsmanship (i.e., ethics, fairness, fellowship, respect, etc.).
- Coordinates off-season activities (e.g., practice schedules, training clinics, etc.).
- Arranges transportation and accompanies students to/from sanctioned activities.
- Evaluates individual/team performance. Prepares statistics. Develops/refines game strategies. Conveys accurate timely scores and post-game reports to appropriate media as directed.
- Ensures program activities are self-sustaining except when authorized by the administration.

- Helps students develop fundraising proposals (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for administrative approval. Supervises fundraising activities.
- Complies with district accounting procedures. Ensures activity accounts are suitable for audit.
- Helps prepare end-of-season performance evaluations of all assigned staff and volunteers.
- Helps organize recognition events. Verifies students have fulfilled requirements for awards.
- Evaluates operational performance. Identifies short/long-range program needs and opportunities.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

HEAD COACH

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4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

Working

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, *if duties involve any the following situations:*

Conditions:

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

The Northwestern Local School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures and current contractual agreements.

**NORTHWESTERN LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: ASSISTANT COACH

File 403

Reports to: Athletic Director and Head Coach

Job Objective: Coaches assigned student athletic activity as directed.

- Minimum Qualifications:**
- Sport-specific coaching skills verified by training and/or work experience.
 - Available to work a non-traditional schedule and irregular hours when required.
 - Comprehensive understanding of current interscholastic athletic program regulations.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Successful completion of cardiopulmonary resuscitation (CPR), automated external defibrillator (AED) and National Federation of State High School

Associations (NFHS) fundamentals of coaching and concussion awareness/prevention training is prerequisite requirement.

Physical Demands: Duties require lifting/moving heavy athletic equipment.

NOTE: Contracts are made available to licensed staff with appropriate knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of credentials and work history is required. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

Essential

Functions:

1. Helps coach assigned athletic activities (e.g., instruction, practice, games, etc.). Provides direction, support and accountability to help students benefit from program participation.

- Attends mandatory programs (e.g., rules interpretation, safety clinics, etc.).
- Conducts program risk assessments. Implements corrective measures as needed.
- Helps prepare/restore shared activity sites. Maintains orderly work/storage areas.
- Protects district property. Implements procedures to prevent the loss of supplies/equipment.
- Assists with the ordering, distribution, collection and refurbishing of program uniforms.
- Verifies the accuracy of correspondence, news releases, posters, etc., prior to public release.
- Publicizes program information. Participates in preseason parent-student meetings. Informs students about rules and personal responsibilities. Verifies authorized fees have been paid.
- Helps conduct unbiased professionally administered tryouts to select program participants.
- Helps confirm scholastic eligibility. Verifies medical authorization forms for each participant are on file and readily available. Teaches safety precautions. Investigates/documents injuries.
- Ensures equipment is appropriate for the physical development and skill level of participants.
- Makes sure all athletes receive appropriate instruction, support and opportunities to participate.
- Instructs participants in physical conditioning tactics.
- Promotes sportsmanship (i.e., ethics, fairness, fellowship, respect, etc.).

ASSISTANT COACH

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- Helps coordinate off-season activities (e.g., practice schedules, training clinics, etc.).
- Arranges transportation and accompanies students to/from sanctioned activities.
- Evaluates individual/team performance. Prepares statistics. Develops/refines game strategies.
- Ensures program activities are self-sustaining except when authorized by the administration.
- Helps students develop fundraising proposals (i.e., budget, anticipated expenses, solicitation time-frame, funding sources, etc.) for administrative approval. Supervises fundraising activities.
- Complies with district accounting procedures. Ensures activity accounts are suitable for audit.
- Helps organize recognition events. Verifies students have fulfilled requirements for awards.
- Evaluates operational performance. Identifies short/long-range program needs and opportunities.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives are unclear.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

Working

Conditions:

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, *if duties involve any the following situations:*

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

The Northwestern Local School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an

exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures and current contractual agreements.

Athlete's Responsibility

1. All athletes are expected to abide by the rules of the O.H.S.A.A., the Northwestern Local School Board, the school, and those set by the coach or a squad.
2. An athlete is responsible for all school equipment issued to him/her and will return said equipment to the coach at the end of the season.
3. If an athlete is removed from a team for administrative or disciplinary reasons by the school administration, the duration of the removal is up to the school administration.
4. Athletes are not to be in equipment areas, storage areas, the coaches' offices, or locker rooms unless under the direct supervision of a coach.

5. An athlete removing themselves from an athletic team must advise the head coach of such a withdrawal.
6. In order to receive an award for participation in athletics, the athlete must have attended/participated in all official team functions unless excused by the coach; the athlete must be a member of the team in good standing at the end of the season and will be expected to attend the athletic awards program for their sport, unless excused by their coach or by the athletic office.
7. If a student is absent from school during the day, they will not be permitted to participate in or attend any school activities that evening unless they have been in attendance for $\frac{1}{2}$ of the regular school day. This includes contests and practices. Please advise the athletes of this.
8. Students are not to use the telephones in the coaches' offices except in the case of an emergency. Calling for a ride after practice is not an emergency. Students should know the approximate time that practice will end and then instruct whoever picks them up to be here at that time.

Ohio High School Athletic Association Rules

All coaches are responsible for knowing the OHSAA rules and regulations for their sport. These are available on line at the OHSAA.org or a copy can be obtained from the athletic office.

OHSAA Eligibility Rules (Rule4-4)

1. All student athletes must pass five academic subjects each grading period in order to be eligible the next grading period. In addition, the district requires that a student achieve at least a 1.67 GPA the grading period prior to the start of the sport.
2. Eligibility may be checked each week by the head coach of a sport using the athletic eligibility forms provided by the Athletic Office. It is recommended that this check be done weekly or every other week in order to keep track of the academic progress of each athlete on a team. When a grading period ends during a sport season, the athletic office will check the grade cards for all athletes participating in the sport.

Additional Athletic Policies

1. Reporting Athletic Contest Scores

As soon as possible after an athletic contest, match, etc., the coach is responsible for notifying the Springfield daily newspapers not represented at the contest of the score and any other pertinent information relative to the contest. This should be done, win or lose. Springfield Daily News and Sun phone number is 328-0345.

2. School Finances

Coaches are responsible for school money they collect. All money must be deposited with the school treasurer or athletic office on the same day it is collected or the next day if collected in the evening. Receipts must be given for all collected money.

3. FundRaising

- A. If a coach wishes to conduct a fund raising drive, he/she must first clear any such activity through the Athletic Director and the Athletic Boosters and complete the proper paperwork.
- B. The Northwestern Local School District **now operates concessions at all DAYTON DRAGONS home athletic events.** Teams will have an opportunity to raise funds for their programs by providing adult workers for concessions at selected athletic events and an amount per hour of volunteer time will be deposited in the athletic account for the sport they designate.

Procedure

Coaches may request, through the Athletic Department, to work concessions at selected events. Workers must be adults over the age of 18. Workers may sign up by contacting the Athletic Department. Workers will earn a volunteer amount of \$10.00 per hour worked that will be contributed towards the athletic program (i.e., football, basketball, tennis, volleyball, etc.) that they are volunteering for to raise money. Monies earned will be placed by the **Athletic Boosters** in a separate team account kept independent of District accounting records.

4. Keys and Building Codes

- A. Coaches will be assigned keys and building access cards that they need.
- B. Keys and cards will be issued through the Central Office.

5. Athletic Boosters

The Athletic Boosters is a support organization for the athletic programs at Northwestern High School. All Athletic Booster requests for assistance must be made in writing and submitted by the head coach to the Athletic Director. No coach is to directly solicit assistance from the Athletic Boosters.

Northwestern Local Schools Spectator Code of Conduct Policy:

Northwestern Local Schools, in association with the Ohio High School Athletic Association, promotes a positive interscholastic experience. The Board of Education believes that activities conducted for the benefit of the students of the School District are a meaningful component of the School District's total program. The Board further believes that through the participation in these activities, students learn important skills and values which will be of benefit throughout their lives. It is clear that both participants and spectators contribute to the educational value of these activities through good sportsmanship, and therefore, it is expected from athletes, coaches, officials, and spectators. Student and adult spectators should set an example of positive encouragement while supporting participants and modeling good behavior. Spectators should be respectful of their surroundings by using appropriate language and demonstrating responsibility for their actions.

Instances of disruptive behavior on the part of spectators at events lessens the educational value of the activity and results in a loss of esteem for the participants and the members of the community. Therefore, the Board of Education expects both participants and spectators at events to conduct themselves with the highest level of decorum. To this end, the Superintendent, Principal, Assistant Principal, Athletic Director, Police Officer, Official, Site Manager, or Designee under whose supervision the event is being conducted, may request such person or group of persons, who are engaging or participating in unsatisfactory behavior to cease, and/or to leave the school premises. The supervisor on duty may take reasonable action to ensure the orderly conduct of the event.

Failure to meet the expectations set forth, culminating in ejection from an event or other actions deemed inappropriate by the administration or designee, either home or away, will result in the following disciplinary actions. (Suspensions apply to both home and away events):

First Offense: The spectator is banned from attending any Northwestern Athletic event for a period of ten (10) school days. During the ban from athletic events, the individual is required to meet with school administration to review the school's expectations. Failure to meet with the administrative team during this period will result in an extended ban from athletic events. If the ejection occurs within the last ten (10) school days of the season, the suspension will carry over to the tournament or to the next sport season. A letter will be sent from the office of the Superintendent notifying the spectator of the ejection and the dates he/she is prohibited to attend district athletic events.

Second Offense: The spectator is banned from attending any Northwestern Athletic event for a period of one (1) calendar year from the date of the 2nd offense. All other requirements set forth in the first offense also apply.

Third Offense: The spectator is banned from attending any Northwestern Athletic events for a period of five (5) calendar years, from the date of the 3rd offense. All other requirements set forth in the first offense also apply.

Fourth Offense: The spectator receives a lifetime ban from all Northwestern Athletic events. A letter will be sent from the office of the Superintendent notifying the spectator of the ejection and the lifetime removal from all Northwestern athletic events.

Appeals Process: Any spectator who has been ejected can appeal the decision by meeting with the Athletic Director, High School Principal, Superintendent, and Board of Education President to discuss the decision within 48 hours of the suspension. The meeting will take place at a time and location that is agreed upon by all parties. The appeal meeting does not imply that the suspension will be reversed.

