

***MECHANICSBURG EXEMPTED VILLAGE SCHOOL DISTRICT***  
***EXTRA-CURRICULAR HANDBOOK***



**"MANY TEAMS ONE FAMILY, MECHANICSBURG ATHLETICS!"**

Boys Golf - Girls Golf - Boys Cross Country - Girls Cross Country - Girls Soccer - Volleyball - Football - Cheer  
Boys Basketball - Girls Basketball - Boys Bowling - Girls Bowling - Wrestling - Cheer  
Baseball - Softball - Boys Track and Field - Girls Track and Field

## **1.00 RESPONSIBILITIES**

### **1.01 SUPERINTENDENT**

The Superintendent shall keep the board of education informed of the policies and activities of the athletic department. The superintendent shall recommend for the approval to the board of education all members of the athletic staff including the athletic administrator.

### **1.02 PRINCIPAL**

The high school and middle school principals, in cooperation with the athletic administrator, shall be responsible for the development and control of athletics in his/her school. In addition the principal shall have the following specific duties:

- 1) To determine the eligibility of the athletes with recommendation from the athletic administrator.
- 2) To assist in coordination and coverage of athletic contests when needed.
- 3) To supervise and coordinate activities in relation to pep assemblies and award programs.
- 4) To see that all rules of the OHSAA and the Ohio Heritage Conference are strictly upheld at all times.
- 5) Serve as the official school designee as required by OHSAA bylaws.

### **1.03 ATHLETIC COUNCIL**

The function of the athletic council shall be to encourage harmony in planning and cooperation in the work of the athletic staff. They shall coordinate all efforts and activities toward the common goal of a complete program for the athletes of the Mechanicsburg Exempted Village School District.

**Mechanicsburg Athletics shall be guided by executive committee of the athletic council which is composed composed of the following members:**

- 1) Athletic Administrator (Chairman)
- 2) HS Principal
- 3) MS Principal
- 4) Two (2) Board Members that are assigned to the athletic committee

**Duties of the athletic council shall include, but are not limited to, the following:**

- 1) Monitor the interscholastic athletic program and abide by the rules and regulations established by the Mechanicsburg Exempted Village Schools Board of Education, the Ohio High school Athletic Association, and the Ohio Heritage Conference.
- 2) Recommend policies and procedures for the operation of Mechanicsburg Athletics.
- 3) To promote Mechanicsburg Athletics and establish the athletic program as an integral part of the total education program of Mechanicsburg Exempted Village Schools.

**Once a proposal is made athletic council voting shall be conducted as follows:**

- 1) One vote per member
- 2) A proposal receiving a majority of votes shall be sent to the superintendent as a recommendation to be approved by the board of education.

The athletic council shall meet on a quarterly basis with dates and times to be established by the athletic administrator.

## **2.00 COACHING REQUIREMENTS**

### **2.01 STATE MANDATED CERTIFICATION REQUIREMENTS**

First and foremost all coaches, including volunteers, are required to obtain an Ohio Department of Education(ODE) Pupil Activity Permit. In order to apply for the permit coaches must first have both BCI and FBI background checks on file with the ODE and the Mechanicsburg Exempted Village School District. Coaches will also need to obtain the following certifications:

- 1) First Aid for Coaches (Offered by the Mechanicsburg Athletics Training Staff, or at <http://NFHSLearn.com/> )
- 2) Concussion Training (Offered at <http://NFHSLearn.com/> )
- 3) Fundamentals of Coaching (One-time training offered at <http://NFHSLearn.com/> )
- 4) CPR/AED Training (Offered by the Mechanicsburg Athletics Training Staff)
- 5) Sudden Cardiac Arrest Training

More information pertaining to applying for the state mandated Pupil Activity Permit can be found at the following link: <http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Audiences/Coaching-Permits>

### **2.02 SUGGESTED COACHING GUIDELINES**

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

- 1) The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- 2) The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- 3) The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- 4) The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- 5) The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- 6) The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- 7) The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- 8) The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- 9) The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- 10) The coach shall not exert pressure on faculty members to give student special consideration.
- 11) The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

### 2.03 **MANDATORY RULES INTERPRETATION MEETING**

Any school sponsoring a sport recognized by the OHSAA in which a state tournament is held, must have the head varsity coach in that sport attend an OHSAA sponsored State Rules Interpretation meeting in that sport if such a meeting is held in order for teams or individuals from that school to be eligible to enter the OHSAA sponsored tournament.

### 2.04 **VARSITY HEAD COACH**

The varsity head coach shall oversee all levels of the school sponsored program from middle school through high school. The varsity head coach shall assist the athletic administrator in recruiting and hiring of all coaches within their program and will be expected to evaluate all coaches in the program, making recommendations for renewal or nonrenewal to the athletic administrator at the end of the season. The varsity head coach may also assign duties to all coaches in the program as they deem necessary and are responsible for ensuring all coaching duties are carried out in entirety for their respective program.

### 2.05 **PRE-SEASON REQUIREMENTS OF COACHING STAFF**

- 1) Attend and present members with a copy of rules and regulations of the program and go over them with the squad and their parents/guardians at the mandatory preseason program.
- 2) Ensure all students have a current physical examination on file before participating in practice. Ensure all students have submitted required paperwork before participating in a contest. ***See Required Forms***
- 3) Provide and maintain an up-to-date roster so that an eligibility list may be prepared and student athletes are certified for participation.
- 4) Input and maintain an up-to-date practice schedule on the online athletic calendar.

### 2.06 **POST-SEASON REQUIREMENTS OF COACHING STAFF**

- 1) Submit a list of award and letter winners to the athletic administrator.
- 2) Submit a digital overview of team statistics and game scores to the athletic administrator.
- 3) Attend and distribute awards at the end of season awards night.
- 4) The varsity head coach shall conduct an evaluation meeting with all paid coaches in their program. They will need to submit evaluations and supplemental completion forms for all MS, JV, and assistant coaches to the athletic administrator.
- 5) Submit to the athletic administrator an inventory of equipment and supplies for each level.
- 6) Provide a list of students, who did not return items along with an estimate of replacement cost of the unreturned items.
- 7) The varsity coach should collect and turn in keys for all non-teaching coaches.
- 8) Submit request for schedule changes.
- 9) Rate Officials for each varsity contest and send a list of 10 officials to nominate as OHSAA tournament officials.
- 10) Submit request for equipment and facility needs.
- 11) The varsity head coach shall schedule an evaluation meeting with the athletic administrator, turning in a self-evaluation at least two days prior to the evaluation meeting.

### **3.00 SPORTSMANSHIP**

#### **3.01 EXAMPLES OF GOOD SPORTSMANSHIP**

- Exhibits spirit of benevolence and genuine concern for the opponent
- Accepts results gracefully and acts fairly and courteously towards opponents and fans at all times
- Maintains self-control in all circumstances
- Refuses to cheer at an opponent's failure
- Assists a fallen opponent
- Compliments an opponent with gesture or praise
- Demonstrates courtesy towards the official
- Refuses to engage in any physical conflict

#### **3.02 EXPECTATIONS OF COACHES**

- Sets a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior
- Instructs participants in proper sportsmanship responsibilities and demands that they make sportsmanship their number one priority
- Respects judgment of contest officials, abiding by rules of event and displays no behavior that could incite fans
- Treats all opposing coaches, participants, and fans with respect, shakes hands with officials and opposing coaches in public
- Develops and enforces penalties for participants who do not abide by the sportsmanship standards

#### **3.03 EXPECTATION OF STUDENT ATHLETES**

- Treats opponents with respect, shakes hands prior to and after contests
- Respects judgment of contest officials, abides by rules of the event and displays no behavior that could incite fans
- Cooperates with officials, coaches, and fellow participants to conduct a fair contest
- Accepts seriously the responsibility and privilege of representing the school and community, displays positive public action at all times
- Exhibits high standards of sportsmanship established by the coach

#### **3.04 EXPECTATIONS OF CHEERLEADERS**

- Stimulates desired crowd response using only positive cheers, signs, and praises without antagonizing or demeaning opponents
- Treats opposing spirit groups and fans with respect
- Recognizes outstanding performances on either side of the playing field or court
- Knows the rules and strategies of the contest in order to cheer at proper times
- Maintains enthusiasm and composure, serving as a role model

#### **3.05 EXPECTATIONS OF PARENTS AND OTHER FANS**

- Realizes that a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others or be generally obnoxious
- Respect decisions made by the contest officials
- Is a role model by positively supporting teams in every manner possible, including content in cheers and signs

- Respects fans, coaches, and participants
- Is a Fan-Not a Fanatic

### 3.06 **EXPECTATIONS OF BOOSTER GROUPS**

- Demonstrates good sportsmanship at gates and in discussions
- Promotes good sportsmanship in the community
- Maintains equanimity when winning or losing
- Represents the booster organization and school with class, never stooping to public criticism of a player, coach, or program
- Does everything in the organization's power to promote good sports; Serves on behalf of the sports program without expecting any "favoritism" in return
- Participates actively in fundraising projects to help underwrite the athletic program
- Permits school officials to conduct the athletic program without interference
- Supports the coaches

## **4.00 COMMUNICATION GUIDE**

The Athletic Department is very pleased that your son/daughter has chosen to participate in the interscholastic program of the Mechanicsburg School. A goal of the Athletic Department is to provide all athletes with the most rewarding sports experiences possible. The department believes that this goal may not be realized without appropriate lines communication available to all parties involved. This "Communication Guide" has been developed to help coaches, parents, administrators and athletes communicate more effectively.

### 4.01 **CHAIN OF COMMAND**

The Mechanicsburg School in conjunction with its Department of Athletics follows the chain of command listed below. We ask that parents observe the order of this line of communication, if they elect to pursue any concern they may have with regard to the athletic program

- 1) Assistant Coach (if applicable)
- 2) Head Coach
- 3) Athletic Director
- 4) Grade/Building Principal
- 5) Superintendent
- 6) Board of Education

### 4.02 **COMMUNICATION THE COACH EXPECTS FROM THE PARENTS AND ATHLETES**

- Concerns expressed directly to the coach first
- Notification of schedule conflicts well in advance
- Special needs of the athlete; example, physical limitations that may not be obvious to the coach

### 4.03 **COMMUNICATION THE PARENTS SHOULD EXPECT FROM THE COACH**

- Philosophy of the coach
- Expectations the coach may have for the athlete and the team
- Locations of times and practices and contests
- Team requirements, for example: fees, special equipment, eligibility, attendance, off-season conditioning, etc.
- Procedure to follow should the athlete become injured during participation

- Requirements to earn a letter
- Disposition of lost/outstanding equipment at the end of the season

#### 4.04 **APPROPRIATE CONCERNS TO DISCUSS WITH A COACH**

As the athlete becomes involved in the various athletic programs of the Mechanicsburg School District, it is the Athletic Department's hope that he/she will experience some of the most rewarding moments of his/her life. It is important to understand that things may not always go as the parent or athlete wishes. Then discussion with the coach may be desirable (in fact encouraged) to resolve the issue and avoid a misunderstanding.

- The treatment of the athlete mentally and physically
- Ways to help the athlete improve
- Concerns about the athlete's behavior

#### 4.05 **INAPPROPRIATE CONCERNS TO DISCUSS WITH A COACH**

Many aspects of the highly emotional and dynamic setting of interscholastic athletics are often questioned. These may include decisions made by coaches, administration, officials, athletes, parents, and fans. As seen from the previous list, certain concerns can and should be discussed with the athletic coach. Other items are must be left to the discretion of the coach. The district coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved under the circumstances present.

- Playing time/Position Assignment
- Team Strategy/Play Calling
- Matters concerning other student athletes

#### 4.06 **PROCEDURE TO FOLLOW FOR PARENTS THAT HAVE A CONCERN**

There are situations that may require a conference between the coach and parent. Such a meeting when necessary is encouraged. It is important that both parties have a clear understanding of the other person's position. Each should be willing to listen. The following procedure should be followed to help promote a resolution to the issue.

- Contact the coach to set up an appointment
- If the coach cannot be reached after a reasonable period of time, call the Athletic Director. An appointment with the coach can be arranged
- Important: Please do not attempt to confront a coach before or after a contest or practice session. These can be emotional times for both parents and the coach. Meetings of this nature do not promote resolution and in fact often escalate the issue

#### The Next Step

What can a parent do the meeting with the coach does not provide a satisfactory resolution? Although total agreement may not always be reached, most often a meeting does afford the opportunity for productive discussion and better understanding. If the parent desires further communication, please call the Athletic Director to discuss the situation. The appropriate next step will be determined.

## **5.00 TRANSPORTATION OF STUDENTS**

### **5.01 BUS AND VAN REQUESTS**

It is the responsibility of the coach to input bus and van requests for away contests. The transportation requests should be made via the online transportation system at least 2 weeks in advance. Coaches should collaborate with the athletic director for trips that need to be scheduled on short notice. Capacity of a van is limited to seven (7) individuals plus the driver for a total of eight (8) people. Coaches must have a van endorsement and be board approved to transport students in school vans.

### **5.02 OUT OF SEASON TRANSPORTATION**

Out of season transportation is defined as any trip taken that is not during the interscholastic season as defined by the OHSAA for that particular sport. There will be a transportation fee assessed for out of season transportation. Trips must be approved through the transportation supervisor. Fees may be waived at the discretion of the building principal.

**Current Transportation Fee Rates-** Bus: \$4.50/Mile, Van(Certified, Board Approved Volunteer): \$0.55/Mile

### **5.03 OVERNIGHT TRIPS**

Overnight trips must be approved by the board of education. Mechanicsburg Athletics will cover the expenses associated with overnight trips for an OHSAA sponsored state tournament . Teams are expected to cover all cost associated with an overnight trip if an event is not an OHSAA sponsored state tournament.

## **6.00 BUDGET, FINANCES, AND PURCHASING POLICY**

### **6.01 ATHLETIC PURCHASING POLICY**

- 1) The athletic budget is reviewed yearly and a plan for the upcoming year is developed at the conclusion of the spring sports season.
- 2) Recommendations for the purchase of athletic equipment are to be made by the head coach of the program to the athletic administrator. The head coach shall make a recommendation for the entire program 7-12. Every effort will be made to fulfill all requests while operating within the means of the athletic budget and maintaining a fiscally responsible environment.
- 3) The head coach must work with the athletic administrator in filling out requisitions for all purchases before equipment is ordered. The athletic administrator and superintendent must approve all requisitions before a purchase order will be issued.
- 4) Once a purchase order is issued the head coach or the athletic administrator may place the order.
- 5) Any item purchased without a purchase order will be the financial responsibility of the person ordering the items.

### **6.02 DISPOSITION OF EQUIPMENT**

No athletic equipment, supplies, etc. shall be sold, given away or otherwise disposed of without written approval by the athletic administrator and the treasurer. A written request which indicates the type, quality, and amount of equipment to be disposed of must be submitted along with to whom will be receiving the items. All



monies collected from any approved sale of equipment is to be turned in to the athletic administrator for deposit into the athletic account.

#### 6.03 **FUNDRAISING ACTIVITIES**

Any fundraising activity by an extracurricular group or team must be approved by the central office. This includes fundraisers where the finances will be ran through the athletic boosters or other outside organizations. Requests must be submitted according to the timeline below. The online form can be accessed on the following link.

[Fundraiser Request Form](#)

<b>For Fundraiser to be held in:</b>	<b>Requests MUST be turned in:</b>
<i>September, October, November</i>	<i>Between June 1st - August 31st</i>
<i>December, January, February</i>	<i>Between September 1st - November 30th</i>
<i>March, April, May</i>	<i>Between December 1st - February 28th</i>
<i>June, July, August</i>	<i>Between May 1st - May 31st</i>

#### 6.04 **ATHLETIC BOOSTERS**

The Mechanicsburg Athletic Booster Club meets monthly. All coaches are encouraged to attend as many meetings as possible. Any financial request a coach has for the athletic booster club should be cleared and approved by the athletic administrator and/or principal before it is submitted to the booster club for approval. Coaches are expected to cooperate with booster club fundraising projects. Good public relations are established by helping the booster organization with various projects throughout the year.

### **7.00 ATHLETIC CODE OF CONDUCT**

#### 7.01 **PHILOSOPHY**

Participation in sports or extracurricular activities provides a wealth of opportunities and experience, which assist students in personal growth and development as well as self-expression, mental alertness and the development of self and team discipline. For these reasons, a great deal of emphasis is placed on good training habits. A student involved in athletics/extra-curricular activities must be willing to discipline his/her mind and body for rigorous competition.

Participation in athletics or extracurricular activities is a privilege that is regulated for many reasons; one of the most important being protection of health and safety. Athletes/extracurricular activity participants are individuals who have additional responsibilities to themselves, their team and their school. Individuals violating this Code harm themselves, their team and their school.

The primary objective of any athletic/extra-curricular activity program is to make mature men and women of all the participants. Some of the qualities that we are trying to develop are:

- ***Teamwork***- the ability and readiness to sacrifice personal glory and ambition for the good of the whole team; the ability to get along with others.
- ***Dedication***- the ability to set worthwhile goals and pursue them.

- **Discipline**- the ability to control oneself and make mature judgments both on and off the playing field.
- **Respect**- the ability to follow instructions and listen to authority.
- **Sportsmanship**- the ability to treat opponents and officials respectfully, accept winning humbly and defeat gracefully.
- **Pride**- the internal satisfaction of knowing that we have done our best.

The following rules and regulations apply to each athlete or activity participant. In addition, each coach or advisor may enforce additional rules applicable to his/her particular sport. Failure to follow the rules and regulations stated in this Code is cause for and could result in denial of participation from a number of contests/events and/or for the remainder of the athletic season or the school year. ***Participation in athletics or extracurricular activities is a privilege not a right. Each coach and/or advisor shall determine the extent of a student's participation in practices, scrimmages, and interscholastic or extracurricular events.***

## 7.02 **AGREEMENT STATEMENT**

The participant's intention to abide by this Code shall be evidenced in an agreement which shall be signed by the participant and the participant's parent and or guardian... Failure to sign the Agreement Form by either the student or the parent/guardian will result in non-participation in the athletic/extra-curricular activity program.

## 7.03 **DEFINITIONS**

- **Interscholastic Athletic Program:** All athletic teams grade 7-12 that compete with other schools; all cheerleading squads in grades 7-12.
- **Extra-Curricular Program:** Extra-curricular activities are those activities that are sponsored by, supported by, and identified by the Mechanicsburg Board of Education and are an extension of the "normal" school day.
- **Season:** The date established by the OHSAA for that sport to begin organized practice or any sub group to begin organized practice (ex. Pitchers/catchers). In the case of cheerleaders the season begins with the first organized practice called by the advisor.
- **Athlete**- A student is considered an athlete if he/she is involved in active practice after the season begins. The rules of this agreement are applicable to the beginning of the season for those students joining a team late.

## 7.04 **OHIO HIGH SCHOOL ATHLETIC ASSOCIATION (OHSAA)**

The student will abide by all the rules and regulations set for by the Ohio High School Athletic Association Constitution and Rules Handbook. Information is available at [www.ohsaa.org](http://www.ohsaa.org)

## 7.05 **ACADEMIC ELIGIBILITY**

Each student shall meet all requirements in the OHSAA rules affecting athletics in order to be eligible to participate in interscholastic competition. The following local requirements also need to be met:

Note: Students enrolled in nontraditional education must meet all requirements and submit proof of courses that they are currently enrolled in along with current grades by the dates established by the Mechanicsburg Board of Education.

- **High School Eligibility:** In order to be eligible in any nine week grading period, a student must have received passing grades in subjects that total a minimum of 5.0 credits in the previous grading period and maintain a G.P.A. of 1.67. Also, a student must not have failed more than one (1) course the previous grading period. With block scheduling the credit hours are multiplied by a factor depending on the length of

the course. Semester long courses are multiplied by a factor of two (2) and quarter long courses are multiplied by a factor of four (4).

- ***Middle School Eligibility:*** A student enrolled in the 7<sup>th</sup> grade for the first time will be eligible for the first grading period. Thereafter, a student in grade 7 or 8 must have received passing grades in a minimum of 5 courses taken the preceding grading period. Only five day a week courses or their equivalent are to be considered in determining eligibility.

#### 7.06 **FORMS AND RELEASES**

Before a student may participate in any sport, including practices, he/she must have the following information on file with the athletic office:

- 1) The Ohio High School Athletic Association health questionnaire and physical examination card, with student, parent and physician's signature.
- 2) Insurance release forms with insurance information, signature, and date.
- 3) Emergency Medical Notification Form.
- 4) Interscholastic Student-Athlete Code of Conduct and Drug Screen Consent Agreement.
- 5) Ohio Department of Health Concussion Awareness.
- 6) The Ohio High School Athletic Association Eligibility Bulletin.

#### 7.07 **ATTENDANCE AT SCHOOL**

Each athlete/extra-curricular activity participant is expected to attend classes on his/her schedule on the day of a contest or practice and on the next school day following a contest or practice. Failure to maintain this regular attendance pattern will result in a review by his/her coach/advisor, and if appropriate, disciplinary action.

To be eligible to be able to participate in the contest/practice/activity of the day, the athlete/extra-curricular participant must be present for ½ or more of their scheduled classes, unless the student has been excused from school attendance for such reasons as doctor's appointment, field trip, college visitation, or driver's test. When emergency situations arise, the student shall inform his/her coach and request special consideration. The coach may grant such consideration after obtaining the approval of the principal and/or the athletic director.

#### 7.08 **ATTENDANCE AT PRACTICE AND TEAM MEETINGS**

Each athlete is expected to be present at all practices, team meetings, contests, and special occasions unless he/she is absent from school and is excused by his/her coach.

#### 7.09 **CARE OF SCHOOL EQUIPMENT**

The athlete is responsible for all equipment issued to him/her. Lost, stolen or intentionally damaged equipment must be paid for by the athlete or his/her parents and or guardians at the cost of replacing the item. This is to be done immediately. **A student who has not taken care of all obligations by the season's end will not receive his/her awards and/or diploma and in addition will be barred from participating interscholastically until the obligation has been met.**

#### 7.10 **GROOMING AND DRESS**

All athletes should take pride in their dress and grooming. Personal appearance, both dress and hair shall be neat and reasonable, as established by team standards. An athlete shall dress presentably at all times- during practice, on trips, assemblies, or at awards programs/banquets. Only uniforms issued by the Athletic

Department will be permitted to be worn for contests. All aspects of the student dress and grooming policy will be in effect at all times as established in the Student Handbook.

#### **7.11 TRANSPORTATION TO ATHLETIC CONTEST/ACTIVITIES**

All team members/participants will travel to and from out-of-town contests/events by means of transportation provided by the Board of Education. Private transportation will be used when it is not feasible to transport students by bus or school van. Students will be permitted to ride with parent/guardian only after they have talked to the coach and provided a written request to transport (outlining details) signed by the athletic director and/or principal. Forms are available on the Mechanicsburg website or your coach can provide a form.

#### **7.12 MEDICAL RELEASE AFTER ATHLETIC INJURIES**

Students should report all injuries to the athletic trainer and the coach. If an athlete is seriously injured (doctor's care needed), he/she must have a written doctor's release before he/she can resume competition in games or participate in practices.

#### **7.13 LETTERS AND AWARDS**

All participants are expected to attend the athletic awards program held at the end of each season. The student will not receive the award unless he/she is present or is excused from attendance by the coach. Students may be excused from these recognition programs only for emergency situations and only with the approval of their coach.

#### **7.14 EXTRACURRICULAR FEES**

All members of an extra-curricular team/squad will be assessed an extra-curricular fee. This fee allows the student to be a member of the team/squad and does not guarantee any specific amount of playing time. The fee goes to the BOE to help off-set costs of coaches/advisor salaries, custodial salaries, transportation costs and utilities. The fees will be assessed as follows for each activity/sport that a student participates in:

**Participation Fee:** \$50 per student per sport with a \$200 family cap on participation fees per school year.

**Note:** The cap applies to families of students participating in high school or middle school sports or across both.

Fees are to be paid in full by the dates established by the Department of Athletics. Nonpayment of the fee by the deadline will result in denial of participation in the activity. Refunds may be issued on a case-by-case basis for medical reasons only.

#### **7.15 TEAM AND INDIVIDUAL DISCIPLINE**

Each coach will have discipline rules for infractions, such as inattention to directions, horseplay, tardiness to practice, etc. These rules shall be in writing and approved by the athletic director and building principal. The athlete's intention to abide by these rules shall be evidenced in an agreement which shall be signed by the athlete and the athlete's parent and or guardian. Failure to sign the Rules Form will result in non-participation in the athletic program. They shall also be distributed to the athlete, posted in the respective locker rooms and be on file in the athletic director's and principal's offices.

## 7.16 PARTICIPATION ON TWO TEAMS

A high school student (grades 9-12) may participate in two sports during the same season. A contract signed by the athletic administrator, coaching staffs, athlete and the parent must be filed with the athletic director. Without a contract, the student will not be permitted to participate on two teams during one season. The student **MUST** declare which will be his/her primary sport (attend all practices/games/meets) for that season at the beginning practice for that team. This declaration must be in writing and signed by the student athlete, parents and or guardian and both coaches involved and filed with the athletic director. A middle school student (grades 7-8) **MAY NOT** participate in two sports during the same season.

The following guidelines have been agreed upon by the \_\_\_\_\_ and \_\_\_\_\_ coaching staffs. An athlete who choose to participate in both sports must agree to the following terms:

1. Each athlete that elects to participate in two sports in the same season must declare a primary sport prior to the first official day of practice as set forth by the Ohio High School Athletic Association.
2. The athlete agrees to participate in all primary sport functions (contest, practices, scrimmages, etc.). Secondary sport participation will only take place when there is no conflict, or by permission of the head coach of the athlete's primary sport.
3. All athletes who participate in two sports are expected to follow any rules and regulations established by coaches of each sport. Extent of participation will be based on adherence to these rules, as well as coach's discretion.
4. An athlete who chooses to quit his/her primary sport, forfeits his/her right to participate in either sport. An exception may occur if there is mutual consent of both coaches.
5. An athlete may not switch primary sports during the season, unless there is mutual consent of both coaches.

Primary Sport: \_\_\_\_\_ Secondary Sport: \_\_\_\_\_

Athlete's Signature \_\_\_\_\_ Date \_\_\_\_\_

Athlete's Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Primary Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

Secondary Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

Athletic Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

## 7.17 **PERSONAL CONDUCT**

Participation on an athletic team/extracurricular activity or cheerleading squad in the Mechanicsburg Schools is a privilege and the participants must earn the right to represent the school by conducting themselves in such a way that the image and reputation of the school would not be tarnished. Any participant whose conduct is judged to reflect a discredit upon themselves, the team, or the school will be subject to disciplinary action. Examples of unacceptable conduct would include, but are not limited to the following: vulgar language, fighting, physical or verbal outbursts, violations of the law, theft, vandalism, assault, insubordination, etc. Each coach and/or advisor shall determine the extent of a student's participation in practices, scrimmages, and interscholastic or extracurricular events.

It is anticipated that violations of the Athletic Code will not happen. A verbal warning will handle most situations. A violation of the Athletic Code occurs when the coaching staff or school personnel sees the offense and/or when the student is confronted and admits being guilty and/or when after evidence is presented to the administration and after an investigation, the administration determines that a violation has occurred.

If a report is made to a coach by another coach or school personnel concerning an observed infraction but no action is taken, a written explanation will be given to the athletic director. Consistent enforcement is required.

The penalties will accumulate throughout the sports season. As offenses would accumulate the student athlete/participant will receive the following based upon coach/advisor's discretion:

- a) The coach will give the athlete extra duties. This may be done before or after practice. This may consist of drills, extra conditioning, running, calisthenics, or others. These will be established as individual rules prior to the start of the season.
- b) The athlete will be denied participation from interscholastic contests. During this denial, the athlete may practice with the team and be present with the team at the interscholastic contests at the coach's discretion. A denial of participation may be appealed as outlined in Section XXI Due Process.
- c) The athlete will be removed from the team for the remainder of the season and forfeit his/her awards for that sport. Removal from a team may be appealed as outlined in Section XXI Due Process.

## 7.18 **USE OF TOBACCO, NARCOTICS, DRUGS, OR ALCOHOLIC BEVERAGES**

An athlete shall not possess, use, transmit, sell, offer to sell, conceal, consume, share, transfer, handle, smoke, deliver, store, acquire, buy, represent, make, supply, or be under the influence of illegal drugs, build altering chemicals, look-alike drugs, alcohol, narcotics, marijuana, isobutyl nitrate, stimulants, hallucinogenic drugs, amphetamine, barbiturate, tranquilizer, intoxicant, solvent, gas, inhalants, amyl nitrate, or any mood altering chemical, drug or abuse of prescription drug and counterfeit substance, tobacco or tobacco product, or any object designed to inject, conceal, smoke, or enhance the effects of any items previously listed or any object deemed drug related including rolling papers. Upon evidence of violation of this section, the athlete shall be held accountable as outlined in the Athletic Drug Policy.

#### 7.19 **QUITTING A TEAM**

Athletes quitting a team will be ineligible for any sport during the season UNLESS they have talked to the coach prior to quitting. After talking to the coach, an agreement to allow the student to participate in another sport must be made and signed by the two head coaches and the athletic director (Principal if one of the coaches is the athletic director) based upon the particular circumstances. An athlete who goes out for a sport but is “cut” would be eligible to try out for and participate in another sport during the season.

#### 7.20 **REMOVAL FROM A TEAM**

A student permanently removed from an athletic team because of failure to follow this Code shall not participate in another sport until the sport of dismissal has finished the season, including the postseason.

#### 7.21 **PERMANENT REMOVAL FROM A TEAM**

Permanent removal from a team will be made by the coach of the sport, athletic director or principal after consultation with the coach. A permanent removal may be appealed as outlined under “Due Process”. Causes for removal from a team shall include, but not be limited to the following:

1. Violation of the Tobacco, Narcotics, Drugs or Alcoholic Beverages sections as outlined in this Code.
2. Continued violations of the district Student Code of Conduct.
3. Repeated violations of school athletic or team policies.
4. Verbal or physical attack upon an opponent, contest official, school employee, fan, coach, or any other person at any game or practice.
5. Continued acts of unsportsmanlike conduct.

#### 7.22 **DUE PROCESS**

In the event of permanent removal from a team or squad or denial of participation from interscholastic competition (contests), an athlete may request a hearing before the coach and the athletic director. The coach and the athletic director will have investigated the incident in order to have specific charges enumerated to the athlete. The athlete shall state his/her version of the incident and may ask questions. If an athlete must be disciplined, the coach and the athletic director are responsible to (1) tell the athlete what the offense is and what the punishment will be; (2) call the athlete’s parent(s) and or guardian and explain to them what the offense and punishment is; (3) write a letter to the parent(s) and or guardian, Principal and keep one copy explaining what the offense and punishment is.

If the athlete and his/her parents disagree with the judgment of the coach and athletic director, the parent has the right to appeal the decision. The parent and or guardian must write a letter to the athletic director explaining their objection to the decision within three (3) days after notification of the student and parent. A meeting with the athlete, coach, athletic director, parents and/or guardian, Principal, and Superintendent will be held within three (3) days. If the parents are still dissatisfied with the decision, the parents have the right to appeal the decision to the board of education.

An athlete will not be permitted to participate in interscholastic competition (contests) during the appeal process.

*The importance of all regulations and guidelines contained in this policy should be apparent. The school administration and coaching staff feel strongly that high standards of conduct and self-discipline are essential in*

*maintaining a sound athletic program. It is our intent to enforce rules that reasonably pertain to health and safety of the individual as well as the orderly procedures required to conduct a structured athletic program.*

## **8.00 EXTRACURRICULAR DRUG AND ALCOHOL POLICY**

The Mechanicsburg Board of Education believes that extra-curricular activities are an integral and important part in the development of a student's educational program. Participation in extracurricular activities is encouraged by the Board of Education. To be in extracurricular activities in the Mechanicsburg School District is to make a commitment and it is the student's responsibility to meet that commitment by maintaining a higher standard of conduct. In addition to the Guidelines as outlined in Section XVII of the Athletic Code and Board Policy regarding drugs and alcohol, the Mechanicsburg Board of Education further establishes the following policy for students who participate in school-sponsored, student-related, extra-curricular activities.

### **8.01 Extra-curricular Activities Identified**

Extra-curricular activities are those activities that are sponsored by, supported by, and identified by the Mechanicsburg Board of Education and are an extension of the "normal" school day. The activities to be included in this policy include: all athletics at all levels, marching band, student council, theater, cheerleading, flag corps, majorettes, all school clubs, National Honor Society (membership may be retained, refers to activities only), school sponsored and board approved trips.

### **8.02 Violations**

In addition to the Mechanicsburg Board of Education drug and alcohol policy, there are additional responsibilities of trust and confidence placed upon students participating in extracurricular activities. Those who violate the following rules shall be disciplined as indicated:

Any student participating in any extracurricular activity shall not possess, use, transmit, sell, offer to sell, conceal, consume, share, transfer, handle, smoke, deliver, store, acquire, buy, represent, make, supply, or be under the influence of illegal drugs, build altering chemicals, look-alike drugs, alcohol, narcotics, marijuana, isobutyl nitrate, stimulants, hallucinogenic drugs, amphetamine, barbiturate, tranquilizer, intoxicant, solvent, gas, inhalants, amyl nitrate, or any mood altering chemical, drug or abuse of prescription drug and counterfeit substance, tobacco or tobacco product, or any object designed to inject, conceal, smoke, or enhance the effects of any items previously listed or any object deemed drug related including rolling papers. A student shall be considered in violation of these rules for any occurrence that takes place throughout the year(365 days). Violation of this policy must be reported by one of the following; school personnel, law enforcement personnel, urinalysis drug screen (athletes only), and/or by student admission. There is a 30 day statute of limitations on reporting all offenses. After reported, a meeting will be held with the student and parent. Students will start with no offenses when entering the 7th grade and 9th grade. Any penalty that is circumvented in any way will still apply to the next season in which the student participates in, regardless of grade level.

**A. First Offense:** For in season(as defined by the OHSA) offenses the student shall be denied the privilege of participating in the extracurricular activity for 20% (10% for a tobacco related offense) of the maximum number of allowable regular season contests. If the student circumvents the penalty or the penalty is not fully served in anyway, the penalty will then be applied to the next season in which the student participates in. If the violation occurs outside or of an athletic season the penalty would apply to the next sport in which the student participates in. Evidence of enrollment in an appropriate drug-alcohol abuse program must be submitted before the student-athlete is able to return to extracurricular activities. The student must cooperate fully with the recommendations and submit evidence of completion to the athletic office. Failure



to enroll or submit evidence of completion of an appropriate drug-alcohol abuse program will result in denial of participation for the remainder of the season and the next.

- B. Second Offense:** The student will be ineligible for all extra-curricular activities for the remainder of the current season and the next athletic season. If the second offense occurs outside of an athletic season then the student will be denied participation in the next two athletic seasons.

A student-athlete may be reinstated prior to serving the full suspension if the student submits evidence that they have met the following criteria:

1. Served a minimum of a full season suspension. For example a student that is suspended and denied participation in 11 of 22 basketball games has served 50% of a penalty and could be reinstated after serving another 50% penalty in the next athletic season if he/she meets the requirements for reinstatement. The student is expected to fully participate with both teams as a regular team member, but would be denied the privilege to participate in contests during the suspension.
2. Completes 40 hours of community service. All community service must be approved in writing by the athletic director prior to the accumulation of any hours.
3. Continue enrollment in a chemical dependency assessment and follow-up program, and submits drug screens for the rest of the current season and the next. All expenses for additional counseling and drug screens will be the responsibility of the student.

- C. Third Offense:** The student will be permanently denied the privilege of participating in any athletic activity at Mechanicsburg Exempted Village Schools.

#### PROCEDURES IN THE EVENT OF A POSITIVE RESULT DRUG SCREEN

- A. Whenever a student athlete's test result indicates the presence of illegal drugs or banned substances, the following will occur:

- (1) The parent/guardian/custodian has the option to request that the vendor have the split portion of the specimen tested at a different testing laboratory approved by the principal or his/her designee. The parent/guardian/custodian must pay for all costs associated with the testing of the second sample. This request (split) must be made within three (3) days, and if not requested, the first sample will be accepted. Payment will be paid directly to the school.
- (2) If the second sample tests positive, the Building Principal, within 24 hours, will notify the parent/guardian/custodian first, then the student and Prevention Coordinator of any positive results. A written notification from the Building Principal, by form letter, will be sent to the parent/guardian/custodian by certified mail. The Building Principal may keep all test results for a period up to one year.
- (3) Confirmed presence of illegal drugs or banned substances from specimen collected following the **Policy for Random Urine Drug Testing of Mechanicsburg Exempted Village School District Students Participating in Interscholastic Sports (IGDIA)**, will be considered a positive result.

- A. First Incident:

Students will start with no offenses when entering the 7th grade and 9th grade. Any penalty that is circumvented in any way will still apply to the next season in which the student participates in, regardless of

grade level. A student shall be considered in violation of these rules for any occurrence that happens after the season begins and after he/she has begun active participation in an extracurricular. For the first positive result, the student-athlete will be denied the privilege of participating in the extracurricular activity for 20% (10% for tobacco related offense) of the maximum number of allowable regular season contests and:

- (1) Within five days having 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 a chemical dependency assessment and then follow the recommendations of the counselor. If treatment is recommended, it must be with an Ohio Certified Chemical Dependency Counselor. The Student must also submit to urine testing, via the vendor, for up to five collections. The parent/guardian/custodian will be responsible for paying all costs of these follow-up urine tests. Cost of each test will be paid directly to the school. If the student athlete refuses to submit to the random urine samples, or unduly delays in providing such samples, the athlete will be denied participation for the remainder of the current season and the next athletic season. Parent/guardian/custodian is responsible for all expenses associated with chemical dependency counseling. If the student circumvents the penalty or the penalty is not fully served in anyway, the penalty will then be applied to the next season in which the student participates in.

B. Second Incident:

For the second positive result the student athlete will be denied participation in athletics for the remainder of the current season and the next athletic season.

A student-athlete may be reinstated prior to serving the full suspension if the students submits evidence that they have met the following criteria:

1. Served a minimum of a full season suspension. For example a student that is suspended and denied participation in 11 of 22 basketball games has served 50% of a penalty and could be reinstated after serving another 50% penalty in the next athletic season if he/she meets the requirements for reinstatement. The student is expected to fully participate with both teams as a regular team member, but would be denied the privilege to participate in contests during the suspension.
2. Completes 40 hours of community service. All community service must be approved in writing by the athletic director prior to the accumulation of any hours.
3. Continue enrollment in a chemical dependency assessment and follow-up program, and submits drug screens for the rest of the current season and the next. All expenses for additional counseling and drug screens will be the responsibility of the student.

C. Third Incident:

For the third positive result the student athlete will be permanently denied the privilege of participation in athletics at Mechanicsburg Exempted Village Schools.



**MECHANICSBURG EXEMPTED VILLAGE SCHOOL DISTRICT  
ATHLETIC CODE OF CONDUCT AND EXPECTATIONS  
INFORMED CONSENT AGREEMENT**

STUDENT'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_  
(PLEASE PRINT)

**AS A STUDENT:**

- I understand and agree that participation in athletic activities is a privilege that may be withdrawn for violation of the **Athletic Code of Conduct and Expectations**, hereinafter called the **Code of Conduct**.
- I have read the **Code of Conduct** and thoroughly understand the consequences that I will face if I do not honor my commitment to the **Code of Conduct**.
- I understand and realize that there is risk of injury in participating in athletic activities.
- I understand that when I participate in any athletic program, I will be subjected to initial and random urine drug testing, and if there is evidence of evasion of drug testing, this will be considered a positive test result. I have read the consent on the reverse side of this form and agree to its terms.
- I understand this is binding while a student at Mechanicsburg Exempted Village Schools.

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**AS A PARENT/GUARDIAN/CUSTODIAN:**

- I have read the Code of Conduct and understand the responsibilities of my son/daughter/ward as a participant in athletic activities in the Mechanicsburg Exempted Village Schools.
- I pledge to promote healthy lifestyles for all student athletes of the Mechanicsburg Exempted Village Schools.
- I understand and realize that there is an assumed risk of injury involved for my son/daughter/ward as a participant in athletic activities.
- I understand that my son/daughter/ward, when participating in any athletic program, will be subjected to initial and random urine drug testing and if there is evidence of evasion of drug testing, this will be considered a positive test result. In the event an athlete cannot provide a urine sample at specified time, they are required to report to the Memorial Hospital of Union County in Marysville by 5:00 PM the same day or it is considered a positive test result. I have read the consent on the reverse side of this form and agree to its terms.
- I understand this is binding while my son/daughter/ward is a student at Mechanicsburg Exempted Village Schools.

\_\_\_\_\_  
Parent/Guardian/Custodian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian/Custodian Name (Please Print)

\_\_\_\_\_  
Home Phone

*The Athletic Department reserves the right to deny participation in contests and/or practices for any student-athlete who has not submitted a signed agreement. Deadlines for timely completion will be determined by the Athletic Department.*



## AGREEMENT

\_\_\_\_\_  
Signature of Athlete

\_\_\_\_\_  
Date

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date