

Lancaster City Schools Mission Statement

The mission of Lancaster City Schools is to prepare students of all ages to meet academic, social, civic, cultural, and employment needs of the 21st Century.

Lancaster City Schools Vision Statement

Lancaster City Schools has a vision of a community focused on student achievement.

Athletic Department Philosophy

The participation in athletics by our students promotes the vision of Lancaster City Schools. Our athletic programs will develop their athletic skills, encourage a student to be a good citizen, challenge their intellectual skills, and teach the value of teamwork. Athletics are not separate from the educational process, but rather an integral part of it. The lessons learned on the fields and courts are lessons in competition, sacrifice, teamwork, and goal setting. These lessons remain with a student for a lifetime. The Athletic Department is committed to developing successful athletic programs. The programs are committed to providing a challenging, competitive environment in which the ideals of sportsmanship, personal integrity, moral character, and teamwork are stressed while the opportunity for a student-athlete to develop their athletic skills to their fullest potential exists. Participation in athletics will always be more than a team's win-loss record.

"Upon the fields of friendly strife are sown the seeds that on other fields on other days will bear the fruits of victory." General Douglas McArthur

Program Goals

1. To encourage athletes to reach high levels of academic achievement.
2. To encourage team and individual confidence, effort and performance.
3. To encourage the ability to meet challenges and develop leadership.
4. To encourage desirable habits of conduct and self-discipline.
5. To provide an opportunity to exemplify fair and good sportsmanship.
6. To provide disciplinary training which teaches obedience, loyalty, team play, personal pride, respect for the rights of others, and the will to win.
7. To develop athletes who are sound in fundamentals and proficient in skill areas.
8. To develop athletes who will accept and carry out responsibility.
9. To develop athletes who have high moral and ethical standards.
10. To provide positive athletic experiences and develop athletes who are proud to be members of a "GOLDEN GALE" athletic team at LHS, Thomas Ewing and General Sherman.

Affiliations

Lancaster City Schools are a member of the Ohio High School Athletic Association and the Ohio Capital Conference for varsity athletics. As a member of the O.H.S.A.A., Lancaster City Schools agrees to abide by and cooperate with all rules and regulations of the O.H.S.A.A. This shall take precedence over any and all stipulations that may guide the athletic policies of Lancaster Athletics.

The O.C.C. is an affiliated league composed of member schools in the Central Ohio area. Its primary purpose is to promote wholesome athletics, good citizenship, and to foster competitive rivalries through an effective league organization with a workable set of rules and regulations that work to insure a strong and effective athletic conference.

Alignments for 2009-10, 2010-11, 2011-12:

| Ohio | Central | Cardinal | Capital |
|-----------------|----------------|------------------|------------------|
| Gahanna Lincoln | Westerville C | Dublin Coffman | Watkins M |
| Grove City | Westerville N | T. Worthington | Franklin Hts |
| Groveport | Westerville S | Westland | New Albany |
| Reynoldsburg | Dublin Scioto | Central Crossing | Mt. Vernon |
| Newark | O. Liberty | H. Davidson | Hilliard Bradley |
| Pick North | Olentangy | H. Darby | Big Walnut |
| Pick Central | Marysville | U. Arlington | Delaware |
| Lancaster | D. Jerome | W. Kilbourne | O. Orange |

Junior High Affiliations

Lancaster City Schools are affiliated with the 7th-8th grade Ohio Capital Conference League. This league consists of all the Middle School/Junior Highs in the school districts that comprise the Ohio Capital Conference.

2008-2009 OCC MIDDLE SCHOOL DIVISIONS

| A | B | C | D |
|-----------------------|-------------------|-------------------------------|---|
| Brookpark | Dublin Sells | Westerville Genoa | Worthington Worthingway Worthington |
| Jackson | Dublin Karrer | Westerville Heritage | Kilbourne |
| Pleasant View | Dublin Grizzell | Westerville Walnut Springs | Worthington Perry/McCord |
| Finland | Dublin Davis | Westerville Blendon | UA Hastings |
| Norton | Hilliard Heritage | Delaware | UA Jones |
| | Hilliard Memorial | Big Walnut | |
| | Hilliard Weaver | | |
| E | F | G | H |
| Olentangy Hyatts | Gahanna East | Newark Wilson | Reynoldsburg Wagonner Reynoldsburg |
| Olentangy Orange | Gahanna West | Newark Liberty | Baldwin |
| Olentangy Shanahan | Gahanna South | Newark Heritage | Pickerington Lakeview |
| Olentangy Liberty | New Albany | Lancaster Ewing | Pickerington Ridgeview |
| Marysville 1 | Mount Vernon | Lancaster Sherman | Groveport |
| Marysville 2 | | | Watkins Memorial |

Approved Sports for Lancaster City Schools

High School Athletic Programs (Grades 9-12)

| | |
|---------------------|----------------------|
| Boys Cross Country | Girls Cross Country |
| Football (Boys) | Girls Volleyball |
| Boys Soccer | Girls Soccer |
| | Field Hockey (Girls) |
| | |
| Boys Basketball | Girls Basketball |
| Boys Swimming | Girls Swimming |
| Boys Bowling (Club) | Girls Bowling (Club) |
| Wrestling (Boys) | Gymnastics (Club) |
| | |
| Boys Track | Girls Track |
| Baseball (Boys) | Softball (Girls) |
| Boys Tennis | |

Junior High Programs (7th & 8th grades)

| | |
|-----------------------------|------------------------------|
| Football (Boys) | Volleyball (Girls) |
| Boys Cross Country | Girls Cross Country |
| Boys Golf (Developmental) | Girls Golf (Developmental) |
| | |
| Boys Basketball | Girl Basketball |
| Wrestling (Boys) | |
| | |
| Boys Track | Girls Track |
| Baseball (Club) | Softball (Club) |
| Boys Tennis (Developmental) | Girls Tennis (Developmental) |

Note: Club Sports:

- a. Are not financially supported by Board of Education
- b. Are not financially supported by Athletic Department
- c. Participants do not pay participation fee
- d. Can participate in OHSAA and OCC approved contests
- e. All participants must meet all OHSAA and LCS eligibility requirements
- f. All participants are eligible for athletic awards

Developmental Sports:

- a. Are financially supported by Board of Education
- b. DO NOT participate in contests with other schools or club teams
- c. All participants pay participation fee
- d. No athletic awards are earned

Section 2. Code of Conduct

A. Student/Athlete Discipline:

1. Students of the Lancaster City School District may be subject to discipline, including, but not limited to suspension, expulsion or emergency removal from school, for behavior in violation of the code of conduct that occurs either (1) on school premises, on school transportation, or at any school sponsored activity, or (2) off school premises if the behavior disrupts, or has the potential to disrupt, the educational process in the schools or deprives or has the potential to deprive, other students of their right to an education within the curricular or co curricular program or privilege of participation in the extracurricular program, including behavior that occurs off school property but is connected to activities or incidents that have occurred on school property, or actions, regardless of where they occur, that are directed at a Lancaster City school official or employee, or the property of such official or employee. **In the case of an athlete violating a criminal law, the athlete will be denied the privilege to participate until an investigation is completed. Upon completion of the investigation, a determination of what discipline if any, will be made.**
2. The Superintendent, other district administrative personnel, or personnel employed by the district to direct, supervise, or coach a pupil activity program may prohibit a student from participating in any particular or all extracurricular activities for such period of time as the person implementing the prohibition determines to be appropriate. Unless otherwise provided in any specific rules governing the particular extracurricular activity, prohibition from participation in extracurricular activities does not trigger the same notice, hearing and appeal procedures that apply to suspension, expulsion or emergency removal of students from school. **Any conduct in violation of any criminal status or any gross misconduct which is substantially likely to have adverse impact on Lancaster High School or the Athletic program is cause for immediate removal from the team for the remainder of the season.**

- B. Expectations: Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character. All athletes are expected to conduct themselves in a manner that reflects a positive image to Lancaster City Schools. Good conduct is expected in the classroom and at all activities outside of the school day. The Athletic Code of Conduct is in effect for all athletes 12 months of the year.
1. Good conduct violation consequences may result in coach's discretion of discipline, denial of participation, to removal from team. Consequence will be based on the nature of the good conduct violation.
 2. An athlete denied the privilege to participate is also denied the privilege to attend any Lancaster athletic contest during designated denial of participation unless approved by the building principal.

C. Tobacco, Alcohol, Drug Violations/Consequences

1. Athlete may not possess, consume, use, distribute, or sell.
2. Drugs are defined as any possession or improper use of an illegal narcotic, controlled substance, or over the counter or prescription drug not prescribed to the athlete.
3. An athlete may not remain in the proximity of alcohol or drug use. An athlete will be considered “in the *proximity*” if they do not remove themselves from the place where alcohol is being used illegally by persons under the age of 21 or from the place where drugs are being used illegally. Athletes may call a parent, relative, coach, school administrator, or the athletic director to be removed from the situation.

Admission to violation: Athlete freely admits to violation of specific incident. An athlete will be given only one opportunity to freely admit during an investigation.

| | First Violation | Second Violation | Third Violation |
|--------------------------------|--|---|--|
| Consequence with Counseling | Denied privilege of Participation in 10% of scheduled games. 1 game minimum. | Denied privilege of Participation in 50% of scheduled games. 4 game minimum. | Denied privilege of Participation for remainder of high school career. |
| Consequence without Counseling | Denied privilege of Participation in 50% of scheduled games. 4 game minimum. | Denied privilege of Participation for 1 calendar year from date of violation. | Denied privilege of Participation for remainder of high school career. |

Non-admission to violation: Athlete does not freely admit and investigation concludes the athlete was in violation.

| | First Violation | Second Violation | Third Violation |
|--------------------------------|--|---|--|
| Consequence with Counseling | Denied privilege of Participation in 20% of scheduled games. 2 game minimum. | Denied privilege of Participation for 1 calendar year from date of violation. | Denied privilege of Participation for remainder of Jr./High School career. |
| Consequence without Counseling | Denied privilege of Participation in 50% of scheduled games. 4 game minimum. | Denied privilege of Participation for remainder of Jr./High School career. | |

VOLUNTARY REFERRAL

An athlete, his/her coach, or parent/guardian may make a “voluntary referral” if it is strongly felt an athlete’s academic, athletic, and social life is being affected by the abuse of alcohol, tobacco, or illegal drugs. A voluntary referral can be made with no consequences if the referral is made without the intended purpose of not being denied participation because of a specific violation that has been, is, or will be investigated by the school administration. A recommendation of counseling services will be made to the athlete and his/her parent/guardian.

- D. Theft: Any athlete guilty of theft during a school related activity shall receive a minimum of a 10% contest denial to participate to a maximum of removal from the team.
- E. Hazing
 - 1. All hazing by athletes is prohibited while participating in any athletic contest, practice, meeting, or activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation toward any student or other organization that causes or creates a substantial risk for causing mental or physical harm to any person. No athlete shall plan, encourage, or engage in any acts of physical or mental harm to any person.
 - 2. Penalty for hazing violation will be a minimum of 1 game denial of participation to a maximum of denial to participate for the remainder of the season.
- F. Team Rules: All athletes are expected to follow all team rules as set forth in writing by the head coach. The coach may discipline an athlete for violating team rules but no team rule may supersede the Code of Conduct as approved by the Board of Education.
- G. Physical Confrontations: Initiating, instigating, or willfully participating in a physical confrontation before, during, or after an athletic contest will result in a minimum one contest denial to participate to a maximum of denial to participate for remainder of season.
- H. Ejection From Contest: OHSAA sports regulation 12.1
 - 1. Denial for the next two contests (one for football)
 - 2. Second offense: Denial for remainder of season.
- I. School Discipline Suspensions:
 - 1. Out of School Suspension: Athlete is denied the right to participate in practice, meetings, and contests during the term of the suspension.
 - 2. In-School Suspension: Athlete is denied the right to participate in practice, meetings, and contests during the term of the suspension
- J. Repeat Offenses: Repeated violations of code of conduct and team rules, except as designated, will result in denial to participate for remainder of a sport season and remainder of present school year.
- K. Appeals:
 - 1. Athletes may appeal to have a hearing for any denial to participate. The hearing will be held with but not limited to the Athletic Director, Associate Principal, Assistant Principal and the Building Principal or designee. The decision of the Building Administration and/or its committee is final.

Points of clarification:

- 1. This policy is effective year-round and conclusive through grades 7-8 and again for grades 9-12.
- 2. "Denied Privilege" percent (%) of scheduled games is defined as games scheduled for a sport's season excluding League and OHSAA tournaments.
- 3. Practice participation and game attendance during "denied privilege" period is at the coach's discretion.
- 4. Counseling: Athlete must attend counseling sessions with a drug/alcohol counselor that is approved by the school administration.
- 5. Violation enforcement: 1. If violation is discovered during the in-season, the enforcement will take place during the in-season and if necessary carry into the next sport season of participation. 2. If the violation is discovered in the off-season the enforcement will occur in the next sport season of full and complete participation.

Section 3. School Absence

- A. A student must be in school $\frac{1}{2}$ of the school day to participate in practice or contest. This requirement may be waived by the Athletic Director or Building Principal for excused absences.
- B. Any time an athlete is required to miss class to attend an athletic contest, the Athlete is to consult with the teacher and obtain all assigned work.

Section 4. Physicals

- A. All athletes must have a physical to participate in any practice, organized team instruction, or contest.

Section 5. Insurance

- A. It is the responsibility of the parent/guardian to provide the insurance and sign a waiver form. Lancaster City Schools does NOT offer medical insurance for athletic injuries. Lancaster City Schools will provide information regarding medical insurance for athletic injuries for purchase by a private carrier. This will not be a Lancaster City Schools provided insurance. The OHSAA does provide insurance for catastrophic injuries incurred during a school related practice session or contest.

Section 6. Equipment

- A. Athletes are responsible for equipment issued to them. Failure to return issued equipment may result in loss of awards, repayment for replacement cost, and grade reports/transcripts/diploma's not being released.

Section 7. Participation Fee

- A. All athletes are required to pay the participation fee as set by the Board of Education to be a member of a team. The fee is due before the first contest is played of a sport season. An athlete may not participate in a contest until the fee is paid. No fees will be returned after an athlete has participated in a scrimmage or contest. The participation fee is waived for any athlete who presents written documentation of being eligible for ADC (Aid to Dependant Children) or ODA (Ohio Disability Assistance).

Section 8. Overnight Trips

- A. All contests played, necessitating overnight stays, will follow OHSSA regulations.
- B. All overnight trips are subject to the approval of the Building Principal and Superintendent.
- C. Coaches will submit to the Athletic Office: an itinerary, a place of lodging, and phone numbers to contact in case of emergency. This information should be given in writing to each athlete and the parent/guardian.
- D. Coaches and/or approved chaperones are responsible for the supervision of all student athletes on overnight trips at all times.
- E. Expectations:
 - 1. Room assignments will be made by the coach in charge and a list given to all coaches and chaperones. A request will be made for a block of rooms in one area. A request to block all pay per view movies will be made.
 - 2. Periodic room checks must be made every two hours until one hour past designated "lights out".

3. Athletes and students will be instructed not to leave assigned room after designated "lights out".
4. Athletes and students will be instructed not to receive visitors without prior approval by the coach.
5. Athletes and students will be instructed not to have members of the opposite sex in assigned rooms.
6. Plans must be made for use of time when not in active competition. Activities will be done in groups under the supervision of the coach or chaperone.
7. Meals will be eaten in groups and under the supervision of the coach or chaperone.
8. One coach/chaperone per 10 athletes/students should be followed.
9. Coaches and chaperones will accompany and supervise athletes and students on all modes of transportation used to travel to hotel and competition sites.
10. Coaches will use good moral judgment in selection of restaurants and planned activities.
11. Board approved drug/alcohol free workplace policy applies to all coaches, chaperones, athletes and students on overnight trips.

Section 9. Transportation

- A. Transportation to athletic contests will be arranged by the athletic department in conjunction with the coaching staff. Arrangements other than the provided transportation must be approved by the athletic director.
- B. Athletes may travel home with their parent/guardian with the coach's permission. The request from the parent must be in writing.

Section 10. Withdrawal/Dismissal

- A. Any athlete who withdraws from a team within the first five days of practice from the beginning of the official OHSAA start date may participate in another in-season sport or off-season program. Any athlete who withdraws after the first five days of practice must receive the written permission of the head coach of the sport withdrawn, to participate in another in-season sport or off-season program.
- B. Any athlete who is dismissed from a team for violations of the Athletic Code of Conduct or Team Rules may not participate in another in-season sport or off-season program without the written permission of the head coach from the sport dismissed and the Athletic Director.
- C. Any athlete who is dismissed from a team for violations of the Athletic Code of Conduct or Team Rules will not be eligible to receive any team or individual awards.
- D. Any athlete who withdraws from a team before the season is completed will not be eligible to receive any team or individual awards.

Section 11 Conflicting Participation in Extra-Curricular and/or Co-Curricular Activities

- A. Conflicting Student Activities Guidelines:
 1. The following guidelines apply in the event that a student wishes to be considered for participation in extra or co-curricular activities that have conflicting practice and/or performance times outside of school. The student is responsible to inform the staff members in charge of the activities **prior to trying out for the conflicting activity.**

2. The coaches and/or directors of the student activity are to discuss the potential practice and performance conflicts to see if an agreement can be reached. If an agreement can be reached, the agreed upon schedule is to be in writing with both coaches and/or advisors and the student receiving copies. If an agreement cannot be reached between the coaches and/or advisors, the student will have to choose between activities. In the event a student chooses to drop from a co-curricular activity to participate in an extra curricular activity, the student will be permitted to withdraw without receiving a failing grade.

Section 11. Awards

- A. Junior High: An athlete completing his/her first sports season at the junior high level will be awarded a 3" felt letter E or S. In addition, the athlete will receive a cloth patch of each particular sport in which he/she has successfully completed the season. Each athlete will receive a certificate upon completion of his/her season. He/She shall receive either a one year or two year certificate of participation.
 - B. Freshman: An athlete successfully completing his/her first sports season as a freshman will receive 3" numerals. A certificate of participation will be awarded for a second and third sport. Each athlete will receive a certificate of participation upon completion of his/her sport.
 - C. Reserve: Each athlete will receive a reserve letter certificate of participation for a high school sport upon successful completion.
 - D. Varsity: Each athlete will receive a varsity letter certificate of lettering each year the athlete letters in a particular sport.
 - 1st Year: 7" Chenille Letter/Gold Sport Pin (Second Sport – Gold Sport Pin)
 - 2nd Year: Chevron (bar) Pin for Letter and Certificate
 - 3rd Year: Chevron (bar) for Letter (Seniors – 3rd year plaque)
 - 4th Year: Chevron (bar) for Letter (Seniors – 4th year plaque)
1. All athletic awards will be determined at the discretion of the head coach of each individual sport in conjunction with the Athletic Director. Each head coach shall have written requirements for season letters and awards.
 2. All special awards will be purchased by the Athletic Boosters and are subject to the approval of the athletic director. Coaches must build special awards into the budget received by the Athletic Boosters.
 3. The scheduling of Award Programs is the responsibility of the head coach. Dates are to be scheduled through the athletic office.
- E Varsity teams that win an OCC championship will be awarded a chenille championship patch with the sport and year printed.

Section 12. Athletic Injuries

- A. Athletes are expected to report all athletic injuries to the coach and/or the athletic trainer on duty.
- B. The Athletic Trainer may evaluate the injury and determine the proper course of care. This may include a recommendation to be evaluated by a physician.

Article II Parents/Guardians
Information/Responsibilities/Expectations

Section 1. Information

- A. Athletic Office hours: 8:00am to 4:30pm
- B. Phone numbers: 740-681-7550 office, 740-681-7551 A.D.'s desk, 740-681-7552 fax
- C. Email: A.D. Merwyn Bowdish m_bowdish@lancaster.k12.oh.us
TE Assistant: Derrill Weaver: d_weaver@lancaster.k12.oh.us 740-687-7347
GS Assistant: Andy Knuckles: a_knuckles@lancaster.k12.oh.us 740-687-7344
Office Asst. Audrey Lee a_lee@lancaster.k12.oh.us
- D. Web site: www.lancastergoldengales.com

Section 2. Responsibilities

- A. Parent or Guardian must attend a mandatory Parent/Athlete Information meeting at the beginning of a sport season. Athletes will not be permitted to participate without a parent/guardian attending the meeting. Only one meeting is required per school year.
- B. It is the responsibility of the parent/guardian to sign all forms necessary for athletic participation. These include but not limited to: receipt of athletic handbook, physical, emergency medical, field trip permission, insurance waiver, team rules, participation fee, and the OHSAA Eligibility and Authorization Statement.
- C. Transportation of athletes to practices and scheduled home events is the responsibility of the parent/guardian.
- D. Pay all participation fees for son/daughter.

Section 3. Expectations

- A. Foster and promote good sportsmanship with son/daughter, teammates, other parents, and fans.
- B. Read and review the athletic code of conduct. Emphasize to your son/daughter the importance of abiding by the athletic code of conduct.
- C. Understand that athletic participation is an extension of the academic classroom. Many of the values of teamwork, sportsmanship, integrity, ethics, setting goals, self-discipline, leadership, self-confidence, loyalty, responsibility, respect, and skill development are developed by team participation and not necessarily by earning a starting position in the lineup. These values and experiences remain with your son/daughter for a lifetime. Constructive encouragement and support to be the best athlete possible will lead to a positive experience for your son/daughter.
- D. Support the coaching staff in public and with other parents and fans. Understand there is a time and place to discuss questions you may have about your son/daughter's participation and that it should be done in a calm and rational manner and never in public. Constant criticism of a coach to your son/daughter only gives them an excuse to not work hard in practice and improve their skills. Understand the goals for the team and athletic program may supersede the hopes and dreams you have for your son/daughter.
- E. Do not constantly criticize the play or skills of your son/daughter. They know when they have not performed well and the coaching staff will correct mistakes. Athletes need encouragement from parents/guardians, not constant criticism.
- F. Participate as members of the parent support groups for athletic teams. Volunteering to assist in projects is essential to the success of our athletic programs.
- G. Do not constantly criticize officials. Accept that officials will make mistakes. The number one reason officials quit officiating is constant criticism from parents and fans.

Section 4. Parent Support Groups

- A. Each head coach may organize a parent support group with the approval of the Athletic Director. The purpose of the group will be to financially assist the sports program. The group shall have a constitution and by-laws that govern the group. Actions and fund raisers of the group are subject to the approval of the Athletic Director, Building Principal, Superintendent, and Board of Education.

Section 5. Ticket Pricing

Single ticket prices for contests are set by the Ohio Capital Conference. Varsity contest prices for adults are \$6 and \$4 for students for most sports. JV, Freshman, and Jr. High contests are \$4 for adults and \$2 for students. Revenue from ticket sales pays for equipment, officials, and game workers.

Student Season Pass \$40.00
general admission for all 2009-10 sporting events in grades 7-12
(excluding school tournaments, league tournaments & OHSAA tournaments)

Varsity "L" Pass \$20.00
for all athletes who have earned their varsity letter - general admission to all sporting events in grades 9-12
(excluding school tournaments, league tournaments & OHSAA tournaments)

Adult Basketball Season Pass \$50.00
general admission pass, will admit one to both boys and girls, varsity and reserve basketball games
(excluding school tournaments, league tournaments & OHSAA tournaments)

Varsity Football Season Pass \$40 (5 games)
reserve seat for all home varsity games
(a Thomas Ewing parking pass comes with the purchase of this pass)

Adult Gold Pass \$100 (\$150)
Reserve seat for home varsity football games, admission to all athletic events sponsored by the LHS athletic dept. in grades 7 thru 12. Spouse can be added to the pass for an additional \$50.

Senior Citizen Golden Gale Pass Free

Senior Citizens who are residents in the Lancaster City School system can obtain a "Golden Gale" card from Central Office. This card entitles them to free admission to any event sponsored by Lancaster City Schools. It excludes league tournaments and OHSAA tournaments.

Section 6. Athletic Injuries

All injuries are to be reported to the coach and/or the Athletic Trainer. The Athletic Trainer is available to evaluate the injury, and, based upon this evaluation, determine the proper course of care. Treatment will be based upon established policies set forth by Lancaster High School's team physicians. In most cases, injuries are minor in nature and the athlete can be successfully treated in the athletic training room. If the injury is extensive or will require a physician's evaluation, the parent/guardian of the athlete will be contacted by the Athletic Trainer. It is imperative that ALL athletic injuries be reported to the LHS staff when they occur.

Article III Coach
Responsibilities/Policies/Information

Section 1. Expectations

- A. Although coaches have their own styles, manners, and methods of coaching, there are expectations for a coach's performance which must be met in order for the school to establish an athletic program consistent with community expectations and the positive elements of educational programs. The coach sets the tone for the program and his/her behavior serves as a model to the crowd and, most of all, to the players. The program should provide participants with a general feeling of self-worth, pride in their team and school, and a positive learning experience.
- B. Coaches are expected to instill the values of sportsmanship, moral character,
- C. truthfulness, and respect in their athletes.
- D. Coaches are expected to discuss and teach the reasons for athletes to abstain from alcohol, drug and tobacco use on a continuing basis throughout a sport season.
- E. Coaches are expected to teach the skills necessary for their athletes to be competitive without endangering an athlete to serious injury. Practice plans and drills are to be designed with a safety factor in mind.
- F. Coaches are expected to create and maintain a safe environment for their athletes who include but are not limited to protecting them from hazardous physical conditions and the anger and taunts of fans, parents, teammates, and opposing players.
- G. Coaches are expected to comply with all rules, regulations, and guidelines established by the Athletic Department, Lancaster Board of Education, the Ohio High School Athletic Association, and the Ohio Capital Conference.

Section 2. Team Rules

- A. Coaches shall develop written rules for their teams. These rules should be in writing and a copy given to all athletes. Athletes should retain a copy and return a copy signed by the athlete and the parent/guardian. Team rules may not supersede the Athletic Code of Conduct. Team rules are subject to the approval of the Athletic Director and Building Principal.

Section 3. Coaching Assignments

Statement: The employment and assignment of coaches will be in accordance with the negotiated agreement and the Ohio Revised Code.

- A. Selection of Head Coaches
 - 1. Candidates must submit a letter of intent and a resume to the Director of Human Resource Services and/or the Athletic Director.
 - 2. A selection committee will be established by the Superintendent or his/her designee.
 - 3. The selection committee, through the principal, will recommend a candidate to the Superintendent. If the recommendation is accepted by the Superintendent, the Superintendent will take the recommendation to the Board of Education for approval.
- B. Selection of Assistant Coaches
 - 1. Head coaches will recommend to the Athletic Director and Principal the hiring and recommended placement of assistant coaches. The recommendations of the Athletic Director and the Principal will be given to the Superintendent for approval and recommendation to the Board of Education.
 - 2. Head coaches are responsible for evaluating the performance of assistant coaches.

3. Head coaches may recommend to the Athletic Director and Principal the termination of an assistant coach. The Principal will forward the recommendation to the Superintendent. The Superintendent has the final authority on the recommendation.
- C. Volunteer Coaches
1. Volunteer coaches may be used to assist a sports program. Head coaches will recommend the volunteer coach/coaches to the Athletic Director and Principal. The Principal will forward the recommendation to the Superintendent for approval and recommendation to the Board of Education.
 2. All volunteer coaches shall take the classes needed to receive the Pupil Activity Validation Certification and CPR certification.
 3. All volunteer coaches shall have a criminal background check completed through the Director of Human Resource Services office.

Section 4. Required Forms

Statement: Each head coach is responsible for the completion of the following forms: These forms will be submitted to the Athletic Office unless noted.

- A. OHSAA Eligibility list
- B. Team roster with birth date, parent/guardian name, phone number, address, jersey no., and year entered school.
- C. Emergency Medical Form (to be kept in the possession of the coach during all athletic events and practices, do not need to submit to Athletic Department office)
- D. Code of Conduct Form signed by the athlete and parent/guardian.
- E. Transportation Consent Form
- F. Insurance Waiver Form
- G. Team Rules. One copy to the Athletic Office. Keep possession of signed copies.
- H. Participation fees
- I. Physical Form signed by athlete, parent/guardian and physician.
- J. OHSAA Eligibility and Authorization signed by athlete and parent/guardian.

Section 5. Sports Medicine requirements/Injuries

- A. Pupil Activity Validation Certification
 1. Must complete a state-approved clinic/class every 3 years. A copy of certification must be on file in the Athletic Department.
- B. CPR
 1. Must complete an approved course every year or 2 years, depending upon class taken. A copy of certification must be on file in the Athletic Office.
- C. Injuries
 1. If a student athlete receives an incapacitating injury that prevents him/her from practicing or playing in a contest, the team physician or family physician will be the final authority when the student athlete may return.
 2. If a student athlete receives an injury during a practice or contest, the team physician will determine whether the student athlete may return. If no team physician is present, the head coach will consult with the athletic trainer, if present, and determine whether the student athlete may return.

Section 6. Equipment and Supplies

- A. Purchasing
 1. All equipment purchased through the Athletic Department must have the prior approval of the Athletic Director.

2. Submit the following information in writing to the Athletic Director. when requesting items to be ordered:
 1. Company
 2. Address
 3. Phone number
 4. Product ordering
 5. Quoted price
 6. Quantity needed
 7. Sizes needed
3. No order shall be placed until an approved purchase order number has been issued by the treasurer's office.
4. PLACING AN ORDER WITHOUT APPROVAL WILL MAKE THE COACH FINANCIALLY RESPONSIBLE FOR THE ORDER.

B. Inventories

1. Each head coach, at the conclusion of the season, shall make an inventory of all equipment and supplies. The inventory will be in writing and submitted to the Athletic Director.
2. Each head coach, at the conclusion of the season, shall turn in a list of all athletes who have not turned in issued equipment. Information should include items not returned and replacement cost.

Section 7. Parent Support Groups

- A. Each head coach may organize a parent support group with the approval of the Athletic Director. The purpose of the group will be to financially assist the sports program. The group shall have a constitution and by-laws that govern the group. Actions and fundraisers of the group are subject to the approval of the Athletic Director, Building Principal, Superintendent, and Board of Education.

Section 8. Transportation of Athletes

- A. Coaches are responsible for submitting transportation requests to the Athletic Office with date needed, bus or van, number of athletes, time and place of departure, destination, and estimated time of return.
- B. Coaches are responsible for submitting a travel roster to the bus driver on all trips. Rosters must include: athlete name, parent/guardian, address, grade, and telephone number.
- B. Athletes may travel with only their own parent/guardian with the coach's permission.
- C. Directions to the site of the athletic contest are the responsibility of the coach.
- D. Vans: All coaches transporting students in vans must complete the required van driving certification. Coaches are responsible for returning vans in clean condition and with the mileage form completed.
- E. Coaches are responsible for assisting with the behavior on bus and supervising bus cleanup after returning from a trip.
- F. Coaches must secure permission from the Athletic Director prior to transporting any athlete in their private vehicle.

Section 9. Scheduling of Contest

- A. Scheduling of contests is the responsibility of the Athletic Director. Coaches will have input in scheduling contests and may develop a schedule with the approval of the Athletic Director.
 1. No contest is official until the Athletic Director has a signed contract on file.
 2. Season contests and scrimmages cannot exceed the number of contests and scrimmages specified by the OHSAA.
 3. An effort will be made not to schedule Wednesday evening or Sunday contests as per the agreement with Lancaster Ministerial Association.

Section 10. Practices/Contests

- A. Planned Absences: If athletes need to be excused from classes for an athletic competition, the head coach will fill out a “Planned Absence Form” and return it to the Attendance Office. This needs to be done as far in advance as possible but no later than the day before the planned absence. All planned absences must have the building principal’s approval.
- B. Holiday practices
 - 1. Varsity programs may schedule practices during scheduled school holidays.
 - 2. Junior High programs may schedule practices during scheduled school holidays but they will not be mandatory.
 - a. Athletes are exempt from practicing on personal religious holidays.
- C. Practice Calendar
 - 1. Coaches will develop a season schedule with practice times and contest times and dates. A copy is to be submitted to the Athletic Office and a copy given to all members of the team.
- D. Sundays
 - 1. No contests, practices, or team meetings, mandatory or voluntary, will be held on Sunday’s without the approval of the Superintendent.
- E. Hazardous Weather
 - 1. Health and safety of the athlete will be the primary concern in all hazardous weather situations. All OHSSA and OCC guidelines will be followed.
 - 2. Practices: Coaches should be aware of impending hazardous conditions and make decisions to cancel, postpone, or end practices based on the health and safety of the athletes. Practices shall not be held on days school has been cancelled unless approved by the Athletic Director and/or Building Principal.
 - 3. Contests: During hazardous weather conditions, the athletic director will consult with the opposing school concerning the travel conditions and predicted weather systems. The Building Principal and Superintendent have final authority on the postponement of a contest. If hazardous weather occurs during a contest, the game officials will determine to continue play or not. If in a sport where no game officials are present, the head coaches will make the decision to postpone or continue. If a game is forced to be under suspension, all OHSAA and OCC rules and regulations to continue the game will apply.
 - 4. Lightning: During outdoor practices/contests, there should be a 20 to 30 minute delay between the last sighting of lightning and the resumption of play.
- F. Family Vacations/Personal Matters
 - 1. Student athletes required by parents to attend to personal, family matters, or an out of area vacation; will not be dismissed from team or denied practice time. Team rules should clearly state whether a student athlete would miss playing time in a contest due to attending family matters or vacations.

Section 11. Overnight Trips

- A. All contests played, necessitating overnight stays, will follow OHSSA regulations.
- B. All overnight trips are subject to the approval of the Building Principal and Superintendent.
- C. Coaches will submit to the Athletic Office: an itinerary, a place of lodging, and phone numbers to contact in case of emergency. This information should be given in writing to each athlete and the parent/guardian.
- D. Coaches and/or approved chaperones are responsible for the supervision of all student athletes on overnight trips at all times.

E. Expectations:

1. Room assignments will be made by the coach in charge and a list given to all coaches and chaperones. A request will be made for a block of rooms in one area. A request to block all pay per view movies will be made.
2. Periodic room checks must be made every two hours until one hour past designated "lights out".
3. Athletes and students will be instructed not to leave assigned room after designated "lights out".
4. Athletes and students will be instructed not to receive visitors without prior approval by the coach.
5. Athletes and students will be instructed not to have members of the opposite sex in assigned rooms.
6. Plans must be made for use of time when not in active competition. Activities will be done in groups under the supervision of the coach or chaperone.
7. Meals will be eaten in groups and under the supervision of the coach or chaperone.
8. One coach/chaperone per 10 athletes/students should be followed.
9. Coaches and chaperones will accompany and supervise athletes and students on all modes of transportation used to travel to hotel and competition sites.
10. Coaches will use good moral judgment in selection of restaurants and planned activities.
11. Board approved drug/alcohol free workplace policy applies to all coaches, chaperones, athletes and students on overnight trips.

Section 12. Facility Use

- A. It is a priority of the athletic department to provide and maintain good athletic facilities. Coaches are expected to communicate facility needs and repairs to the athletic office.
- B. The assignment of facilities will follow these guidelines: In-season sports given first priority, pre-season sports given second priority, out of season sports given third priority. Contests will have priority over practices.
- C. Coaches will secure facilities at the conclusion of all practices and contests if no custodial personnel are on duty.
- D. All vehicle traffic inside Fulton Field is prohibited except when making a delivery too difficult to carry from the Ewing parking lot.
- E. Keys to athletic facilities and/or storage areas will be distributed and collected following the established guidelines of the Athletic Director.

Section 13. Off-Season Programs

- A. All off-season programs, open gyms, or open fields will follow the rules and regulations of the OHSAA. (OHSAA Sports Regulation 4, 5, 6, and 7)
 1. Off-season conditioning or instructional programs will not be mandatory for athletes. Coaches may encourage athletes to attend stating the advantages of skill development, strength/quickness development, and physical conditioning.
 2. Point of emphasis: There is to be NO COACHING INSTRUCTION at any non-instructional open gym, open field and/or conditioning program.
 3. Athletes shall not attend an open gym, open field, or off-season instructional program while a member of an in-season sport without the permission of the in-season coach.
 4. Off-season trips must receive approval of A.D., Principal, and Superintendent. Request form must be completed prior to taking the trip and approval granted.

Section 14. Media Relations

- A. All coaches should strive to maintain a helpful, cooperative rapport with members of the media.
- B. Suggestions for good relations:
 - 1. Provide pre-season information on staff, returning players, and future prospects.
 - 2. Phone/fax /e-mail scores of contests, records, and updates.
 - 3. Be accessible for interviews and commentaries.
 - 4. Nominate athletes with outstanding performances for "Athlete of the Week" awards.
 - 5. Educate athletes on how to conduct themselves in an interview.

Section 15. Mileage Reimbursement

- A. Scouting trips: Each coach who drives his/her personal vehicle on a scouting trip assigned by the head coach will be reimbursed at the Board approved rate.
- B. Meetings/clinics: Each coach who drives his/her personal vehicle to attend a coaching meeting/clinic, within the state, will be reimbursed at the Board approved rate. Reimbursement for out of state travel to a meeting/clinic will be only the cost of gasoline. This must have the prior approval of the Athletic Director.

Section 16. Instructional Camps

- A. All instructional camps must follow the OHSAA rules and regulations. (OHSAA Sports Regulations 4, 5, 6, and 7)
- B. Camp sponsorship
 - 1. Coaches may offer instructional camps without Lancaster City School affiliation. Coaches shall rent the facilities needed at an approved reduced rate set by the Superintendent of Schools. Liability insurance must be purchased to cover athletes attending the camp. The Superintendent must give approval for non-school affiliated instructional camps.
 - 2. Coaches may offer instructional camps with Lancaster City School affiliation. All money collected from camp fees will be deposited in a designated athletic account for the sport sponsoring the camp. All payments shall follow Lancaster City Schools purchase order procedure. A financial accounting of all fees collected must be submitted to the Athletic Office. Lancaster City Schools liability insurance will cover the camp.
- C. Instructional camp fees will be set at reasonable rates. The primary purpose of fees generated by instructional camps will be to financially assist the sports program sponsoring the camp.

Section 17. Clinic Attendance

- A. Each coach will be required to complete a written request for approval to attend a professional meeting (in conformance with the negotiated agreement). This form is to be submitted to the Athletic Director for approval. The form will then be submitted to Central Office. Clinic reimbursement will coincide with Board policy.

Section 18. Contest Ejection

- A. Coaches ejected from a contest must follow the OHSAA rules and regulations (OHSAA Sports Regulation 12.2).
 - 1. Suspended for next two (2) contests (one in football).
 - 2. Second ejection suspended indefinitely and mandatory meeting with OHSAA.
- B. It is the responsibility of the Athletic Director to enforce the regulation.

Section 19. Communications

- A. Staff: It is the responsibility of the head coach to communicate policies and procedures to his/her coaching staff. This includes but is not limited to: scheduled practices and contests, sports medicine certification, athletic dept. policies and procedures, evaluations, coaching assignments, non-coaching assignments, off-season expectations, instructional clinics, scouting duties, and post-season banquets.
- B. Administration: It is the responsibility of head coach to communicate with the administration. The line of communication should be as follows: assistant coaches, head coach, athletic director, building principal, superintendent, board of education. This includes but not limited to: personnel, policy, procedural, and disciplinary problems.
- C. Parent/Guardian: Coaches should keep open lines of communication with parents/guardians concerning policies, procedures, disciplinary actions, practice schedules, and contest schedules. No coach will be expected to discuss the amount of playing time given to a team member or discuss issues concerning a team member other than the parent/guardian's son/daughter.
- C. Support Groups: Coaches should communicate with support groups the policies and procedures of the Athletic Department and Lancaster City Schools. Coaches should discuss the need for fundraisers and to what purpose the funds will be used. At no time will a coach be expected to discuss personnel/player issues with a support group.

Section 20 Player-Coach Relationships

- A. All coaches are expected to have a professional relationship with players. No coach will develop a relationship that goes beyond the expectations listed in Section 1.
- B. Individual workouts: If a player requests the presence of a coach for an individual workout session, another coach, staff member, or administrator must be present.
- C. Player conferences: Coaches are expected to hold any closed door conferences with players in the presence of another coach or administrator. Failure to do so can result in termination of coaching contract and/or responsibilities.
- D. Any conduct with a player in violation of any criminal statute or any gross misconduct which is substantially likely to have an adverse impact on Lancaster High School or the Athletic program is cause for immediate removal from coaching duties.

Article IV Athletic Administration Responsibilities/Policies/Information

Section 1. Scheduling

A. Contests

1. Scheduling of contests is the responsibility of the Athletic Director. Coaches will have input in scheduling contests and may recommend opponents. Coaches may develop a schedule with the approval of the Athletic Director.
2. No contest is official until the Athletic Director has a signed contract on file.
3. OCC league schedules will take precedence over non-league schedules.
4. An effort will be made not to schedule Wednesday evening contests as per the agreement with the Lancaster Ministerial Association.

B. Officials

1. Scheduling of contest officials is the responsibility of the Athletic Director.
2. Coaches may have input to the scheduling of officials and give written evaluations of officials' performances.

C. Postponements/Cancellations

1. It is the responsibility of the Athletic Director to re-schedule postponed contests. Coaches may recommend playing dates and times.
2. Every effort will be made to schedule postponed games. If an agreeable date can not be reached with the opposing team, the contest will be cancelled. All OCC regulations will be followed before a contest is cancelled and/or rescheduled.

Section 2. Facilities

- A. The assignment of facilities is the responsibility of the Athletic Director. The assignments are subject to the Building Principal's approval. The assignment of facilities will follow these guidelines: In-season sports given first priority, pre-season sports given second priority, out of season sports given third priority. Contests will have priority over practices.
- B. Improvements: It is a goal of the Athletic Department to improve and upgrade facilities as funding permits. The Athletic Director is responsible for setting priorities for facility improvements. Coaches may request facility improvements and should do so in writing with estimated costs, list of materials needed, and description of work to be performed.
- C. New: The Athletic Director is responsible for setting priorities for new facilities. Coaches may request new facilities and should do so in writing with estimated costs, list of materials needed, and description of work to be performed.
- D. Preparation: The Athletic Director is responsible for having a site prepared for an athletic contest. Request for preparation should be made by coaches and all work orders will be processed by the Athletic Office.

Section 3. Coaching Assignments (Refer to Article III, Section 3)

Section 4. Finances

- A. Budget: It is the responsibility of the Athletic Director to establish a budget for the athletic program. This budget should include but not be limited to the following items: officials, game workers, security, equipment, maintenance and supplies.
- B. Coaches, at the conclusion of their sports season, should communicate in writing projected equipment and supply needs for the next year.

- C. The Athletic Director is responsible for ordering all equipment purchased through athletic fund accounts. No equipment is to be purchased without an approved purchase order. Coaches may seek price quotes for equipment desired for their program. (refer to Article II, Section 6, Part a)
- D. Admission prices: The Athletic Director will recommend to the Board of Education the fee structure adopted by the OCC for admission fees to athletic contests.
- E. It is the responsibility of the Athletic Director to develop a working relationship with the Athletic Boosters/Support Groups to raise funds to assist all athletic programs.

Section 5. Evaluations

- A. The Athletic Director is responsible for evaluation of all head coaches. The purpose of evaluation is program improvement and the strengthening of instruction.
- B. The Board approved and contract negotiated evaluation instrument will be used. The evaluation will be signed by the Athletic Director, Building Principal, and Head Coach. The Athletic Director and Building Principal will recommend the continuation or termination of the contract of the Head Coach.
- C. Coaches may attach written comments to the evaluation.
- D. Head coaches are responsible for the evaluation of all assistant coaches at all levels.

Section 6. Sportsmanship

- A. It is the responsibility of the Athletic Director to foster and encourage a spirit of sportsmanship in the athletic program.

Section 7. Awards

- A. Junior High: An athlete completing his/her first sports season at the junior high level will be awarded a 3" felt letter E or S. In addition, the athlete will receive a cloth patch of each particular sport in which he/she has successfully completed the season. Each athlete will receive a certificate upon completion of his/her season. He/She shall receive either a one year or two year certificate of participation.
 - B. Freshman: An athlete successfully completing his/her first sports season as a freshman will receive 3" numerals. A certificate of participation will be awarded for a second and third sport. Each athlete will receive a certificate of participation upon completion of his/her sport.
 - C. Reserve: Each athlete will receive a reserve letter certificate of participation for a high school sport upon successful completion. In addition, each athlete will receive a 5" chenille 3-D "L" award. An athlete can only receive one "L" during his/her career.
 - D. Varsity: Each athlete will receive a varsity letter certificate of lettering each year the athlete letters in a particular sport.
 - 1st Year: 7" Chenille Letter/Gold Sport Pin (Second Sport – Gold Sport Pin)
 - 2nd Year: Chevron (bar) Pin for Letter and Certificate
 - 3rd Year: Chevron (bar) for Letter (Seniors – 3rd year plaque)
 - 4th Year: Chevron (bar) for Letter (Seniors – 4th year plaque)
1. All athletic awards will be determined at the discretion of the head coach of each individual sport in conjunction with the Athletic Director. Each head coach shall have written requirements for season letters and awards.
 2. All special awards will be purchased by the Athletic Boosters. Coaches must build special awards into the budget received by the Athletic Boosters.
 3. The scheduling of Award Programs is the responsibility of the head coach. Dates are to be scheduled through the athletic office.

Section 8. Athletic Boosters/Parent Support Groups

- A. All booster and support groups will operate under the direction of the Athletic Director and Head Coach. The purpose of booster and support groups will be to assist in the raising of funds to support the athletic programs. All booster and support groups will follow the policies established by the Athletic Department and the Board of Education. Booster and support groups will be expected to honor all contracts with vendors and businesses approved by the Board of Education.
- B. All booster and support groups shall have a written constitution and elected officers. Minutes of meetings shall be kept. Copies of the minutes of meetings shall be submitted to the Athletic Office.
- C. All fund raising activities are subject to the policies and regulations established by the Board of Education. All fund raising activities should be made in writing and submitted to the Athletic Office, in ample time to receive Board approval.
- D. All support groups are expected to work in cooperation with the Head Coach on selecting items to be purchased through fund raising activities.

Section 9. Cheerleading

- A. Number of participants:
 - Varsity – 12 members – 2 squads - one football, one basketball
 - Reserve – 12 members – 2 squads - one football, one basketball
 - Freshman – 12 members – 2 squads - one football, one basketball
 - 8th Grade – 8 members – 2 squads - one football, one basketball
 - 7th Grade – 8 members – 2 squads - one football, one basketballEach squad may have one alternate member.
- B. Cheerleaders are under the direction of the Athletic Department and are expected to follow the Athletic Code of Conduct and will receive athletic awards.
- C. Cheerleader coaches may form a “competition squad” for the purpose of performing in cheerleading competitions.
- D. Attendance of cheerleaders at cheering competitions must have the approval of the Athletic Director and Building Principal.
- E. Membership on cheerleading squads will be determined by a tryout selection method chosen by the cheerleading coach.
- F. Transportation to athletic contests will be arranged by the Athletic Department. Freshman and Junior High cheerleaders will travel to away games only with the approval of the building principal.

Section 10. New Sport Additions

- A. Lancaster City Schools will strive for a balanced athletic program which conforms to established Title IX regulations and requirements.
- B. The request for a new sport or additional team to an existing sport shall be in writing and submitted to the Athletic Director to study and review. The request will either be recommended or not recommended to the Superintendent. The decision will be based on but not limited to the following criteria:
 - 1. Availability of financial support.
 - 2. Maintaining a balanced program between male and female sports.
 - 3. Student interest.
 - 4. Availability of qualified coaches.
 - 5. Availability of facilities.
 - 6. Availability of transportation.
 - 7. OHSAA/OCC rules, regulations, and guidelines.
 - 8. Compliance with Title IX.

