

Lancaster City Schools

# ATHLETIC HANDBOOK

Student-Parent



Revised June 2018

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### **Lancaster City Schools Vision Statement**

Lancaster City Schools will prepare, inspire, and empower all students to be life-long learners and socially responsible citizens who are able to communicate and meet the challenges of an ever-changing global society.

### **Lancaster City Schools Mission Statement**

Lancaster City Schools, the Place to Be for Learning, Caring, Succeeding

### **Athletic Department Mission Statement**

The Lancaster City Schools athletic program dynamically supports the academic mission of the school. The Lancaster City Schools set high expectations for its coaches and student-athletes. The athletic program in the Lancaster City Schools will promote interscholastic athletics that provide lifelong learning experiences to student-athletes while enhancing their achievement of educational goals. Our goal is to teach the values of teamwork, leadership, pride, respect, commitment, good work ethic, sportsmanship and development of the proper winning attitude. It is our hope that, through our athletic programs, participating student-athletes will adopt these guidelines and develop a positive winning attitude that will carry over into all aspects of their lives.

### **Athletic Department Objectives**

- To provide the opportunity for student-athletes to develop wholeness through learning experiences that contributes to their physical, mental, emotional, and social growth.
- To provide each student-athlete with the opportunity to develop his/her individual skills and potential.
- To provide the opportunity for each student-athlete to learn how to function as a member of a team.
- To develop the qualities of leadership, good sportsmanship, respect, responsibility, and moral integrity within each student-athlete.
- To develop an appreciation of the value of physical fitness and conditioning within each student-athlete.
- To teach the student-athlete to accept victory or defeat in a gracious manner.
- To teach the student-athlete the value of hard work and commitment.
- To provide opportunities for growth and development through athletic competition that will contribute to a successful adult life for each student-athlete.
- To develop school spirit within each student-athlete.

### **Philosophy**

Lancaster City Schools consider participation in athletics to be an integral part of the overall educational experience. Athletics provides opportunities for physical, mental, emotional, and social development. The competition of athletics is viewed as a valuable experience because it challenges each student-athlete to strive for excellence, helps each student-athlete discover his/her physical limits, and requires each student-athlete to work cooperatively as a member of a team. While winning is a natural goal in the pursuit of excellence, the principles of good sportsmanship and enjoyment of competition take precedence at all times and enhance the educational value of all contests.

## 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 2017-18

<u>Ohio</u>	<u>Central</u>	<u>Cardinal</u>	<u>Capital</u>	<u>Buckeye</u>
Gahanna Lincoln	Central Crossing	D. Hayes	Big Walnut	Olentangy
Grove City	Dublin Coffman	Dublin Jerome	C. Winchester	Olen. Liberty
Lancaster	H. Davidson	Dublin Scioto	Franklin Hts	Olen. Orange
Pick Central	Marysville	Hilliard Bradley	Groveport	West. Central
Pick North	U. Arlington	H. Darby	New Albany	West. North
Reynoldsburg	Westland	T. Worthington	Newark	West. South
		W. Kilbourne		

## Junior High Affiliations

Lancaster City Schools are affiliated with the 7th-8<sup>th</sup> 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.

### 2018-2019 OCC MIDDLE SCHOOL LEAGUE

Big Walnut	Olentangy Orange
Delaware Dempsey	Olentangy Shanahan
Dublin Davis	Olentangy Berkshire
Dublin Grizzell	Pickerington Lakeview
Dublin Karrer	Pickerington Ridgeview
Dublin Sells	Reynoldsburg Baldwin
Gahanna East	Reynoldsburg Waggoner
Gahanna South	Grove City Brookpark
Gahanna West	Grove City Finland
Groveport	Grove City Jackson
Hilliard Heritage	Grove City Norton
Hilliard Memorial	Grove City Pleasant View
Hilliard Weaver	Upper Arlington Hastings
Lancaster Ewing	Upper Arlington Jones
Lancaster Sherman	
Marysville Bunsold	Westerville Blendon
Mount Vernon	Westerville Genoa
New Albany	Westerville Heritage
Newark Heritage	Westerville Walnut Springs
Newark Liberty	Worthington Kilbourne
Newark Wilson	Worthington McCord
Olentangy Hyatts	Worthington Perry
Olentangy Liberty	Worthington Worthingway

## Approved Sports for Lancaster City Schools

### High School Athletic Programs (Grades 9-12)

Boys Cross Country	Girls Cross Country
Boys Football	Girls Volleyball
Boys Soccer	Girls Soccer
Boys Golf	Girls Golf
Boys Wrestling	Girls Field Hockey
Boys Basketball	Girls Basketball
Boys Swimming	Girls Swimming
Boys Bowling	Girls Bowling
Boys Tennis	Girls Tennis
Boys Track & Field	Girls Track & Field
Boys Baseball	Girls Softball
Cheerleading	Cheerleading

### Junior High Athletic Programs (7<sup>th</sup> & 8<sup>th</sup> grades)

Boys Football	Girls Volleyball
Boys Cross Country	Girls Cross Country
Boys Golf (Developmental)	Girls Golf (Developmental)
Boys Basketball	Girls Basketball
Boys Wrestling	Cheerleading
Boys Track	Girls Track
Baseball	Softball
Boys Tennis (Developmental)	Girls Tennis (Developmental)
Boys Soccer (Club)	Girls Soccer (Club)

#### Note: **Club Sports:**

- Are not financially supported by Board of Education nor the Athletic Department.
- Participants do not pay participation fee to the LCS (fee paid to the sport booster organization to off-set the cost for uniform, field prep. and officials fees).
- Can participate in OHSAA and OCC approved contests. (High School clubs cannot participate in OHSAA post-season tournaments.)
- All participants must meet all OHSAA and LCS eligibility requirements and must attend the mandatory parent-athlete meeting
- Participants are not eligible for athletic awards.
- Transportation not provided by LCS.

#### **Developmental Sports:**

- Are not financially supported by the athletic department, but are partially funded through the Board of Education (coaches).
- Participants do pay participation fee to the LCS (additional fee paid to the sport booster organization to off-set the cost for greens fees, driving range expenses, indoor tennis court use, etc. may be required).
- Are instructional, not competitive programs.
- No athletic awards are earned.
- Transportation not provided by LCS.

## Article I Athlete

### OHSAA Bylaws/ Codes/Responsibilities/Information

All athletes must meet the requirements for eligibility as set forth by the OHSAA and the Lancaster City School Board of Education.

#### Section 1. Age Limitations

- A. Once a student attains the age of 20, the student will no longer be eligible for interscholastic athletic competition notwithstanding where that 20<sup>th</sup> birthday falls in relation to the sport season. See OHSAA Bylaw 4-2-1 for exception to this bylaw.
- B. If a student enrolled in grade 7 or 8 attains the age of 15 before August 1, the student shall be ineligible to participate in 7<sup>th</sup> and 8<sup>th</sup> grade interscholastic athletics for the school year commencing in that calendar year. See OHSAA Bylaw 4-2-2 for exceptions to this bylaw.
- C. An 8<sup>th</sup> grade student may, at the student's option, become eligible for interscholastic athletics at the high school level when the student attains his/her 15<sup>th</sup> birthday before August 1 of the ensuing school year. The student who chooses to commence high school eligibility while still enrolled in grade eight is eligible at the school where the student is expected to enroll at the ninth grade level. A student opting to commence his/her eligibility at the high school level shall have no more than 8 semesters of high school eligibility taken in order of attendance in accordance with Bylaw 4-3-3

#### Section 2. Enrollment and Attendance

- A. A student becomes an athlete upon participating in the first scheduled day of coaching instruction for a sport. **Any student grades 9-12 new to the district must schedule an appointment with the Athletic Director to verify eligibility.**
- B. OHSAA Bylaw 4-3-1 All students participating in a school-sponsored sport must be enrolled in and attending full-time in accordance with all duly adopted Board of Education or similar governing board policies of that school. (There are six exceptions- see OHSAA Bylaw 4-3-1).

Exception 5 – State law permits home educated students in accordance with ORC 3312.04 (A)(2) to be afforded the opportunity to participate at the public school in the district of residence of the parents without any enrollment obligations. If the residential public school district does not offer the sport, the home educated student MAY participate at another non-residential public school provided the superintendent of that district permits such participation.

#### Section 3. Academic Eligibility

- A. OHSAA requirements: (By-law 4-4-1) In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent, which count toward graduation.
- B. OHSAA requirements: (By-law 4-4-3) The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. For the purposes of this Bylaw, "school day" includes faculty in-service days, calamity days and regular school attendance days but not holidays or school breaks.

Exception 1: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

Exception 2: A student coming off the "ineligible status" may become eligible 24 hours after the mandatory grade reporting date established by the Board of Education.

- C. OHSAA requirement: (Bylaw 4-4-4) A student enrolled in the first grading period after advancement from the 8<sup>th</sup> grade must have passed a minimum of 5 of all subjects carried the preceding grading period in which the student was enrolled.
- D. OHSAA requirements: (By-law 4-4-5) A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in 5 classes carried during the preceding grading period in which the student was enrolled.
- E. Lancaster Board of Education requirements:
  - 1. Grades 9-10-11-12    GPA minimum 1.75
  - 2. Grades 7-8    GPA minimum 1.75
- F. GPA for eligibility is calculated on 9 week period grades. It is not determined by cumulative GPA.
- G. GPA of 9 week grades preceding sport participation determines eligibility. (Exception – 7<sup>th</sup> grade students entering 1<sup>st</sup> nine weeks)
- H. An athlete who fails to meet the GPA minimum may request a WAIVER to reinstate eligibility. The waiver must be signed by the parent/guardian and can only be used one time at grade levels 7 and 8 and used only one time at grade levels 9-10-11-12.
- I. No athlete will make a schedule change (drop or add classes) without receiving approval of the Athletic Director and/or head coach. It is the responsibility of the athlete to know if they are taking enough classes to earn 5 credits.
- J. Athletes may practice with their team with the approval of the head coach during periods of academic ineligibility.
- K. Attendance at summer school will not make an athlete eligible the following school year.

**Section 4. Residential Eligibility**

- A. OHSAA Bylaw 4-6-1 In determining one’s residence for the purpose of OHSAA bylaws, the following criteria apply
  - a) where the parents and family members sleep the majority of the time,
  - b) where the mail is delivered,
  - c) where the meals are prepared and eaten,
  - d) where the parents are registered to vote, and
  - e) where important family activities take place during significant parts of each day.
- B. OHSAA Bylaw 4-6-3 A student whose parents reside outside the state of Ohio will be ineligible for interscholastic athletics (see Bylaw 4-6-3 for 10 exceptions to this bylaw)

**Section 5. Transfers**

- A. OHSAA Bylaw 4-7-1 The transfer bylaws apply to all students enrolled in grades 9-12 who are transferring high schools whether the schools are public or non-public, member or non-member or whether the high schools are within the same school system or not.
- B. OHSAA Bylaw 4-7-2 A student is considered to have transferred whenever
  - a) enrollment is changed from one school to another school, or
  - b) the student participates in a practice, scrimmage or contest with a school-sponsored squad of a school in which the student has not been enrolled unless the non-enrolled student’s participation is pursuant to O.R.C. 3313.5311 (Ohio non-public school students), or 3313.537 (Ohio community/STEM school students)). **If a student transfers any time after the fifth day of the student’s ninth grade year or after having established eligibility prior to the start of school by playing in a contest (scrimmage, preview/jamboree, Foundation game or regular season/tournament contest), until the one-year anniversary of the date of enrollment in the school to which the student transferred, the student shall be**

**ineligible for all contests until after the first 50 percent of the maximum allowable regular season contests in those sports in which the student participated during the 12 months immediately preceding this transfer have been competed, unless the student meets one of the 10 exceptions to the transfer bylaw (see OHSAA Bylaw 4-7-2 for the listing and explanation of the 10 exceptions).**

## Section 6. **Conduct, Character, Discipline**

### **Code of Conduct**

Student-athletes are highly visible representatives of the Lancaster City Schools.

By agreeing to participate in interscholastic athletics at Lancaster, students are expected to understand and abide by the Code of Conduct.

It is required that students participating in athletic activities become familiar with and understand the rules and regulations required of students participating in athletic activities within the Lancaster City School District.

#### **A. Student/Athlete Discipline:**

- 1) Students participating in athletic programs are required to abide by the rules and policies as set forth in the code of conduct at all times. Students who violate the code may be subject to disciplinary action including, but not limited to suspension, expulsion or emergency removal from school in addition to athletic consequences. Student-athletes must abide by the rules regardless of whether or not the student is on school grounds, attending a school function or activity, on private property or at a private party. 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 may also be subject to the disciplinary actions listed above. **Any conduct serious in nature which is a violation of local, state, or federal law may cause the athlete to be declared ineligible by the administrative office. An athlete charged with a crime who is awaiting a court hearing may be deemed ineligible to participate until the case is heard.**
- 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 may cause immediate removal from the team for the remainder of the season.**

#### **B. Expectations:**

Participation on an interscholastic team is a privilege, not a right, and should be treated as such. It has many benefits and brings with it a responsibility to be a positive and effective member of the team, school and broader community. High school student-athletes are expected to represent themselves, their teams and their schools with honesty, integrity, and character whether it be academically or socially. Student-athletes often are in the spotlight and, fair or not, their behavior is subject to scrutiny by their peers, members of the high school community, local and national communities and the media. The actions of one student-athlete may result in the generalization of all student-athletes and reflect on the individual, team and school whether it be positively or negatively. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Student-athletes who do not conform to the code of conduct may be subject to consequences for their



actions that may include but are not limited to a warning, suspension from participation, dismissal from the team, etc. The code of conduct is in effect for all athletes 12 months of the year. **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 or designee.**

**C. Tobacco, Alcohol, Drug Violations/Consequences**

Together with the Ohio High School Athletic Association, the Lancaster City Schools Board of Education recognizes that the use and abuse of tobacco, alcohol and other drugs have a negative effect on behavior, learning, athletic development and performance of the student-athlete. In addition, the use and abuse by an athlete affects teammates, family members and other significant members of his/her life. The Board has established this year-round policy in regards to tobacco, drugs and alcohol use.

- 1) An athlete may not possess, consume, distribute, or sell tobacco products (Nicotine in any form), alcohol, drugs, controlled substances, inhalants, vape-pens, e-cigarettes, juuls, look-alikes and/or other illegal substances, including drug paraphernalia and over the counter or prescription drug (not prescribed to the athlete).
- 2) An athlete may not remain in the proximity of illegal alcohol or drug use. An athlete will be considered “in the *proximity*” if they do not remove themselves from the place where alcohol/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/junior high 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/junior high career.

Example: 10% denial for an athlete whose sport has 20 games in the regular season = 2 game suspension

**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. Other Violations**

#### **1. Theft:**

#### **2. Vandalism**

#### **3. Hazing**

- a) 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.
- b) 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.

#### **4. Sexting, Texting, and Emailing (of inappropriate language, pictures, messages)**

Posting of inappropriate materials (pictures, language, messages, etc.) on web pages or social network forums is not acceptable. Any and all such material must be monitored and maintained by the student-athlete. A student-athlete shall not, by any means, possess pornographic materials in any form.

#### **5. Social Networking**

Participation in social network sites such as Facebook, Snapchat, Instagram, Twitter, and other digital platforms and distribution mechanisms that facilitate communication has both positive appeal and potentially negative consequences. The Lancaster Athletic Department supports and encourages the use of social network sites as a platform for individual expression and free speech. Student-athletes are not restricted from using any on-line social network sites and digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms must comply with all policies, rules and regulations of the Lancaster Athletic Department and the OHSAA rules and regulations, as well as with federal, state and local law. Student-athletes must recognize the power of public media domains and the potentially negative image that they can portray about student-athletes, coaches, the athletic program and school district. Student-athlete violations of athletic policy (e.g., harassing language, drug or alcohol policy violations, etc.) evident in the content of on-line social networks or digital platforms are subject to investigation and sanction under the athletic code of conduct, and could be subject to the authority of law enforcement agencies. Student-athletes must be aware of these consequences and exercise appropriate caution if they choose to participate in social networking platforms.

#### **6. Violating Team Rules:**

All athletes are expected to follow all team rules as set forth in writing by the head coach.

#### **7. 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.

## 8. Ejection From Contest:

OHSAA sports regulation 14.1

- a) Denial for the next two contests (one for football)
- b) Second offense: Denial for remainder of season

**Any violation of codes 1-8 listed above, in-season or out-of-season will result in a penalty which may consist of a warning to denial of participation for the remainder of the student's athletic career. In the event that the Athletic Code of Conduct or other school policies or procedures do not cover situations that arise, the administration reserves the right to establish such rules, conditions, and penalties to respond effectively to unanticipated or unique circumstances.**

### Points of Clarification

- A. School Discipline Suspensions:
  1. *Out of School Suspension (OSS)*: Athlete is denied the right to participate in practice, meetings, and contests during the term of the suspension.
  2. *In-School Suspension (ISS)*: Athlete may participate in practice, meetings, and contests during the term of the suspension
- B. Repeat Offenses:

Repeated violations of code of conduct and team rules, except as designated, may result in denial to participate for remainder of a sport season or remainder of present school year.
- C. Appeals:

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.
- D. This policy is effective year-round and conclusive through grades 7-8 and again for grades 9-12.
- E. "Denied Privilege" percent (%) of scheduled games is defined as games scheduled for a sport's season excluding League and OHSAA tournaments.
- F. Practice and participation during "denied privilege" period is at the coaches' discretion.
- G. Counseling: Athlete must attend counseling sessions with a drug/alcohol counselor that is approved by the school administration. (LCS not financially responsible for counseling.)
- H. Violation enforcement:
  - a. 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.
  - b. If the violation is discovered in the off-season the enforcement will occur in the next sport season of full and complete participation, fulfilling the requirements of that season and remaining in good standing with the in-season coach and athletic director.
- I. During academic ineligibility, an athlete may (at the discretion of the coach) practice with, travel with and sit on the team bench (in street-clothes)  
During code of conduct ineligibility, an athlete may (at the discretion of the coach) practice with the team, but cannot travel with the team nor sit on the team bench unless permission is granted by the building principal or designee.

### Bag Searches

- A. Unattended bags are subject to search

### Section 7. School Absence

- A. **A student must be in school ½ of the school day to participate in practice or contest.** *This requirement may be waived by the Athletic Director or Building Principal for some excused absences (Example: Funeral). This absence must be approved in advance by building principal or Athletic Director. In emergency cases, a phone call must be made to the athletic office.*

- 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 prior to absence.

#### Section 8. **Physicals**

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

#### Section 9. **Insurance**

It is the responsibility of the parent/guardian to provide medical insurance for the athlete. Lancaster City Schools does NOT offer medical insurance for athletic injuries. The OHSAA does provide insurance for catastrophic injuries incurred during a school related practice session or contest, but only as a secondary insurance when personal insurance is exhausted.

#### Section 10. **Equipment**

Athletes are responsible for equipment issued to them. Failure to return issued equipment will result in loss of awards, payment for replacement cost, and grade reports/transcripts/diplomas not being released. Athletes may not be issued uniform for subsequent teams until past uniform is returned or paid for.

#### Section 11. **Participation Fee**

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 Dependent Children) or ODA (Ohio Disability Assistance).

#### Section 12. **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, Superintendent and Board of Education
- 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. Chaperones must be fingerprinted and Board approved.
- 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 will be instructed not to leave assigned room after designated "lights out".
  - 4) Athletes will be instructed not to receive visitors without prior approval by the coach.
  - 5) Athletes 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 will 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 13. **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 14. **Withdrawals/Dismissals**

- A. Any athlete who withdraws (quits) 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 (quits) 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. The coach must inform the Athletic Director and communicate to the parent the reason for the dismissal.
- 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.(excluding injury or illness)

### Section 15 **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 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. Alternative assignments may be assigned to replace the performance grade.

### Section 16. **Awards**

- A. Junior High: Each athlete will receive a certificate upon completion of his/her season. She/he shall receive either a one year or two year certificate of participation.
- B. High School: Each athlete will receive a certificate of participation upon completion of his/her sport.

- C. Junior Varsity: Each athlete will receive a junior varsity certificate of participation for successful completion of a sport season.
  - D. Varsity: Each athlete will receive a varsity letter certificate of completion each year the athlete letters in a particular sport.
    - 1<sup>st</sup> Year: 7” chenille letter, 3” numerals, and gold sport pin (second sport –gold sport pin)
    - 2<sup>nd</sup> Year: chevron (bar) for letter and certificate
    - 3<sup>rd</sup> Year: chevron (bar) for letter (seniors – 3<sup>rd</sup> year plaque)
    - 4<sup>th</sup> Year: chevron (bar) for letter (seniors – 4<sup>th</sup> 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.

**Section 17. 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.
- C. 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 coaching staff when they occur.

**Article II Parents/Guardians**

**Section 1. Contact Information**

- Athletic Office hours: 8:00am to 4:30pm
- Phone numbers: 740-681-7550 office, 740-681-7552 fax
- Email: Pam Bosser, Athletic Director: [p\\_bosser@lancaster.k12.oh.us](mailto:p_bosser@lancaster.k12.oh.us)
  - TE Assistant: Mark Pezo: [m\\_pezo@lancaster.k12.oh.us](mailto:m_pezo@lancaster.k12.oh.us) 740-687-7347
  - GS Assistant: Evan Thomas: [e\\_thomas@lancaster.k12.oh.us](mailto:e_thomas@lancaster.k12.oh.us) 740-687-7344
  - Office Assistant: Audrey Lee: [a\\_lee@lancaster.k12.oh.us](mailto:a_lee@lancaster.k12.oh.us) 740-681-7550
- Web site: [www.lancastergales.com](http://www.lancastergales.com)
- Twitter: @lancastergales

**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
- E. All requests for practice absence due to attending to family matters or vacations shall be submitted to the coach in writing.

### 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, goal setting, 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's/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. **Athletic Injuries**

The OHSAA has made a concerted effort to provide educational resources to member schools on this vital topic of concussion management. The following are resources that are currently available:

- 1) **Suggested Guidelines for Concussion Management in Sport** – a publication from the NFHS <http://www.ohsaa.org/Portals/0/Sports-Medicine/SuggestedGuidelinesforConcussionManagementinSports.pdf>
- 2) **Questions vital to diagnosing concussion** – Q& A and a video from an ESPN special on concussions <http://sports.espn.go.com/espn/e60/news/story?id=5162747>
- 3) **Concussion in Sports – What you Need to Know** - A 20-minute course is available at no cost to the user at [www.nfhslern.com](http://www.nfhslern.com). The course was designed for coaches, parents, officials and students to assist in recognizing the signs and symptoms of concussion and to take the appropriate steps to manage them.

- 4) **Centers for Disease Control – Resources to Prevent and Recognize Concussions -**  
<http://www.cdc.gov/Features/Concussion>
- 5) **Fact Sheets for Parents, Coaches and Athletes**  
<http://ohsaa.org/Portals/0/Sports-Medicine/ParentsFactsheet.pdf>  
<http://ohsaa.org/Portals/0/Sports-Medicine/CoachGuideConcussion.pdf>  
[https://www.cdc.gov/headsup/pdfs/youthsports/factsheet\\_athletes\\_ages14-18-a.pdf](https://www.cdc.gov/headsup/pdfs/youthsports/factsheet_athletes_ages14-18-a.pdf)
- 6) Video: Recognizing Sports Concussions: Keeping Youth Athletes Safe  
[https://youtu.be/sEFQkMo\\_Oe0](https://youtu.be/sEFQkMo_Oe0)
- 7) The OHSAA has adopted the following sports regulation:  
Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the contest/practice and shall not return to play until cleared ***with written authorization*** by an appropriate health care professional (no sooner than the following day).

In Ohio, an “appropriate health care professional” shall be a physician, as authorized under ORC Chapter 4731 and includes both doctors of medicine (M.D.) and doctors of osteopathy (D.O.) and an athletic trainer, licensed under ORC Chapter 4755.