

Jackson Center
Athletic Handbook
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INTRODUCTION

This handbook has been prepared for all athletic coaches, students, the administration, and all others who may be involved in the athletic program at Jackson Center Schools. The handbook will never be complete in the sense that it will be updated and reviewed annually. Any suggested changes or additions will be welcomed.

Much work was done over the years by many people to make this handbook a reality. Building principals, athletic directors, and coaches have all contributed to the contents of this handbook. For their help and work, we are very grateful and appreciative.

This handbook is intended to be used as a guide in administering the athletic program. May it be helpful to all of us as we pursue excellence in the athletic program.

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Superintendent

Ginger Heuker
Pre-K – 5 Principal

Jeff Reese
6-12 Principal

Scott Elchert
Athletic Director

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Jackson Center Schools
Athletic Training Rules and Code of Conduct

I. Introduction

The following athletic training rules have been established for all of the sports offered in Jackson Center Schools. The school and community recognizes that athletics is a valuable and highly visible component of the total educational program of the Jackson Center Schools. Many times, the impression that one forms of the Jackson Center Schools is based solely on the viewing of one of our sports teams, whether locally or at the state level. Furthermore, it has been established in our court systems that participation in extracurricular activities is referred to as a privilege, and not a right. These training rules and code of conduct have been set up with this in mind.

II. Athletic Training Rules and Code of Conduct

A. Dates of Compliance

The Training Rules and Code of Conduct will take effect on the athlete's official first day of practice for the upcoming school year and will continue until the final contest of the last sport they participate in for that year, except in the cases of non-winter sport athletes. Therefore, there will be only one set of training rules for an athlete for the upcoming year, which will be kept by the athletic director. Ex. – Volleyball player – begins and ends with volleyball season. Ex. #2 – Cross Country/ Basketball/Track Athlete – begins with cross country and ends with track (under contract all year long). Ex. #3 – Volleyball/ Softball Athlete – begins and ends with volleyball season, and then begins and ends with softball season. (Not under contract during the winter season)

B. Alcohol, Tobacco – Products (any form), Drugs

The Athletic department and coaches would like to take a stern but proactive approach to this problem.

1. Possession or use results in the immediate dismissal from athletics for the rest of the school year.

Exception: If the athlete provides proof of enrollment and then proof of completion in a drug and alcohol recovery and abuse program sponsored by the Shelby County Counseling Center or some other credible educational and preventative program, then the punishment will be lessened. If the athlete and parents choose the exception, then the athlete will serve an immediate suspension equaling 20% of the number of games scheduled at the beginning of the season. Ex. – 20 game season = 4 game suspension. If the suspension takes place at the end of a season and there are not enough games to complete the suspension, the suspension will carry over to the next sport the athlete participates in using the equations from the previous season. Spring sports will carry over the fall. Participation in practices, sitting on the bench during games, etc. after being dismissed from the team is prohibited. However, if under suspension, the coach can decide whether or not the athlete can be involved in practices sitting on the bench, etc.

2. Those who can report a violation resulting in dismissal are as follows: A. any teacher, administrator, certified staff member, or school board member. B. any law enforcement official whether local, county, state, or federal. C. the athlete him/herself D. the athletes parents.

3. School administrators and/or athletic administrators who hear information pertaining to a violation of this section will investigate the matter further. The investigation will determine the disciplinary action take, if any.

C. Criminal Activity

Involvement can result in anything from a minor reprimand to dismissal for the remainder of the season.

D. Attendance

Players at all levels are expected to attend all games and practices. Conditioning is not mandatory but strongly encouraged. A student must be in attendance at school for half of their scheduled on campus time to participate in extracurricular activities. Exceptions can be made on a case by case basis by the administration.

E. Grooming

1. Players should “dress up” on the day of the game, including going to and from the games, coach’s discretion on the actual dress on the day of the game or meet.
2. Hair should be kept clean and neat
3. Anything that focuses undue attention on the individual and away from the team such as excessive hair growth (beards, mustaches, etc.) excessive make-up, tattoos, facial piercings, and hickies must be removed or covered. Any attempt to draw attention away from the team and on to the individual can result in extra conditioning, game or meet suspensions or dismissal from the team.

F. Joining a Team after the Season Has Started

There are circumstances under which an athlete can be permitted to join a team after the season has started- just moved into the school district, coming off an injury, becoming academically eligible, etc. This will be left to the discretions of the Coach, A.D. and High School Principal. Generally, athletes must be ready to go on the first day of conditioning or practice. An athlete in this situation may be asked to complete a minimum number of practice days before participation in a contest is allowed.

G. Overlapping Seasons

If an athlete is removed from a team for any reason, that athlete will be ineligible to participate in the following sports’ preseason activities. However, as soon as the first day of official practices start, the athlete will be eligible as long as all requirements mentioned above are met.

If an athlete chooses to quit a team before the first contest, there is no penalty for that athlete. **However, if the athlete chooses to quit after the first contest, then that athlete is ineligible for all other sports’ preseason activities, Ex. Open gym, weight training, etc.** per coaches discretion. That athlete will be able to join the next sports’ activities of practice for the next sport or the summer whichever comes first.

H. Transportation

Transportation to all athletic contests will be provided by the school. All students are expected to ride the school bus both to and from the athletic contest. Any special arrangements for individual transportation must be requested in advance and approved by the principal or athletic director. “Matters of convenience” requests will not be granted. In the case of an emergency, the coach has the discretion to allow for individual transportation.

I. Due Process

If an athlete is suspended or dismissed from a team, that athlete is entitled to due process proceedings.

J. Other

The Coach has the right to make any other regulations or guidelines to insure the smooth operation of the team. WHEN IN DOUBT OR BEFORE PROCEEDING WITH ANY ACTIONS, GET APPROVAL FROM THE ATHLETIC DIRECTOR, PRINCIPAL OR COACH

K. Signatures

Each athlete wishing to participate on an athletic team will be given a copy of this contract. The copy must be signed by both the player and parent (guardian). It also must be returned to the coach before a player is allowed to participate.

Signature of Athlete: _____ Date: _____

Signature of Parent: _____ Date: _____

Participation in the athletic programs at Jackson Center Local Schools is strictly a volunteer matter. The decision to participate or not is one that you will have to make.

School District Requirements Related to Anabolic Steroids

Amended Substitute House Bill No. 62 enacted by the 119th General Assembly, prohibits the sale of anabolic steroids for other than lawful purposes and requires the board of education of each school district to post a warning in locker rooms in any school above sixth grade about the serious health problems associated with anabolic steroids. The effective date of this legislation is May 21, 1991.

The specific wording from the legislation pertaining to school districts is as follows:

SEC. 3313.753 AS USED IN THIS SECTION, "ANABOLIC STEROID" HAS THE SAME MEANING AS IN SECTION 3719.41 OF THE REVISED CODE.

THE BOARD OF EDUCATION OF EACH CITY, LOCAL, EXEMPTED VILLAGE, AND JOINT VOCATIONAL SCHOOL DISTRICT SHALL REQUIRE THE FOLLOWING WARNING TO BE CONSPICUOUSLY POSTED IN THE LOCKER ROOMS OF EACH OF THE DISTRICT'S SCHOOL BUILDINGS THAT INCLUDES ANY GRADE HIGHER THAN SIXTH GRADE:

"WARNING: IMPROPER USE OF ANABOLIC STEROIDS MAY CAUSE SERIOUS OR FATAL HEALTH PROBLEMS, SUCH AS HEART DISEASES, STROKE, CANCER, GROWTH DEFORMITIES, INFERTILITY, PERSONALITY CHANGES, SEVERE ACNE, AND BALDNESS. POSSESSION, SALE, OR USE OF ANABOLIC STEROIDS WITHOUT A VALID PRESCRIPTION IS A CRIME PUNISHABLE BY A FINE AND IMPRISONMENT."

Eligibility

All participants of extra-curricular activities must meet the academic eligibility requirements as outlined by the Ohio High School Athletic Association and Jackson Center High School.

High School

- A. All participants must pass courses equal to five credits in a grading period in order to be eligible for the following grading period. Only courses in which a nine week grade is given will be considered in determining eligibility for the grading period.
- B. A student must earn at least 1.50 GPA each quarter in order to be eligible to participate in athletics and/or extra-curricular activities during the following quarter.
- C. Any student that does not meet the above requirements is not permitted to participate in a contest sanctioned by the OHSAA and Jackson Center Schools. However, any other participation with the team such as practicing, riding on the bus, etc. will be determined by the coach and school administration.
- D. Eligibility status takes effect 24 hours after grades have been verified from the previous grading period. Ineligibility takes effect on the 5th school day after the end of the grading period.

Junior High

- A. All INCOMING seventh graders are automatically eligible the first grading period.
- B. All participants must pass 75% of all subjects for a grading period to be eligible the following grading period.
- C. Any student that does not meet the above requirements is not permitted to participate in a contest sanctioned by the OHSAA and Jackson Center Schools. However, any other participation with the team such as practicing, riding on the bus, etc. will be determined by the coach and school administration.
- D. Eligibility/ ineligibility status takes effect on the morning of the fifth school day of the new grading period. This does not apply to the first grading period of the new school year.

STARTING AND ENDING DATES FOR ATHLETIC TEAMS

(In relationship to when training rules are in effect)

Sport

SOCCER

Start – First day of practice as determined by OHSAA rules

End – When the team is eliminated from the tournament or the last game,
Whichever comes later.

GOLF

Start - First day of practice as determined by OHSAA rules

End - When the team and/or individual is eliminated from state sponsored
tournament or last meet or match, whichever comes later.

CROSS COUNTRY

Start - First day of practice as determined by OHSAA rules

End - When team and/or individual is eliminated from state sponsored
tournament or last meet or match, whichever comes later.

VARSITY VOLLEYBALL

Start -First day of practice as determined by OHSAA rules

End - When the team is eliminated from the tournament or the last game,
whichever comes later.

RESERVE VOLLEYBALL

Start - First day of practice as determined by OHSAA rules

End - When the last regular season game ends, unless an athlete is moved up
to varsity, then varsity rules apply.

JUNIOR HIGH VOLLEYBALL

Start -First day of practice as determined by OHSAA rules

End - When eliminated from the Junior High tournament or the last game,
whichever comes later.

VARSITY BOYS BASKETBALL

Start -First day of practice as determined by OHSAA rules

End - When the team is eliminated from the tournament or the last game,
whichever comes later.

RESERVE BOYS BASKETBALL

Start - First day of practice as determined by OHSAA rules

End - When the last regular season game ends, unless an athlete is moved up
to varsity, then varsity rules apply.

FRESHMAN BASKETBALL

Start - First day of practice as determined by OHSAA rules

End - When eliminated from freshman tournament or, if moved up to reserve,

when reserve season ends.

8th GRADE BOYS BASKETBALL

Start - First day of practice as determined by OHSAA rules

End - When eliminated from the Junior High tournament or the last game, whichever comes later.

7th GRADE BOYS BASKETBALL

Start - First day of practice as determined by OHSAA rules

End - When the last regular season game ends or, if in the Junior High tournament, when eliminated from the tournament.

VARSITY GIRLS BASKETBALL

Start - First day of practice as determined by OHSAA rules

End - When the team is eliminated from the tournament or the last game, whichever comes later.

RESERVE GIRLS BASKETBALL

Start - First day of practice as determined by OHSAA rules

End - When the last regular season game ends, unless an athlete is moved up to varsity, then varsity rules apply.

8th GRADE GIRLS BASKETBALL

Start - First day of practice as determined by OHSAA rules

End - When eliminated from the Junior High tournament or the last game, whichever comes later.

7th GRADE GIRLS BASKETBALL

Start - First day of practice as determined by OHSAA rules

End - When eliminated from the Junior High tournament or the last game, whichever comes later.

BASEBALL

Start - First day of practice as determined by OHSAA rules

End - When the team is eliminated from the tournament or the last game, whichever comes later.

SOFTBALL

Start - First day of practice as determined by OHSAA rules

End - When the team is eliminated from the tournament or the last game, whichever comes later.

GIRLS VARSITY TRACK

Start - First day of practice as determined by OHSAA rules

End - When team and/or individual is eliminated from state sponsored tournament or last meet or match, whichever comes later.

BOYS VARSITY TRACK

Start - First day of practice as determined by OHSAA rules

End - When team and/or individual is eliminated from state sponsored tournament or last meet or match, whichever comes later.

JUNIOR HIGH TRACK

Start - First day of practice as determined by OHSAA rules

End - When the last meet has been completed.

CHEERLEADING (Varsity and Reserve)

Start - First date of practice for boys' basketball, as per OHSAA rules, or as determined by the coach

End – When their team has played their final game.

Note: For golf, cross country, and track, when an individual qualifies for participation in a further state sponsored tournament in which the team as a whole does not qualify, other team members may accompany these individual(s) competing. In this case, those other team members are expected to continue to abide by the training rules and code of conduct for that sport. Failure to do so will eliminate that person from being permitted to accompany the team. Violations of training rules which occur during the season but are brought to light after the ending date listed for that sport will result in that player being ineligible to receive his or her awards. All presentations at the awards program are final.

ATHLETIC AWARDS (Awards Nights)

(Boys/Girls - Junior High/High School) Each sport will conduct an awards program, however the time and format will depend upon the discretion of the coaches, athletic director and high school principal.

Junior High - Freshmen - Reserve Team Members

Players on these teams will receive a "Certificate of Participation."
Each level will have their own distinct certificate.

Statisticians

Statisticians for any team, junior high through varsity, will receive the appropriate "Certificate of Participation" for the level at which they served.

Managers

Managers at the junior high level through the reserve level will receive the appropriate "Certificate of Participation." Managers for varsity teams will receive the appropriate "Letter" award.

Varsity "Letter" Awards

- Certificate of Participation - played in a varsity contest
- 1st Year - Letter plus pin designating sport (only one letter per player will be issued)
- 2nd Year - Medal designating sport
- 3rd Year - Wood plaque
- 4th Year - Trophy #1

Requirements for earning a "Letter"

- Cross Country - Place in Jackson Center's top seven in at least 1/2 of all varsity meets in which the team participates.
- Golf - Play in at least 1/2 of the varsity matches.
- Volleyball - Play in at least 1/2 of the total varsity games.
- Basketball - Play in at least 1/2 of all the varsity quarters.
- Cheerleading - Be a member of the varsity squad
- Baseball and Softball - Play in at least 1/2 of the total varsity innings (exceptions can be made for pitchers).
- Track - Score twice as many points as the number of varsity meets (including county and district); each member of relay teams will be credited with the team total for the event. In addition, athletes may also earn a varsity letter by achieving (in a sanctioned meet) a level of performance equal or better than the averaged 5th and 6th place performances (finishes) at the Shelby County meet.

Other Considerations:

1. If a senior has participated in a sport all four years, has never "Lettered" in that sport, but does not meet the above mentioned requirements, that person will receive a "Letter".
2. A player is not eligible for any award if they do not complete the season because of academic standards or training rules violations or dismissal from the team for various reasons.
3. An injured player who does not finish the season is eligible for awards if it is clear that he/she would have "Lettered" had the injury not occurred. However, this player should stay active with the team in areas not affected by the injury for the duration of the season
4. Students may participate in two sports within the same season. However, they must designate a priority sport. If any conflicts arise between the two sports, the pre-designated priority sport will take precedence.

Individual Awards

Each Sport will have a designated number of awards set by the athletic department, however the names of those awards will be designated by the head coach of the sport with the approval of the athletic department and the high school principal.

Cross Country: Max of 2 awards
Suggested: Most Valuable Runner

Most

Golf: Max of 3 awards
Suggested: Most Improved Player - Trophy #1
(Comparing this year's average to last year's)
Most Valuable Player - Trophy #2
(Lowest average in matches)

Volleyball: Max of 4 awards
Suggested: Highest Serving Pct. - Trophy #1
Defensive Award - Trophy #1
Most Valuable Player - Trophy #2

Basketball: Max of 5 Awards
Suggested: Highest Free Throw % - Trophy #1
(Minimum 25 Free Throws)
Highest Field Goal % - Trophy #1
(Minimum 125 shots)
Leading Rebounder - Trophy #1
Defensive Award - Trophy #1
Most Valuable Player - Trophy #1

Baseball/Softball: Max of 4 awards
Suggested: Most Valuable Offensive Player - Trophy #1
Most Valuable Defensive Player - Trophy #1
Most Valuable Player - Trophy #1

Track: Max of 3 Awards

Suggested : Coaches' Award - Trophy #1

Most Valuable Track Athlete - Trophy #2

(Most Points)

Should be two different athletes)

Soccer: Max of 5 awards

Suggested: 2 Offensive

2 Defensive

1 Tiger Award

Note: Cross Country and Golf athletes who finish in the top 10% and Track athletes who place in the top 6 of the district, regional and state tournaments will receive an award if not provided by the OHSAA (medals for the first 3 places of top 1% - 5%, and ribbons for places 4 - 6 or 6% - 10%).

Scholar/Athlete Award:

- Awarded to a senior boy and girl at graduation
- Selected by varsity coaches, cheerleader advisor, and the athletic director. The HS principal's Vote will be used in the case of a tie. (each person on the committee gets one vote)
- Minimum cumulative academic average of 3.0
- Letter in one sport and participation in at least one additional sport during high school career (includes cheerleading)
- Player must possess leadership, sportsmanship, cooperativeness, and outstanding athletic ability.

Tom Meyer Athletic Booster Founder Award:

- Awarded to a senior at graduation
- Selected by varsity coaches, cheerleader advisor, and the athletic director. The HS principal's Vote will be used in the case of a tie. (each person on the committee gets one vote)
- Minimum cumulative academic average of 3.2
- Minimum of 3 varsity letters
- Player must possess leadership, sportsmanship, cooperativeness, and outstanding athletic ability.

Personal Gifts

Coaches are not to give personal gifts or awards to students at the recognition programs.

The athletic awards that the school purchases for students have been carefully outlined and formulated to be as objective as possible. (see previous section on Athletic Awards) These should be the only awards presented at the recognition programs. Any personal gifts or awards should be done at another time.

Athletic Complex Rules and Regulations

1. Entering and Exiting

All thru traffic should be directed toward the outside of the main gym floor.

2. Teachers/coaches supervision is required during: Dressing and showering for classes, practices and games
3. After school supervision

No unauthorized or unsupervised people are to be permitted in the gym or locker room area, (students or adults) Coaches/supervisors should ask these people to leave.

4. Footwear permitted on the playing area of the gym floor:

- A. Tennis shoes are the only shoes permitted on the gym floor and should be checked for cleanliness prior to entering the playing area.
- B. Stocking feet are permitted if they are clean.

5. Maintenance of the gym floor:

- A. To be mopped before first period each day by custodian
- B. To be dry mopped prior to games and practices. First team to practice or team playing game is responsible.
- C. To be mopped following assembly programs by custodian.
- D. After the floor has been mopped, the portable vacuum is to be used to pick up reaming dust and dirt left at the entrances to the locker room area.
- E. Report immediately any stains, gum, scratches, etc. to the custodian.

6. Operation and maintenance of bleachers:

- A. Only authorized personnel are to operate the bleachers.
- B. Under no circumstances are the bleaches to be climbed or sat upon while in the closed position. (If the bleachers are closed and the press box is to be used, a ladder must be secured for those authorized persons to reach the level of the press box ladder)

7. Press Box Usage

Only authorized personnel will be permitted in the press box. (The use of this facility should be regulated carefully and rules regarding its use be strictly enforced.

8. Operations of auxiliary equipment:

Only authorized personnel are to operate the:

- | | | |
|-----------------|---------------------|-----------------|
| A. Scoreboard | C. Baskets | |
| B. Lights (Gym) | D. Dividing Curtain | E. Sound System |

Supervision of locker rooms:

- A. There is to be no "horseplay" at any time.
- B. Showers should be checked to be sure they are all turned off.
- C. Lights are to be turned off when no one is in the locker room.
- D. The locker rooms should be left in orderly fashion.
- E. Locker rooms must be supervised when in use.

Equipment room care:

- A. The equipment room is to be locked at all times day and night.
- B. Only authorized personnel are to be permitted in the equipment room.
- C. P.E. storage cabinets are to be kept locked at all times.
- D. Varsity cabinets are to be kept locked at all times.

Medical Training Room

- A. The training room is to be kept locked at all times when not in use.
- B. No unsupervised people will be permitted in the training room.
- C. The training room should be treated as a restricted area and is to be used only under the strict supervision of a coach/teacher.

Weight Training Room

- A. The weight training room must be locked at all times when not in use.
- B. Each person must be dressed properly – no street clothes or shoes permitted.
- C. A “shirt” must be worn at all times.
- D. Athletic shoes must be worn in the weight room.
- E. No jewelry-watches, rings, belt buckles, or anything that could puncture or tear the vinyl is allowed on any person using the equipment.
- F. The weight room must be supervised by an authorized person when in use.

Security Concerns

Last person to leave the Gym/ Training Area is responsible for making certain that:

- A. All locker rooms are locked
- B. Both coaches rooms are locked
- C. Training room is locked
- D. Equipment room is locked
- E. Fitness room is locked
- F. Doors at the end of locker room hallway is secured
- G. All lights are turned off
- H. Gym doors are closed
- I. Students, players, etc. are gone
- J. On weekends, coaches are to instruct students on which outside door to exit. After practice, the coach should check all outside doors to see that they are secured.
- K. Athletes will use door #3 to exit for away contests unless otherwise instructed by the coach.
- L. Immediately report any maintenance problems or damage involving either the facility or equipment to an administrator.
- M. If any questionable person or activity is noticed while in the building, especially on weekends, or any violations of these rules and regulations is noticed, please report this to an administrator.

Conduct at Away Contests

It should be impressed upon each player that they are a vital part of the school and that their behavior will reflect either positively or negatively on the team and the school.

Proper behavior and appropriate conduct is expected at all times because of being a representative of Jackson Center Schools. Members of the team should be courteous and friendly. All conversation that might be overheard should be such that it is not a poor reflection of our team, coaches, or school.

Parents Night

The athletic department, school administration, and board of education believe parents of senior athletes should be recognized. Therefore, the following format will be used to recognize parents of senior athletes.

Fall Varsity Sports

Recognized at a home volleyball/soccer match as determined by the coaches and the athletic director

Varsity Volleyball, Varsity Girls and Boys Basketball

Recognized at the last home regular season game as determined by the athletic director.

Cheerleaders

Recognized at the last home of the Varsity Boys Basketball game as determined by the athletic director. *These are to be done between the reserve and varsity games just prior to introductions of starting line-up.

Band

Recognized at the last home game of the Varsity Boys Basketball team as determined by the athletic director. *These are to be done between the reserve and varsity games just prior to introductions of starting line-up.

All Spring Varsity Sports

Recognized at a game as determined by the coaches and the AD

*** In all events where parents of seniors are recognized, there will be no free admission to the contest. No special gifts are to be given to parents. A simple introduction of the senior athletes and their parents will be done. Parents may have a reception using the cafeteria after the game.

Minimum Numbers

The following is a list of minimum number of participants required to warrant a separate coach for that sport or to maintain the sport in the athletic program. Approximate head counts of participants should be completed by the following dates to allow enough time for the administration to consider maintaining or dropping the sports for their respective seasons.

Fall Sports – June 15 of the preceding year
 Winter Sports - October 15
 Spring Sports – January 15

Final decisions for minimum amounts will be made by the head coaches and the administration.

Fall Sports

Cross County	10 (7-12 boys and girls)
Golf	7
Volleyball	15 (combined 9-12)
7 th grade girls volleyball	8
8 th grade girls volleyball	8 (or 15 total)

Winter Sports

Varsity Girls Basketball	7
JV Girls Basketball	7
Varsity Boys Basketball	7
JV Boys Basketball	7
9 th Grade Boys Basketball	7
8 th Grade Boys Basketball	7
7 th Grade Boys Basketball	7
8 th Grade Girls Basketball	7
7 th Grade Girls Basketball	7
Cheerleaders	8

Spring Sports

Girls Track	8
Boys Track	8
Softball	12
Baseball	12
JV Baseball	12 (23 combined 9-12)
JH Track	16 (boys and girls combined)

- If the combined total number of students for Jr. High Basketball is sufficient to justify fielding two teams, then both teams and coaches will be retained.
- This decision will be made by the administration in keeping with the guidelines established by the SCAL.

Due Process

The administrator will keep a discipline record on every student who violates a school rule or regulation. Procedural Requirements will be implemented in conjunction with suspension, expulsion, or emergency removal longer than 24 hours.

1. The administrator will hold an informal hearing with the student to discuss the misconduct and to permit the student to Explain his/her actions.
2. The administrator will review and give a written "intent to suspend" notice to the student being considered for out of school suspension and/or expulsion which states the reason(s) for the intended action.
3. The parent/guardian will be notified in writing of the disciplinary action. An attempt will be made to notify the parent/Guardian by phone. A conference may be arranged to discuss the seriousness of the misconduct and the action taken By the school.
4. The parent/guardian may request an informal hearing with the superintendent to discuss the action taken and to Determine if due process procedures were followed disciplining the student.
5. Appeal procedures which follow Ohio Revised Code and board regulations indicated on the suspension notices.

The standard of proof in suspension hearings before the principal (or designee) is preponderance of the evidence. In other words, the administrator, after talking to witnesses, otherwise investigating the facts, and hearing the student's explanation or statements, believes more than disbelieves that the student violated the code of conduct. The student need not confess.

Hazing Policy

The coaches, athletic directors, and administration of Jackson Center High School and Junior High School want the privilege of playing sports to be one of the most rewarding and positive experiences a student can have. Please do not ruin that for everyone. If you are caught or admit to harassing, hazing, or excessively teasing a member of your team or any other participant in the extracurricular programs sponsored by Jackson Center Junior High/High school, you will be subject to consequences set forth by the athletic department and the high school principal which could amount to and include immediate removal from the team. These acts will not be tolerated.

Activity Conflict Resolution

The “performance” (athletic event, concert, play, etc.) has priority over any practice or rehearsal. In the event a practice or rehearsal is scheduled at the same time as athletic events occur, in which the student is participating, the athletic event has priority and the music member is excused without penalty. However, make-up work or alternated assignments for grade compensation may be assigned. Conversely, in the event that the music performance conflicts with an athletic practice, the performance takes priority and nonparticipation by the student in the athletic event will not be penalized.

- In the event that practice occurs at the same time in music, drama, sports, etc. the practice time is divided equally Between the activities
- In the event that the music performance conflicts with a game and are both scheduled at the same time, the student is permitted a choice without penalty. However, make-up work or alternate assignments for grade compensation may be assigned. If this causes a problem, the principal will act as arbitrator and his/her decision will be final.
- Whenever possible, all conflicts should be handled prior to the beginning of the season/rehearsals. Although it is not the intent to punish a student, it is necessary for the coach/advisor to have a complete understanding of the availability of that student in the development of the program of that coach/advisor.
- At times, events must be rescheduled. If the student has two performances/events at the same time, the previously scheduled performance/event has priority over the rescheduled event.
- Any tournament game takes precedence over regularly scheduled concert.
- Any music contest takes precedence over regularly scheduled games or practice.
- Should any team make it to the State Tournament, the participating student will be excused for the music contest/concert to participate in this experience. Other music students, just as a part of the student body, will be expected to fulfill their music obligations.

Jackson Center Schools Policy for Gym Usage

Purpose:

As the demand on our student/ athletes grow, so does the demand for use of our facilities. The purpose of this policy is to Establish the guidelines for gym usage in the Jackson Center School system.

Priority:

This list comprises who has first priority for gym use depending upon the time of the year. Some conflicts are unavoidable. Coaches and staff members should work closely with each other and the athletic director to resolve an issues as soon as they arise.

Monday- Saturday

- 1) In – season sports – games, practices or instructional time.
- 2) All other school events – Ex. School plays and practices, academia, musicals, etc.
- 3) All out of season Jackson Center teams as long as they are adhering to the OHSAA guidelines. Ex. Open gyms
- 4) All other Jackson Center related teams Ex. Elementary teams.
- 5) Any Jackson Center Athletic Booster or Tiger Paw function. Ex. 5th and 6th grade boys basketball tournament.
- 6) Gym Rentals – All other usage of the Jackson Center gymnasiums will be considered a gym rental unless 75% of the Students involved are Jackson Center students or a Jackson Center coach or staff member is present. Ex. Community Members, AAU basketball and Junior Olympic Volleyball. The fees assessed for gym rentals are:
 - A. 20.00/hour if no coach or staff member is going to be present
 - B. 10.00/hour is a board approved Jackson Center coach or staff member is present.

All fees are to be paid to the Athletic Director in advance of the gym usage and checks should be made out to Jackson Center Schools. Failure to pay will result in loss of gym privileges.

Wednesday Nights:

Wednesday evenings after 6:00 will be considered “family night”. No activities should be planned involving any Jackson Center Students in either gym. Gym rentals will be allowed as long as they do not involve Jackson Center students.
Exception: A Jackson Center staff member or coach may open the gym after 6:00 on a Wednesday for the use of their own Son or daughter. No other friends or students are allowed.

Sunday Usage:

No high school or junior high teams will be allowed to practice on Sunday. *Exception: With the permission of the school Administration or the athletic director, a varsity team can practice on a Sunday if there are special circumstances involved. Ex. Tournament or league title game the following Monday.* All other usage will follow the priority list found above. Scheduling for Sunday gym usage will be done by the Athletic Director or designee of the school. 12:00pm will be the earliest any team will be allowed in the gym unless otherwise approved by the superintendent.

Holiday Usage:

The same rules apply for the major holidays as Sundays. Thanksgiving, Christmas, and Easter should all be schedule “off” For all usage except for families of staff members and coaches.

Summer Usage:

There should be enough time for all teams to use the gym during the summer. Any conflicts that cannot be resolved will be Mediated by the Athletic Director.

Warning: Failure to adhere to these policies could result in the loss of gym usage except within the parameters of your season.

Jackson Center Policy for Shared Athletes

Purpose:

Jackson Center Schools recognize the pressure that coaches feel to make sure that their teams and programs are as competitive as possible with surrounding schools and those around the state. The administration and board want to provide our coaches and athletes with as many opportunities as possible, while at the same time keeping a healthy balance between family, education, and athletics. No matter what the pressure, we need to fight the urge to force our students to “specialize” especially at an early age.

1. Coaches will remember that students’ obligations are to their families first. No coach or coaches will put unnecessary financial, travel, or time burdens on their athletes or their families.
2. Coaches will do their absolute best to communicate, work together, and be understanding, kind and empathetic when dealing with shared athletes. They will make a combined effort to make sure that they do not put any of the burdens listed above on the parents or athletes.
3. If , and only if, the coaches are unable to work together and come to a compromise in which both parties involved are satisfied, then the following guidelines will be adhered to:
 - a. Elementary sports programs will be reasonable (no more than 2 hours will be required of any student in any given day and no more than 8 hours per week) They will take place during the same period of time and months that the varsity sport season occurs. Ex. Volleyball (September – October) Basketball (November – February) Any overflow during the months of March – May will be worked out by the coaches and the athletic director because most baseball and softball programs take place during the summer.
 - b. Gym rentals such as Junior Olympic Volleyball and AAU Basketball will be permitted to use Jackson Center facilities under the guidelines listed under gym usage. In addition, any athlete that is in-season will not be permitted to practice, participate, or be in attendance when a club team uses the facilities at Jackson Center. It is up to the parents whether or not their in-season athletes play on a club sport using a facility outside of Jackson Center.
 - c. It will be a mutual decision of the coaches if an in-season athlete wants to participate in the pre-season activities of the upcoming season.
 - d. The summer will be divided by the July 4th Holiday. Fall sports will be able to participate in team leagues and other competition starting on July 5th. Winter sports will be restricted from June to July 3rd. Spring sports will not be restricted during the summer months as long as they are following the guidelines set by OHSAA.
 - e. Individual workouts including weightlifting can take place under the guidelines of the OHSAA throughout the summer as long as it does not interfere with team schedules. Individuals that choose not to play the in-season sport may use Jackson Center facilities for their work-outs provided that there is time to use those facilities.

Warning: Failure to abide by these guidelines could result in a suspension of gym usage, written reprimand or non-renewal.

General Duties and Responsibilities of All Coaches

A listing of general duties for a head coach and an assistant coach are given on a separate page in this handbook. Some of these duties and other are highlighted below.

In addition to these general duties, there will be some specific duties that are unique for each sport. These will be shared with you by the athletic director, building principal or head coach.

1. Student Athletic Handbooks – Each coach of an athletic team shall use the training rules established for all athletes at Jackson Center Schools. A copy of this is included in this handbook. If any additions, modifications, or changes are made, these shall be approved by the athletic director prior to distribution to parents and students. Each athlete will receive a Student Athletic Handbook. Each coach will be responsible for going over this handbook with his/her athletes. The athletes will then be responsible for sharing the student handbook with his/her parents.

Coaches should review these training rules with students. It is important they understand them.

2. Athlete Physical Cards – All athletes must have a student participation and physical exam card from OHSAA completed and returned to the school prior to participating in any interscholastic athletic practice. Coaches must check this with the Athletic Director/ Athletic Trainer prior to the first practice.

Normally, a time is designated in the Spring for students to obtain a free physical exam from Local Doctor's offices here in Jackson Center.

3. Positive Attitude- A positive, energetic, and enthusiastic coach will probably be more effective with students than if you don't have these characteristics. If you don't have these traits, they can be attained. The use of profane language, obscene gestures, undue ridicule of a student and similar acts are not considered acceptable behavior for a coach. Students look up to coaches and you will be a model for many of them. Therefore, it is imperative that coaches set the best example possible for students.
4. Responsibility to Students – Coaches have a tremendous responsibility in supervising and being responsible for students under their care. At any practice session, conditioning session, game or meet, or any other activity scheduled by the coach, the coach must always be present with the students. Whenever prudent and responsible supervision is provided, liability concerns are drastically reduced.

Transportation to all athletic contests will be provided by the school. Students or other adults should never drive for a school sponsored activity without the permission of the administration, In all cases, this will be discouraged.

In the event of an emergency situation when the coach cannot always be present to supervise, arrangement must be made to have another adult be in charge. If this happens, the administration should be notified as soon as possible.

Using good judgment and being present are the best deterrents to problems. We owe the students under our care our best.

THE COACH'S ROLE MODELING AND RESPONSIBILITY FOR PREVENTIVE PROCEDURES

It is assumed that the coach of an athletic team will be a positive role model for the athletes throughout all practice sessions and games. This would include providing a proper example of a sportsmanlike attitude toward the opposing team and coaches. This is to say that negative motivational techniques meant to inspire a team are considered detrimental to overall sportsmanship and to the preparation for a particular game. While such motivational techniques are questionable at best in professional athletics and college level sports, they certainly are considered inappropriate at the high school and junior high level.

The coach's procedures at an athletic event meant to provide proper sportsmanship for and by the team are as follows:

1. Teach athletes to avoid physical confrontations with members of the other team.
2. Instruct all players that should one of their teammates become involved in a physical confrontation, that all others are to avoid becoming involved in that physical confrontation, even under the guise/excuse of trying to "separate" them.
3. The coach should instruct his/her players that if a confrontation does occur on the field or court, he/she and the officials will separate the involved individuals.
4. The head coach should direct the assistant coach to assume immediate responsibility for those athletes on the bench and otherwise not involved in the physical confrontation in order that they have someone directly supervising them and keeping them from becoming involved. For example, the assistant coach to the varsity basketball team would immediately turn to the players on the bench and verbally instruct them to stay where they are in their seats.
5. The coach should forewarn all athletes on the team that involvement in a physical confrontation will result in consideration of not only removing the athlete from the sporting event for the rest of the day, but also the possible suspension from subsequent games.
6. The behavior of the coach must at all times be marked by dignity and self-control. He should not, at any time, use provocative language or engage in any unsportsmanlike actions or tactics. He must avoid any actions or remarks which would tend to incite the displeasure of the spectators or provoke disorderly behavior. If the coach, as a professional educator, cannot exercise emotional control under stress, then such behavior cannot be expected from the young people on the team nor from the heterogeneous combination of spectators in the stands.
7. The coach will immediately discipline any player who intimidates an official, or displays unsportsmanlike behavior.
8. Coaches must control their emotions by eliminating any show of outraged discontent over an official's call.
9. Never seek out an official during halftime or at the conclusion of a contest.

Jackson Center Schools
Job Expectations and Responsibilities

HEAD COACH

The head coach will:

- A. Professional and Personal Relationships**
1. Cooperate with the athletic director in regard to submitting participant lists, physical slips, year end reports, and program information to your sport.
 2. Develop rapport with the athletic coaching staff.
 3. Be appropriately dressed at the practices and games.
 4. Participate in professional and in-service meetings.
 5. Develop sound public relations: cooperative with newspaper, radio, T.V., booster club, etc.
 6. Understand and follow rules and regulations set forth by all governing agencies: OHSAA, Shelby County League, and Board of Education.
 7. Participate in Parents Night, homecoming, banquets, pep assemblies as it relates to your sport.
 8. Maintain proper sideline conduct at games towards players, officials, and other workers.
 9. Develop good rapport with other teachers, coaches, and administrators.
 10. Work cooperatively with Jr. High coaches in developing a strong coordinated program.
 11. Promote all sports in our program as well as his/her own, in attempting to foster school spirit.
 12. Cooperate and communicate with parents.
- B. Coaching Performance**
1. Develop respect by example in appearance, manners, behavior, language, and interest.
 2. Provide proper supervision and administration of all locker room areas and training room, and on the bus supervision, as well as supervision of bus trips.
 3. Be well versed and knowledgeable in matters pertaining to his/her sport.
 4. Have individual and team discipline and control.
 5. Develop a well organized practice schedule which utilizes time and staff to its maximum.
 6. Help other coaches become better coaches.
 7. Be fair, understanding, tolerant, sympathetic, and patient with team members.
 8. Be innovative using new coaching techniques and ideas in addition to sound already proven methods of coaching.
 9. Be prompt in meeting team for practice and games.
 10. Show an interest in athletics in off-season activities and classroom efforts.
 11. Provide leadership and attitudes that produce positive efforts by participants.
 12. Delegate authority with responsibility while remaining accountable for such delegation.
 13. Provide an atmosphere of cooperation in being receptive to suggestions and giving credit to those responsible for success.
 14. Know the medical aspects of the position including first aid injury policies, working with team doctor and/or family physician.
 15. Assure team performance is consistent with quality of athletes available.
 16. Set up and administer training regulations of athletes as approved by the administration.

C. Related Coaching Responsibilities

1. Be concerned about the use of equipment, including issue, inventory, and storage.
2. Be cooperative in sharing facilities.
3. Show self-control and poise in all areas related to coaching responsibilities.
4. Display enthusiasm and vitality.
5. Keep athletic director informed about unusual events.
6. Encourage all potential athletes to participate in his/her sport provided they aren't involved in another sport at the same time during that particular season.
7. Operated sport within the budget as approved by the A.D.
8. Assume responsibility for securing all dressing rooms, locker rooms, and gym facilities as well as the building itself.

Jackson Center Schools
Job Expectations and Responsibilities
ASSISTANT COACH

The assistant coach will:

1. Cooperate and support the head coach and coaching staff.
2. Take care of equipment and uniforms.
3. Stress fundamentals and basic skills.
4. Maintain rapport between coach and players.
5. Control players at all times, before, during, and after practice and games. Keep control on the bus, at the away school, in restaurants, etc.
6. Be prompt in meeting team for practice and contest and for departure times.
7. Display acceptable behavior during practices and contests.
8. Dress appropriately for practice and games.
9. Encourage athletes to make academics a priority.
10. Encourage and exemplify sportsmanship.
11. Establish training rules, describe consequences (both positive and negative), and enforce them consistently.
12. Keep other coaches and A.D. up to date on any special situations. (Discipline, injuries, etc.)
13. Keep practices well organized and orderly.

EVALUATION OF COACHES

1. All head coaches and assistant coaches shall be evaluated annually as prescribed by the respective evaluation forms. The athletic director will normally evaluate all head coaches and the head coach will evaluate the assistants, if any. Also, refer to the Athletic Program Responsibilities guidelines for further information.

2. The "original" of the evaluation shall be kept on file by the athletic director, with "copies" of the evaluation going to the parties outlined in the evaluation form. Any exceptions to this must be approved by the superintendent.

Final Comments:

Head Coach:

Athletic Director:

Assistant Coach:

Recommendation:

Assistant Coaches Signature _____

Head Coach's Signature _____

Date _____

The Assistant Coaches signature only indicates that it was discussed with them.

Copies to:

- A) Head Coach
- B) Assistant Coach
- C) Athletic Director
- D) Principal

HEAD COACH EVALUATION

The basic purpose behind a coaching evaluation is for the improving of the instruction our athletes receive. Other related purposes are as follows:

1. To afford an opportunity to identify, recognize, and praise quality coaching and instruction.
2. To provide an opportunity to identify potential leadership within our system.
3. To create a climate to achieve individual improvement.
4. To provide the information required to support a coach against false accusations which question the right of the coach to continue coaching.
5. To identify those factors which interfere with the coaches overall contribution to the athletic program.
6. To assure that quality coaching is a responsibility shared by the entire coaching staff and the Athletic Directors.

The following procedures are to be followed for the use of the evaluation forms:

1. The head coach responsible for each individual sport will make the assessment for the assistant coaches, grades 7-12 of that sport.
2. The A.D. in charge of an individual sport will make the initial assessment of the head coach of that particular sport.
3. The A.D. and the high school principal will be responsible for the final evaluation.
4. The evaluation is to be completed within a two to four week period after the conclusion of the season involved. The appraisal forms would be passed out to the respective coaches and A.D.s at the proper time at the conclusion of the season.
5. The final step would be a conference with the coach, A.D. and Principal to review the written evaluation and the head coaches recommendations for the assistant's evaluations.
6. The evaluation will be done first as a self-evaluation by the head coach using an "x" to indicate their rating. The A.D. will then use a "✓" when completing their part of the evaluation.
7. A coach may write a rebuttal to the evaluation if they feel it necessary.
8. A copy of the evaluation will go to the following people:

A) The Coach	C) The Superintendent
B) The Principal	D) The Athletic Director

Rating Code:

Successful; To be recommended for continued coaching by meeting our standards.

Needs Improvement; To be recommended for coaching position, provided an understanding can be reached in areas where improvement is suggested.

Unsatisfactory; Performance of the expectations was unacceptable.

Sports Assignment _____

Coaches Name _____

Date of Evaluation _____

Coach: Use an "X"
A.D.: Use a "V"

Questions

Comments

Successful

Needs Improvement

Satisfactor

I. Professional and Personal Relationships

1. Cooperates with the athletic director in regard to submitting participant lists, physical slips, year end reports, and program information to your sport.

2. Develops rapport with the athletic coaching staff.

3. Is appropriately dressed at the practices and games.

4. Participates in professional and in-service meetings.

5. Develops sound public relations: co-operative with newspaper, radio, T.V., booster club, etc.

6. Understands and follows rules and regulations set forth by all governing agencies: OHSAA, Shelby County League, and Board of Education.

7. Participates in Parents Night, homecoming, banquets, pep assemblies as it relates to your sport.

8. Maintains proper sideline conduct at games towards players, officials, and other workers.

9. Develops good rapport with other teachers, coaches, and administrators.

10. Works co-operatively with Jr Hi coaches in developing a strong coordinated program.

11. Promotes all sports in our program as well as his/her own in attempting to foster school spirit.

12. Co-operates and communicates with parents.

II. Coaching Performance:

1. Develops respect by example in appearance, manners, behavior, language, and interest.

2. Provides proper supervision and administration of locker and training room, and on the bus supervision.

ASSISTANT COACH EVALUATION FORM

The basic purpose behind a coaching evaluation is for the improving of the instruction our athletes receive. Other related purposes are as follows:

1. To afford an opportunity to identify, recognize, and praise quality coaching and instruction.
2. To provide an opportunity to identify potential leadership within our system.
3. To create a climate to achieve individual improvement.
4. To provide the information required to support a coach against false accusations which question the right of the coach to continue coaching.
5. To identify those factors which interfere with the coaches overall contribution to the athletic program.
6. To assure that quality coaching is a responsibility shared by the entire coaching staff and athletic directors.

The following procedures are to be followed for the use of the evaluation form:

- 1) The head coach will be responsible for making the initial evaluation of an assistant coach at the end of the season.
- 2) The head coach will sit down with the assistant and go over the evaluation. (For the first year of this program, 1985-86, and for a first year head coach, the A.D. will attend this meeting. After this the head coach will handle this.)
- 3) If there is a disagreement between the head coach and the assistant on one or more areas of the evaluation that either one feels must be arbitrated, that person can take an appeal to the A.D.
- 4) The evaluation will be done within two to four weeks after the varsity season of that sport ends.
- 5) The assistant coach may write a rebuttal to go with the evaluation if he/she feels it is necessary.
- 6) The evaluation will be done first as a self-evaluation with the assistant coach using an "x" to indicate their rating. The head coach will then use a "✓" when doing their part of the evaluation.
- 7) A copy will go to:
 - A) Head Coach
 - B) Assistant Coach
 - C) A.D.
 - D) Principal

Rating Code:

Successful: To be recommended for continued coaching by meeting standards.

Needs Improvement: To be recommended for coaching position, provided an understanding can be reached in areas where improvement is suggested.

Unsatisfactory: Performance of this expectation was unacceptable.

ASSISTANT COACH EVALUATION FORM

Sport _____ Head Coach _____

Assistant Coach _____ Position _____

<u>Questions</u>	Ass't. Coach: Use an "X" Head Coach: Use an "V"	<u>Successful</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
1) Cooperates and supports head coach and coaching staff.				
2) Care of equipment and uniforms.				
3) Coach stresses fundamentals and basic skills.				
4) Rapport between coach and players.				
5) Coach controls players at all times, before, during, and after practice and games. Controls on the bus, at the away school, in restaurants, etc.				
6) Prompt in meeting team for practice and contest and for departure times.				
7) Displays acceptable behavior during practices and contests.				
8) Dresses appropriately for practice and games.				
9) Encourages athletes to make academics a priority.				
10) Encourages and exemplifies sportsmanship.				
11) Establishes training rules, describes consequences (both positive and negative), and enforces them consistently.				
12) Keeps other coaches and A.D. up to date on any special situations. (Discipline, injuries, etc.)				
13) Practices are well organized and orderly.				

<u>Questions</u>	<u>Comments</u>	Successful	Needs Improvement	Unsatisfactory
3. Is well versed and knowledgeable in matters pertaining to his/her sport.				
4. Has individual and team discipline and control.				
5. Develops a well organized practice schedule which utilizes time and staff to its maximum.				
6. Helps other coaches become better coaches.				
7. Is fair, understanding, tolerant, sympathetic, and patient with team members.				
8. Is innovative using new coaching techniques and ideas in addition to sound already proven methods of coaching.				
9. Is prompt in meeting team for practice and games.				
10. Shows an interest in athletes in off-season activities and classroom efforts.				
11. Provides leadership and attitudes that produce positive efforts by participants.				
12. Delegates authority with responsibility while remaining accountable for such delegation.				
13. Provides an atmosphere of co-operation in being receptive to suggestions and giving credit to those responsible for success.				
14. Knows the medical aspects of the position including first aid, injury policies, working with team doctor and/or family physician.				
15. Team performance consistent with quality of athletes available.				
16. Set up and administer training regulations of athletes as approved by the administration.				
<u>Related Coaching Responsibilities:</u>				
1. Is concerned about the use of equipment, including issue, inventory, and storage.				
2. Is co-operative in sharing facilities.				

<u>Questions</u>	<u>Comments</u>	Successful	Needs Improvement	Unsatisfactory
3. Shows self-control and poise in all areas related to coaching responsibilities.				
4. Displays enthusiasm and vitality.				
5. Keeps athletic director informed about unusual events.				
6. Encourages all potential athletes to participate in his/her sport provided they aren't involved in another sport at the same time during that particular season.				
7. Operates sport within the budget as approved by the A.D.				
8. When school plant is used, and no one else is responsible, the coach assumes responsibility for securing all dressing rooms, locker rooms, and gym facilities as well as the building itself.				

Coaches:

Strengths-

Areas to work on-

General Evaluation of Coach-

The coach's signature indicates that they have read this evaluation and that it was discussed with them.

Copies to:

- A.) The Coach
- B.) The Principal
- C.) The Superintendent
- D.) The Athletic Director

Coach's Signature _____
 A.D.'s Signature _____
 Principal's Signature _____
 Date _____

Clinics

Each Head Coach and Assistant Coaches (JV, freshman, and Junior High) will be permitted to attend the state sponsored clinic or a clinic of their choice provided that it is of similar cost to the state sponsored clinic. Registration, mileage and hotel rooms will be paid for by the athletic department if applicable. Meals are the responsibility of the coach. Professional leave applications should be submitted to the building principal at least five days prior to the time that will be missed and all costs are subject to the approval of the athletic department and the building principal.

State Tournaments

Each head coach and assistant coach (JV and freshman) will be entitled to two books of tickets for the state tournament. If any other books are not being used, they should be turned into the Athletic Department where they can be resold or redistributed according to the following progression: 1) other assistants in the program, ie Jr. High coaches , 2) other interested parties.

Practice Schedules, School Cancellations, Bad Weather Days

1. Practice Schedules

The athletic director has the responsibility for scheduling practice sessions during the winter basketball season. Coaches will be consulted when this is done. Coaches are responsible to see that players and parents are informed of practice times.

2. School Cancellation Policy

- A. When school is canceled due to bad weather conditions or other calamity, games scheduled for that day will be cancelled. The administration will be responsible for media announcements. Coaches will be responsible to notify teams.
- B. In extreme situations and depending upon the reason for the school cancellation, a game could possibly be played on the day of school cancellation. The final decision on this will be with the superintendent.
- C. When school is cancelled due to bad weather conditions or other calamity, athletes will not be required to attend any practice session. However, a coach may establish a practice schedule for days when school is cancelled in cooperation with the athletic director and principal. Athletes should be encouraged to attend these practices but not take risks in getting here due to the weather conditions.

Securing the Building after Practice

A coach has a great responsibility in properly locking and securing the school building after a practice. This is especially true when no custodian is on duty. This would include Saturdays, holidays, summer time and even some school days.

All inside and outside doors need to be checked. It would be wise for coaches to instruct students on which outside door to use for entering and exiting the building. After practice, the coach should check all outside doors to see that they are secured.

We do not have a security or vandalism problem in the Jackson Center Schools. However, proper caution and security measures will be a big deterrent to any problem.

Please refer to the athletic complex rules and regulations for further security concerns. However, these rules apply to all use of the building.

Sports Medicine

- 1) As required by the Ohio Department of Education, all coaches must demonstrate that they have met the requirements of a CPR training course and must possess a valid certification card. These cards may be renewable every year or every two years depending on the program of instruction.
- 2) All coaches must complete a four hour sports first aid course offered by a provider that is approved by the ODE or complete a nationally recognized sports first aid course. These certifications must be renewed every three years.
- 3) All coaches must complete all courses as determined by the ODE and OHSAA.

Training Room, Equipment Room, Weigh Room

Athletes may not go into or use the facilities of the training room, equipment room, or weight room without the direct supervision or authorization by the coach, athletic director, or administration. Traffic in these areas should be highly restricted – “Hanging Around” should be discouraged.

Jackson Center Local Schools
Athletic Program Responsibilities

The Jackson Center School District is proud of the Athletic program which is available to students. Three goals of the Jackson Center athletic program are:

1. Provide excellent interscholastic athletic competition.
2. Encourage high academic standards and achievement.
3. Promote good sportsmanship and a positive attitude.

The coaches of the various teams are the primary people responsible for implementing the above goals. They are also very important to the overall success of the athletic program.

The management and administration of a comprehensive athletic program such as ours also requires the involvement of several people. To accomplish this effectively, the athletic program will be administered by an athletic director who is a certificated staff member. Assistance will be given by both the high school and elementary principals and other staff members as necessary.

To assist in the performance of the assigned duties and responsibilities of these positions, the following job descriptions pertaining to the athletic program are given.

Jackson Center Local School
Job Description

Position:

Athletic Director

Qualifications:

1. Shall be a certificated employee of the Jackson Center Local Schools.
2. Must be of good moral and ethical character.
3. Must be competent to direct and supervise activity programs.
4. Must be able to work effectively with school personnel, students, parents, and community.
5. Must abide by the rules and regulations of the school and the Ohio High School Athletic Association.
6. Must have attended a sports medicine workshop and have proper C.P.R. certification as required for coaches.

Responsible to:

High School Principal

Employment

The athletic director shall be employed on a limited supplemental contract pursuant to the supplemental contract policy guidelines. Each year of the contract shall begin on August 1 and end on July 31. The hours of employment during summer months, after school and vacations shall depend upon the activity. During the school year, one or two periods may be assigned for athletic duties.

Function:

The primary responsibility for the efficient and positive operation and management of the athletic program is vested in the athletic director (A.D.). The A.D. shall plan, organize and oversee the entire athletic program of the secondary school, grades 7-12. The A.D. shall strive to provide a comprehensive, well-balanced program throughout the entire athletic program. The following duties relate to both the Junior High and High school, boys and girls, athletic programs.

Duties:

1. Be responsible for the financial operation of the athletic department including, but not limited to: budgeting, appropriating, receipts, expenditures, employment and supervision.
2. Prepare quarterly financial reports giving all receipts and expenditures and make copies for both building principals, the superintendent and others deemed appropriate.
3. Prepare with head coaches and the Assistant Athletic Director an athletic budget for the following school year. This proposal is to be submitted to the High School principal and the superintendent, who along with the A.D., will approve the budget no later the June of each year. Following approval of the budget, see that all materials and equipment for each sport are ordered as approved in the budget.
4. Assist the high school principal in the employment of all coaches.
5. Be responsible for supervising all home and away games as necessary. All home games, regardless of the sport, should be supervised, which may be done by the coach of that sport. All away games for boys varsity basketball and girls varsity basketball and volleyball should be supervised. All other away games for other sports should have a staff member present for supervision when possible.
6. With approval of the high school principal, staff members, other than building principals and the Athletic Director, may be assigned to supervise athletic contests and be paid as determined on the per game schedule.
7. Resolve conflicts or disagreements which may occur that involve head coaches, assistant coaches, Assistant Athletic Director, parents and/or students. This pertains to athletic involvement only.

8. Order, store, control and distribute all medical supplies.
9. Supervise all head coaches in the performance of their duties and assist head coaches in the supervision of their assistants.
10. Handle any student discipline problem that may arise in cooperation with the head coach and high school principal.
11. Develop and produce the programs for the basketball contests, boys and girls.
12. Keep the inventory for equipment, supplies, and awards.
13. Schedule the physical facilities for after school practices, school activities, community events, etc.
14. Make all arrangements for the athletic recognition programs.
15. Evaluate all head coaches as per the approved evaluation form of the Jackson Center Schools.
16. Evaluate the Assistant Athletic Director annually, pertaining to the athletic program involvement, in a manner as prescribed by the superintendent.
17. Be evaluated by the high school principal annually in a manner as prescribed by the superintendent.
18. Work closely with the Athletic Boosters to insure that the athletic department is represented at each Booster meeting.
19. Coordinate the cheerleading program, in conjunction with the principal and advisor.
20. Interpret and implement all athletic policies.
21. Schedule transportation to all away games.
22. Maintain complete files of all athletic programs relevant to student accomplishments, awards, coaches, finances, etc.
23. Insure the organization and supervision of all sport camps, summer programs. Saturday League, etc. in conjunction with the Jackson Center athletic program and the policies and procedures of the Jackson Center Board of Education.
24. Complete and submit all forms required by the OHSAA and of the school district.
25. Maintain a positive relationship with schools that are scheduled for athletic contests and attend the Shelby County Athletic League meetings. When the high school principal cannot attend league meetings, represent the Jackson Center Schools and vote with the best interest of the district in mind.
26. Be responsible for further duties related to school or community activities relating to students from the Jackson Center School District.
27. Assure that all coaches have received the proper CPR and medical/first aid training required through an approved sports medicine workshop.
28. Perform other duties as may be assigned by the high school principal and/or superintendent.

Jackson Center Local Schools
Job Description

Position:

Assistant Athletic Director

Qualifications:

The assistant athletic director will meet the qualifications listed previously for the athletic director's position. A certified employee of the school district is recommended but not necessary.

Responsible to:

Athletic Director

Employment:

The Assistant Athletic Director shall be employed on a limited supplemental contract pursuant to the supplemental contract policies. It is a one year renewable contract.

Function:

The Assistant Athletic Director shall be responsible for the assistance to the athletic operation. In general, the Assistant Athletic Director should assist the Athletic Director in planning, organizing, and overseeing the entire athletic program.

Jackson Center Local Schools
Job Description

Position:

High School Principal - Athletics

Qualifications:

The person employed as High School Principal will have this responsibility included as part of the overall responsibilities as building principal. As long as the person is the building principal, he/she shall have these duties included unless provided otherwise by the Board of Education.

Responsible to:

Superintendent

Employment:

There will be no supplemental contract issued to the secondary principal for performance of these duties. The contract period for this position shall be consistent with that as principal. The time necessary to fulfill these duties shall be given when needed during the school day, summer months and vacations.

Function:

By virtue of the position, the secondary (grades 7-12) principal shall have the overall responsibility for the operation and management of the athletic program.

Duties:

1. Supervise at all home and away boys varsity basketball games and, in general, see that all aspects of the home boys games are in order.
2. Assist with supervision at other games when needed.
3. Be in regular contact with the athletic director regarding the duties, responsibilities, operation, etc. of that position.
4. Evaluate the Athletic Director annually in a manner as prescribed by the superintendent.
5. Evaluate the athletic director as a coach as prescribed, if the Athletic Director is a head coach.
6. Resolve conflicts or disagreements which may result between the Athletic Director and coaches, parents or students.
7. Serve on the Executive Board of the Shelby County Athletic League. Voting shall be done with the best interests of the Jackson Center School District in mind. When it is impossible to attend league meetings, appoint the Athletic Director to attend the meeting and vote for the district.
8. Other duties concerning the athletic program that may be assigned by the superintendent.

ASSIGNED ATHLETIC CONTEST SUPERVISORS

- A. During the day of your assignment
1. know who the other game workers will be
 2. get a master key from the A.D. if needed
 3. know the time ticket sales will begin
 4. get checks and pay vouchers for the officials
 5. get phone numbers of the officials (on the contracts) and the visiting school (check speed dialer)
 6. get money box for ticket taker
 7. make sure concession workers have money boxes
- B. Before the contest
1. arrive at least one hour before the start of the contest
 2. dress should be the same standard as your regular school day attire
 3. make sure all doors are unlocked or locked where appropriate; generally, all people traffic should be confined to the gym and hallways leading to the gym, concessions, or restrooms;
LOCK EVERYTHING ELSE
 4. greet officials and pay them; have them sign their vouchers
 5. greet the visiting team and introduce yourself to their coaches
- C. During the game
1. general supervision and enforcement of school rules and procedures
 2. maintain a very visible presence
 3. get pop for officials at 1/2 time or between games; for volleyball they can just go to concession stand and get one for free
- D. After the game
1. put away microphone, scoreboard, etc. unless th custodian on duty will do it
 2. secure money boxes from admission and concessions in the designated place; if the treasurer or an administrator is present the money boxes can be put in the safe
 3. put all paperwork including pay vouchers, admission tally sheet, etc. in the A.D. mailbox
 4. stay until the visiting team leaves
 5. let our coach know you're leaving
 6. secure building if necessary
 7. record supervision on a time sheet and hand it in at the end of the sports season
 8. give everything to the A.D. the next day
- E. When supervising an away contest
1. be present and visible from the beginning of the first game until all the fans leave and it appears as though there are no impending problems

EVALUATION OF ATHLETIC DIRECTOR AND ASSISTANT
ATHLETIC DIRECTOR

1. The athletic director is to be evaluated annually by the high school principal. The assistant athletic director is to be evaluated annually by the athletic director.
2. The evaluation shall be done as prescribed by the respective evaluation form and guidelines.
3. The high school principal's duties in athletics will be part of the annual principal evaluation done by the superintendent.

Jackson Center Schools

ATHLETIC DIRECTOR EVALUATION

The Athletic Director shall be evaluated annually by the high school principal and shall be done as prescribed by the guidelines below.

1. The job description of the Athletic Director, especially the duties section, shall be reviewed by the high school principal with the A.D. prior to September 30 of each school year.
2. The evaluation should be done between May 15 - June 15 of each school year, or at another mutually agreeable time, if approved by the superintendent.
3. The A.D. will first do a self-evaluation by using an "X" to indicate his rating. The principal's rating will be indicated by a "✓".
4. Comments may be made individual items or in general at the end of the rating form, by either the A.D. or the principal.
5. A conference shall be held to review the written evaluation, make additional comments, if any, and for both to sign the evaluation form.
6. Any comments made must be initialed by the person to indicate who made the comment.
7. Copies of the evaluation shall be given to:
 - A. Athletic Director
 - B. H.S. Principal
 - C. Superintendent
8. The duties as listed on the evaluation form correspond to the duties in the job description. However, these are listed in abbreviated form.
9. The original of the evaluation shall be kept on file in the high school principal's office.
10. The rating code to be used is as follows:

(S) Successful: To be recommended for continued employment in this position by meeting expectations.

(NI) Needs Improvement: To be recommended for continued employment in this position, provided an understanding can be reached in areas where improvement is suggested.

(U) Unsatisfactory: Performance of this expectation was unacceptable.

ATHLETIC DIRECTOR EVALUATION

The duties listed are in abbreviated form of the duties listed on the job description for the athletic director. Refer to the job description for complete listing of the duty.

AD - Use an "x"
Prin. - Use a "✓"

DUTIES	COMMENTS	S	NI	U
1. Financial Operation				
2. Quarterly financial Reports				
3. Athletic Budget				
4. Employment of coaches				
5. Supervision of games				
6. Supervision by other staff				
7. Resolving conflicts and disagreements				
8. Medical Supplies				
9. Supervision of head coaches				
10. Handling student discipline				
11. Basketball Programs				
12. Inventory Control				
13. Scheduling of facilities				
14. Athletic Programs				
15. Evaluation of head coaches				
16. Evaluation of Asst. A.D.				
17. Evaluation by H.S. Principal				

DUTIES

COMMENTS

AD - Use an "x"
Prin. - Use a "✓"
S NI U

18. Work with
Athletic Boosters

19. Cheerleading
Program

20. Athletic policies

21. Transportation

22. Files of Athletic
programs

23. Supervision of
camps, etc.

24. Completion of
OHSAA forms

25. Relationship with SCAL

26. Other school or
Community activities

27. Sports medicine
workshop-coaches

28. Student Eligibility

29. Arranging for game
help

30. Publicity of the
athletic program

31. Scheduling of
contests

COMMENDATIONS:

AREAS TO WORK ON:

GENERAL EVALUATION:

(Signature - Athletic Director) Date

(Signature - H.S. Principal) Date

Jackson Center Schools

ASSISTANT ATHLETIC DIRECTOR

EVALUATION

The Assistant Athletic Director shall be evaluated annually by the athletic director and shall be done as prescribed by the guidelines below.

1. The job description of the assistant athletic director, especially the duties section, shall be reviewed by the athletic director with the Assistant Athletic Director prior to September 30 of each school year.
2. The evaluation should be done between May 15 - June 15 of each school year, or at another mutually agreeable time, if approved by the superintendent.
3. The Assistant Athletic Director will do a self-evaluation by using an "x" to indicate his rating. The A.D.'s rating will be indicated by a "√" .
4. Comments may be made on individual items or in general at the end of the rating form, by either the Assistant Athletic Director or the A.D.
5. A conference shall be held to review the written evaluation, make additional comments, if any, and for both to sign the evaluation form.
6. Any comments made must be initialed by the person to indicate who made the comment.
7. Copies of the evaluation shall be given to:
 - a. Assistant Athletic Director
 - b. Athletic Director
 - c. H.S. Principal
 - d. Superintendent
8. The duties as listed on the evaluation form correspond to the duties in the job description. However, these are listed in abbreviated form.
9. The original of the evaluation shall be kept on file in the athletic director's office.
10. The rating code to be used is as follows:

(S) Successful: To be recommended for continued employment in this position by meeting expectations.

(NI) Needs Improvement: To be recommended for continued employment in this position, provided an understanding can be reached in areas where improvement is suggested.

(U) Unsatisfactory: Performance of this expectation was unacceptable.

TRANSPORTATION FOR ATHLETIC TRIPS

1. Coaches are to inform the Athletic Director about athletic trip requirements in advance. Please submit destination, departure time, approximate arrival time back at Jackson Center, and any other information that is necessary.

2. Bus drivers must secure a Trip Ticket for each trip from the Athletic Director.

3. In general, the coach is responsible for the general supervision of students on the bus. The bus driver has the ultimate authority because of his responsibility for the safety of all riders. Some of the provisions listed in the school bus rules are:

a. Students are to remain seated at all times.

b. Eating and littering are not permitted on busses.

c. Noise on a bus shall be kept at a minimum at all times to assure safety of operation. Reasonable conversation is permissible, but no yelling, screaming, or shouting.

d. Absolute quiet must be maintained at railroad crossings or other danger areas.

e. Nothing shall be thrown on the bus or out of the bus.

f. All parts of student's bodies shall be kept inside the bus at all times.

4. School bus rules state above that eating and littering are not permitted on buses. If, for some reason, a coach permits a student to have food or drinks on a bus, then the coach is responsible to see that the bus is clean when they leave the bus. This is especially true for any paper, cans, cups, etc. that are left as a result of students leaving them. Students should be made responsible to dispose of their own trash.

5. In general, students should not be on the bus when it is parked at a site for an athletic event. However, if students need to be on the bus for some reason, the coach must be responsible for the supervision of these students.

6. These regulations apply to any board owned vehicle at an athletic event.

Pay For Bus Drivers

1. If the driver is a coach or paid worker for the team, he/she is paid a flat 35.00 fee per trip.
2. If the driver is not the coach or paid worker for the team, he/she is paid the rate established by the board of education for drive time and layover per negotiated agreement.

Scheduling Workers at Athletic Contests

When at all possible, staff members or other responsible adults will be employed to work at athletic contests. In some cases, it may be necessary to employ responsible students. However, at no time should a student be the official scorer for any athletic varsity or reserve contest.

The Athletic Director will work with the coach in determining what persons will fill these positions for each game. This shall be done at least 1-2 days prior to game time.

Pay For Workers At Athletic Contests

Jr. High & Freshman BK & VB

Scorer and Timer – \$10 per game

Line judges for volleyball - \$10 per match

High School Girls Volleyball

Scorer and Timer - \$15 per night

Line judges - \$15 per night

High School Boys and Girls Basketball

Scorer and Timer - \$15 per night

Ticket Takers

JH events - \$15.00 per night

Varsity events - \$20.00 per night

Game Supervisors

All JH events - \$25.00

Varsity Volleyball - \$40.00

Varsity Girls Basketball - \$50.00

Varsity Boys Basketball - \$60.00

ADMISSION PRICES

1. A list of athletes, manager, and statisticians should be turned into the Athletic Director prior to the first contest. Any additions or deletions to this list should be given to the Athletic Director when the changes are made to insure that the proper passes are distributed.
2. A list of students working at the concession stand, coat check, playing in the pep band, or other students approved to be admitted free, must be given to the Athletic Director by the advisor of each group prior to all home athletic contests in the building. Only those students on the list will be admitted free. These students should come to the front door only and sign in at the ticket table.
3. All coaches will receive an All County Annual Athletic Pass from the Shelby County Schools. This pass is for the coach and is non-transferrable. Any additional passes received from Shelby County Schools will be given to other employees as determined by the administration. These passes are valid for Shelby County Athletic League contests only. Most non-league schools will also accept them.



PASSES TO TOURNAMENT GAMES - BOYS AND GIRLS

Each person or family in one or more of the following positions may receive no more than two (2) complimentary tickets per game, even though they may have qualified in two or more positions. This would include administrators who may receive district passes or a worker who gets in on a pass sheet.

These complimentary tickets are given to those workers during varsity home games. Their help has contributed to the success and smooth operation of the athletic program.

Workers must help in a minimum of six (6) basketball or seven (7) volleyball home games to qualify for complimentary tickets. Two complimentary tickets will be available for tournament games for those listed below and are nontransferable.

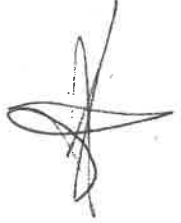
1. Varsity Coach - BBK, GBK, VB
2. Reserve Coach - BBK, GBK, VB
3. Freshmen Coach - BBK
4. 8th Grade Coach - BBK, GBK
5. 7th Grade Coach - BBK, GBK
6. Scorer - BBK, GBK, VB
7. Timer - BBK, GBK, VB
8. Fouls - BBK, GBK
9. Bus Driver - BBK, GBK, VB
10. Admission Gate - BBK, GBK, VB
11. Host for officials - BBK, GBK, VB
12. Supt. Secretary - BBK
13. H.S. Secretary - BBK
14. Concession Advisor - BBK, GBK, VB
15. Cheerleader Advisor - BBK
16. Trainer - BBK, GBK, VB
17. Ticket Taker - BBK
18. Treasurer - BBK
19. Ass't. Treasurer - BBK
20. Ass't. Athletic Director - BBK, GBK, VB
21. High School Principal - BBK, GBK, VB
22. Athletic Director - BBK, GBK, VB
23. Superintendent - BBK, GBK, VB

Code: BBK - Boys Basketball
GBK - Girls Basketball
VB - Volleyball

STATE TOURNAMENT TICKETS - ADMINISTRATION

The athletic department will provide two (2) sets of state tournament tickets for the Superintendent, the High School Principal, the Athletic Director, and the Assistant Athletic Director. These may be two (2) sets for the same tournament or one (1) set for two separate tournaments. They are intended for the personal use of the above named personnel.

In addition, for the above named personnel, the athletic department will provide up to two admissions to any tournament of any sport in which Jackson Center has a team or individual participant.



Pass for all certified staff and board members

SHELBY COUNTY SCHOOLS

_____ATHLETIC PASS

School _____
 Name _____
 (Non-transferrable)

 Superintendent
 (Honored When Your School's Team Is Participating)

Pass for all non-certified staff

JACKSON CENTER SCHOOLS

Annual Athletic Pass

Name _____
 (Non-transferrable)

Honored at home contests

1994-95

Adult Season Ticket for Boys or Girls Basketball

ADULT

JACKSON CENTER HIGH SCHOOL

**Boys' Basketball
 Season Ticket**

Name _____
 Non-transferable \$22.50

1994-95

Student Season Ticket
for Boys or Girls
Basketball

STUDENT	
JACKSON CENTER HIGH SCHOOL	
Boys' Basketball	
Season Ticket	
Name _____	
Non-transferable	\$18.00
1994-95	

Budgeting Procedures

1. The athletic director will prepare with the head coaches and athletic budget for the following school year. This proposal is to be submitted to the high school principal and the superintendent who, along with the Athletic Director, will approve the budget no later than June of each year.
2. Quarterly financial reports will be prepared at the end of the fall season, and spring season by the athletic director.

PURCHASING - ATHLETIC DEPARTMENT

1. Equipment and supplies must be ordered by the Athletic Director with the approval of the high school principal.
2. Before anything can be ordered, the proper purchase order (P.O.) paperwork must be completed. Please consult the Athletic Director to insure that all purchasing procedures are followed.

Athletic Checking Account-Officials**ATHLETIC PETTY CASH ACCOUNT**Guidelines

1. A petty cash account for the athletic department is established for the purpose of making the payment of officials more efficient and to save the costly procedure of issuing purchase orders to officials.
2. The petty cash system may be checked at any time by the following method: Balance on hand + verified expense = Initial Balance
3. Upon Board of Education approval, an initial balance of \$5,000 in the petty cash account may be established in a specific checking account for the purpose above. This will be established by issuing a purchase order drawing funds from the athletic department account.
4. Verified expenses may be construed as athletic department "pay vouchers", which have been signed, in recognition of service given.
5. The only expenses to be taken from this account are the services of officials for athletic events. Other workers (ticket sellers, time keepers, et.) are not considered officials.
6. Procedure for use of the Petty Cash Account:
 - a. The athletic director or high school principal shall write checks, as needed, when reasonable assurance of the performance of the service is attained (usually the day of the event). A "pay voucher" is to be attached to the check.
 - b. The pay voucher is presented to the official when the service has been rendered. Upon proper completion (including signature) of the voucher, the check is presented to the official. No checks are to be given without completion of the proper paperwork (contract and pay voucher).
 - c. The athletic director will be the primary person designated to write checks. In the absence of the athletic director, the high school principal may write checks for payment of officials. All contracts for services to be performed, all pay vouchers, and checking account register or check copies are to be kept on file by the athletic director.
 - d. The Treasurer shall be responsible for balancing the account to the bank each month upon receipt of the statement and canceled checks. At such time, the check register will be used to prove the balance.
 - e. In the event that a check on the account must be voided, that check will be retained with the check register and given to the Treasurer the next time the account is balanced and retained with the canceled checks.
 - f. When the account needs reimbursement (when the balance has declined to approximately \$500.00), the athletic director shall present the completed vouchers and duplicate copies of the checks or check register to the Treasurer. Reimbursement will be made in the amount of the presented forms only. A check drawn on the district's general athletic account shall be deposited into the Petty Cash Account. No other deposits are to be made to the account.
7. As designed signatories, the athletic director and high school principal are responsible for any discrepancy in the account, and may be held so during the annual audits by the office of the Auditor of State.

(These guidelines were approved by the Jackson Center Local Board of Education at a regular meeting on February 27, 1989.)

Jackson Center Local Schools

Athletic Department

Reimbursement to Petty Cash Account

Date: _____

Balance in account per check register on _____ \$ _____
(date)

Expense documentation for checks # _____ through # _____

Volleyball \$ _____
Cross Country \$ _____
Golf \$ _____

Boys Basketball \$ _____
Girls Basketball \$ _____
Baseball \$ _____

INVENTORY - ATHLETIC DEPARTMENT

The A.D. is in charge of overall inventory for uniforms, equipment, and supplies. Each coach has a tremendous responsibility to maintain accurate records of equipment and supplies and uniforms that are issued to insure their proper return.

CARE OF EQUIPMENT AND SUPPLIES

1. The individual coach has the main responsibility to insure that all equipment, supplies, uniforms, and facilities are taken care of properly.
2. If an athlete loses or ruins a uniform or piece of equipment or a supply that was issued to him/her, full replacement cost must be collected and turned in to the A.D.. The A.D. may determine a pro-rated cost if the item is mostly worn out.

Cleaning of Uniforms

It is recommended that uniforms be cleaned by the coach. This can be assigned to a training manager and can be done with the school's washing machine and dryer. If the players are responsible for cleaning their own uniforms, complete instructions for washing and drying should be sent home on a written notice to the parents, and players are responsible for damages to the uniforms.

SALE OF TICKETS

1. A game report of income and expenses (form attached) will be used for each athletic contest in which admission is charged.
2. It will be the responsibility of the athletic director or his designee to see that the form is completed following each contest.
3. The game report must be completed in full, unless tickets are not used, or written comments must be made explaining any blank sections or unusual situations.
4. For all home boys basketball games, numbered tickets must be used. Adult and student tickets must be a different color or designation to determine the number sold of each. School employees, board members, visiting school passes, and senior passes shall be tallied by the ticket taker. All other passes (scout, etc.) must sign in on a sheet prepared by the athletic director. The High School Principal shall be responsible for getting a list of students to be admitted free to the athletic director prior to the opening of the doors. This may be delegated to the respective advisors (concessions, pep band, coat check, etc.) if desired.
5. For games where tickets are not sold, the person receiving money should tally how many adults pay, how many students pay, and any passes received to get a total attendance. A sheet for this purpose shall be prepared by the Athletic Director.
6. The Cash on Hand should be recorded by the Athletic Director on the game report prior to the beginning of the game and initialled by the person selling tickets or receiving money.
7. At the end of the ticket sales or when we stop collecting admission, the money on hand will be counted. That will be done by the person (or persons for boys basketball) who sold tickets or collected money, along with the Athletic Director. This will be recorded on the game report with the number of admissions paid, etc.
8. The game report form shall be signed by the appropriate persons where indicated.
9. When persons who work at games are paid in cash at the game, they shall acknowledge this by initialling beside their name and amount paid on the game report. For those who work several games during the year, payment shall be made by check at the end of the season.

SENIOR CITIZEN PASSES

Senior Citizens are reminded that athletic passes are available in the high school office. A pass will admit you to any school athletic event at no charge. The criteria for obtaining these passes is as follows:

1. Bearer must be a Jackson Center School District resident
2. Bearer must be 65 years or older
3. Pass is not transferrable
4. Pass is honored at Jackson Center home athletic events only

<p>Jackson Center Schools Shelby County GOLDEN CARD CLUB The holder of this card is entitled to be admitted Free to all Jackson Center School Activities. Signature _____ Superintendent _____</p>
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APPENDIX – B

SHELBY COUNTY ATHLETIC LEAGUE

ADMISSIONS

Admissions to all athletic contests will be determined by the SCAL Board of Directors.

GAME REPORT INCOME AND EXPENSES

SPORT: _____ DATE: _____

I. INCOME

A. Adult Tickets No's # _____ to # _____
 Color: _____ (first ticket of roll) (Next ticket on roll)
 Stud. Ticket No's. # _____ to # _____
 (first ticket on roll) (next ticket on roll)

B. No. A. Paid: _____ @ _____ = \$ _____ Number of passes:
 (cost) Adult: _____
 No. S. Paid: _____ @ _____ = \$ _____ Stud. : _____
 (cost)

TOTALS: _____ \$ _____

C. Total in Attendance: _____ Paid Admissions
 _____ Passes
 _____ Total Attendance

D. Gate Receipts: Cash on Hand (prior to game) \$ _____ (initialled by)
 Currency received \$ _____
 Coins received \$ _____
 Total \$ _____ ticket-taker

E. Program receipts: Cash on Hand \$ _____
 Amount received \$ _____
 Total \$ _____
 Total Receipts \$ _____

F. Counted by: (Minimum of two helpers for boys' basketball games. Other games may only have one.)

 (signature) (signature) (signature)

Comments:

II. EXPENSES

A. All game officials are to be paid by check from the Treasurer. If this person is an employee of the Board of Education, payment shall be made as salary, with appropriate deductions, as required by Ohio law. The same is true for game helpers contracted for a season to work.

B. Game Helpers: (List those who are casual help and are to be paid cash)

<u>Name</u>	<u>Duty</u>	<u>Amount</u>	<u>Initial when rec'd.</u>
1.			
2.			
3.			
4.			

C. Other expenses: (Itemize, be specific)

- 1.
- 2.

TOTAL EXPENSES \$ _____

III. SUMMARY

Total Receipts	\$ _____	
Total Expenses	\$ _____	
BALANCE	\$ _____	
Amount Deposited	\$ _____	Date _____
Balance on Hand (for next game)	\$ _____	

IV. APPROVAL

(Signature - A.D. or El. Pr. - Ath.)

(Signature - H.S. Prin. or Supt.)

Comments:

Printed in The Athlete

WINNING ISN'T EVERYTHING...
BUT GOOD SPORTSMANSHIP IS!

WHAT IS A GOOD SPORT?

The term sportsmanship has been defined as conduct becoming to a sportsman. A true sportsman exhibits fairness, courteous relations, and graceful acceptance of the results. Sportsmanship has also been defined as the quality of responsible behavior which is characterized by a spirit of benevolence and genuine concern for an opponent. A good sport exercises the "fair play" ethic in every facet of life - business, commerce, law, education, and all other human interactions.

Good sportsmanship may be an overworked expression, but good sportsmanship is the key to success. Without the word "good" in front of both sportsmanship and conduct, there can be no justification for interscholastic athletics.

Good sportsmanship, like good athletic performance, is learned, practiced, and executed.

The most rewarding sound in high school athletics is a blending of cheers for the home team and applause for the visitors. This sound indicates good sportsmanship has been attained.

THE COACHES

Good sportsmanship begins with an athletic team's coach. The coach possesses a great deal of influence over the attitudes of the athletes, student body, spectators and the community as a whole.

In order for good sportsmanship to become a reality, the coach should:

- * always set a good example for athletes, fans and the community.
- * teach good sportsmanship and establish high standards for the athletes, parents and fans.
- * develop and enforce penalties for those athletes who do not abide by these standards.
- * treat opposing coaches with respect.
- * respect and work with officials, recognizing their importance to the athletic contest.
- * attend workshops and clinics to keep up-to-date on eligibility standards and contest rules.
- * assume a positive attitude before conducting interviews with the news media or making comments to team, parents or other groups.

THE ATHLETES

The Athletes' responsibility in displaying good sportsmanship is second only to that of the coach. Because athletes are admired and respected, they carry a great deal of influence over the actions and behavior of spectators.

Therefore, athletes should:

- * live up to the high standard of sportsmanship established* by their coaches.
- * help fellow athletes and fans maintain these standards.
- * be well versed in the rules and strategies of the game.
- * remember that, as athletes, they are representing not only themselves, but their school, family and community.
- * treat opponents with respect.
- * practice self-control in adversity or success.
- * respect the officials, accepting their decisions without emotion.

- * display positive public action at all times - shaking hands with opponents, showing concern for injured athletes and asking fans to display good sportsmanship.

THE FANS

The spectators at an athletic contest also have an important role in displaying good sportsmanship. Their habits and reactions reflect directly upon the reputation of their school and community.

Fans should:

- * show respect for the opponent in every way possible.
- * positively support their team in every manner possible - including the content of cheers and pep signs.
- * know and understand the rules and concepts of the game.
- * maintain self-control at all times.
- * recognize and acknowledge good performances by athletes on either team.
- * give support to those participating in and/or conducting the athletic event.

A COACHES GUIDE TO GOOD PLAYER RELATIONSHIPS

1. Treat all players equal.
2. After chewing a player out, be sure to stop by sometime that day and make him feel like coming back tomorrow.
3. Support your players.
4. Try to make every athlete feel important.
5. If you criticize, do it to the player's face-not downtown. Always end your criticism with something positive about the individual.
6. Stimulate a desire in the player to be the best.
7. Always keep control of yourself and make sure your players keep control of themselves.
8. Don't ever let an athlete loaf, no matter who he/she is.
9. Coach before you criticize.
10. What you teach is the most important, not what you know.
11. Your practice plans are very important. Know what you are going to do in practice.
12. Enthusiasm is contagious.
13. Fundamentals are the most important factor of an athlete.
14. Coaches will never argue in front of players. Any disagreement should be dealt with after practice in the office. Never criticize another coach in front of an athlete, and never let an athlete be disloyal to a coach or teammate.
15. Be concerned about injuries of any player.
16. Don't ever threaten a player unless you plan to back it up.
17. Encourage athletes in classroom work and keep check on them.
18. Make the sport fun for the athletes.
19. Don't berate officials.
20. Do not cuss in front of an athlete.
21. Work with every athlete in our program regardless of what problems may arise.

From THE CHRISTIAN ATHLETE, Fellowship of Christian Athletes, Kansas City, MO.

