

# CLEAR FORK HIGH SCHOOL ATHLETIC HANDBOOK

## Table of Contents

<u>Page</u>	<u>Topic</u>
2	Introduction to Clear Fork Athletics
2	Board Approved Sports
3	Cancellation of Athletic Programs
4	Individual Competition in non-Adopted Sports
4	Athletic Philosophy
5	Athletic Program Beliefs and Goals
5	Athletic Advisory Council
6	Athletic Department Job Descriptions
10	Student/Athlete Responsibilities
10	Athletic Eligibility
11	Interscholastic Activity-Minimum Grade Point Average
13	Clear Fork High School/Middle School/Athlete Code of Conduct
14	General Athletic Department Policies Related to Conduct
15	Serious Misconduct Policies
16	Addition Important Misconduct Information
17	Same-Season Multi-Sport Participation
17	Drug, Alcohol, and Tobacco Policies
21	Due Process Procedures
22	General Policies and Procedures
22	Student/Athlete Insurance
22	Practice Sessions
23	Scouting
23	Awards
24	Ticket Policies
25	Ticket Prices
25	Athletic Passes
26	Contest Workers and Helpers
26	Broadcasting of Athletic Events
26	Contest Security
26	Contest Concessions/Merchandise Sales
26	Transportation
26	Athletic Safety
27	Athletic Injuries
27	Sunday Practices
27	Middle School Athletics
28	Mileage Chart

Revised March 2014

## **INTRODUCTION TO CLEAR FORK ATHLETICS**

Clear Fork High School is a member of the Ohio Cardinal Conference. Members of the OCC are Ashland, Clear Fork, Lexington, Mansfield Senior, Madison, Orrville, West Holmes and Wooster. League policies will govern athletics at Clear Fork where applicable. Where league policies are not applicable, rules and the Clear Fork Valley Board of Education will determine regulations with recommendations from the Clear Fork Athletic Council.

Clear Fork High School currently participates at the Varsity level in the following sports:

<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
Football	Boys Basketball	Baseball
Boys Soccer	Girls Basketball	Softball
Girls Soccer	Wrestling	Boys Track
Volleyball	Swimming/Diving	Girls Track
Girls Tennis	Cheer	Boys Tennis
Boys Cross Country		
Girls Cross Country		
Boys Golf		
Girls Golf		
Cheer		

Clear Fork Middle School currently participates in the following sports:

<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
Football	Boys Basketball	Baseball
Volleyball	Girls Basketball	Softball
Coed Cross Country	Wrestling	Coed Track
Cheer	Cheer	

## **BOARD APPROVED SPORTS**

The Clear Fork Valley Board of Education shall determine whether an activity becomes a sport with regard to the best interest of the school. Factors include, but are not limited to school size, fiscal considerations, and on the status of adding new sports by conference members.

Clear Fork high School will participate in OHSAA sponsored tournaments in those sports approved by the Board of Education. Entry fees will only be paid for those sports approved by the Board of Education.

An activity may be recommended for approval as a school sponsored sport if the following criteria are met:

The Ohio High School Athletic Association sanctions the sport. Facility availability can be coordinated with practices and contests of existing programs. Funding for the sport is available and does not affect existing teams. A competent, qualified coach can be employed.

Schedule:

Scheduling can be completed at least six months prior to the first day of official practice. Contests on a school night shall be within a 50-mile radius unless it is a league contest. The Athletic Director and Principal must approve weekend contest of more than a 120-mile radius. The new sport will be considered based on the potential of that sport to become a League recognized sport.

Requirements for a club sport to be recognized as an interscholastic sport:

Maintain 150% of the required participants for that sport for three consecutive calendar years. During the club status, each participant is responsible for all expenses.

Requirements for an activity to become a club sport:

Adult supervision and leadership must be provided.

All expenses are the responsibility of the participants.

Evaluation with Athletic Director to be held upon completion of the season.

**CANCELLATION OF ATHLETIC PROGRAMS**

The Clear Fork Valley Board of Education shall determine whether an approved program should be cancelled with regard to the best interest of the school. Factors concerning cancellation may include, but are not limited to:

- \* A qualified, competent coach cannot be employed.
- \* There is no available facility.
- \* The conference drops the sport.
- \*Withdrawal from the OHSAA tournament becomes necessary for team sports because of number of athletes.
- \* Number of participant’s drops below the participation level for three consecutive years.

<b>Sport</b>	<b>Participants</b>	<b>Required</b>	<b>Immediate Cancellation</b>
Baseball (Var., JV, 9th)	14 per team	9	8
Boys’ Basketball (Var., JV, 9th)	8 per team	5	4
Girls’ Basketball (Var., JV, 9th)	8 per team	5	4
Boys’ Cross Country	7 athletes	5	3
Girls’ Cross Country	7 athletes	5	3
Football (Var., JV, 9th)	30 athletes	11	10
Boys’ Golf	6 athletes	4	3
Girls’ Golf	6 athletes	4	3
Boys’ Soccer (Var., JV)	16 per team	11	10

Girls' Soccer (Var., JV)	16 per team	11	10
Softball (Var., JV)	14 per team	9	8
Boys' Swimming/Diving	8 athletes	5	4
Girls' Swimming/Diving	8 athletes	5	4
Boys' Tennis	10 athletes	7	6
Girls' Tennis	10 athletes	7	6
Boys' Track	10 athletes	7	6
Girls' Track	10 athletes	7	6
Volleyball (Var., JV, 9th)	9 per team	6	5
Wrestling	10 athletes	7	6

Number established for future sports would be number as determined by Athletic Director.

Example: Girls' Cross Country meets criteria but Boys' Cross Country does not. Boys may still compete due to availability of coach.

### **REQUIREMENTS FOR INDIVIDUAL COMPETITION FOR NON-RECOGNIZED INTERSCHOLASTIC SPORTS**

Individuals who are in either the intramural program or a club sport, may petition the Athletic Director to participate in the OHSAA tournament. This is for individual activities only, and a person may petition when a new sport is under, or in the process, of consideration as an interscholastic sport. The Athletic Director will determine approval of any petitions for individual Competition. Individual competition includes OHSAA tournament competition and regular season competition to qualify for OHSAA tournaments only.

Example: Qualifying times for seeding purposes. Individual must provide information supporting successful qualification into the OHSAA tournament at the state level to the Athletic Director. Petitions must be received one month prior to the first day of practice as determined by The OHSAA. The individual is responsible for all related expenses of competition.

## **CLEAR FORK ATHLETIC DEPARTMENT**

### **Philosophy**

The OHSAA Handbook states that interscholastic activities are an integral part of the total secondary school educational program. Schools are expected to prepare young people for their future role in our society. Therefore, athletic policies should be consistent with the philosophy and objectives of the school and community, which sponsors the program.

Participation in a sound athletic program contributes to the development of health, happiness, physical skills, emotional maturity, social competence, moral values, and self-discipline. A sound athletic program teaches the participants the value of cooperation and the need for teamwork, as well as the spirit of competition so important to our society. The student/athlete learns how to work with others for the achievement of group goals and develops an understanding that individual needs can be shared by a group effort.

Learning to properly handle both victory and defeat, complying with the rules of the game, and being a good sport are all characteristics needed by a mature, responsible citizen. The field of athletic competition is an equalizer, where individuals are judged for what they are and for what they can do, not on the basis of the social, ethnic, or economic group, which they belong.

### **Beliefs**

- Students are our highest priority.
- Athletic competition develops life-long values and skills.
- Athletics is an important part of the educational experience.
- Athletic programs promote school and community pride.
- Open and honest communication between all parties is the foundation of a successful athletic program.
- Well qualified coaches and administrators are vital components of a successful athletic program.

### **Goals**

Provide an athletic department that...

- complements and supports our academic program.
- encourages our athletes to compete at the highest level they are capable of.
- prepares student athletes with life skills including teamwork, individual and group accountability, goal setting, a sense of the greater good, emotional, mental, social and physical growth.
- the community views as their best choice for their son or daughters self-development and growth.
- its first initiative is a performance conditioning program that is integrated into all sports offerings.
- its strategic plan takes a comprehensive look at our master campus plan, which includes all athletic facilities to ensure our students are well served.

## **CLEAR FORK ATHLETIC ADVISORY COUNCIL**

### **Name**

This organization shall be known as the Clear Fork Valley Local Schools Athletic Advisory Council.

### **Purpose**

The purpose of this organization is to advise and provide for the direction of the interscholastic athletic program of the Clear Fork Valley Schools. Recommendations of the advisory council will assist the High School and Middle School administration in the direction and supervision of the athletic program.

### Membership

The membership of this organization shall consist of all Head Coaches of Varsity sports at Clear Fork High School, the Athletic Director, the High School Principal, one board member as appointed by the Clear Fork Valley Board of Education, and the Athletic Booster Club President. Additional member of the public may be invited to attend on an ad hoc basis.

### Officers

There will be no elected officers in the organization. The Athletic Director will chair all meetings.

### Order of Business

The order of business shall be as follows unless changed by a vote of those present:

- \*Call to order
- \*Reading of minutes
- \*Unfinished business
- \*New business
- \*Adjournment

### Quorum

A quorum for all meetings shall consist of a majority of the voting membership.

### Amendments

Any member of the Council at any regular meeting may propose an amendment to this Constitution in writing. The proposed amendment will then be carried over to the following regular meeting where it must be voted on. A 2/3 majority of those present will be sufficient for passage.

### Voting

Each member of the Council will have one vote. Multiple sport coaches will only receive one vote. A majority vote is required for passage of a motion.

### Meetings

The Council will have a regular meeting in the months of January and May. Special meetings may be called by the Chairman or by request of 3 or more members of the Council.

## **ATHLETIC DEPARTMENT JOB DESCRIPTIONS**

### High School Principal

The High School Principal will be responsible for making sure all duties, policies, and procedures as they pertain to interscholastic athletics and as prescribed by the Ohio high School Athletic Association (OHSAA) are followed.

The High School Principal or his designee will be in attendance at all Conference Administrators' meetings. He or his designee will be the voting representative of Clear Fork High School in all league-voting situations.

The Principal will provide leadership in making decisions on athletic policy, athletic philosophy, and coaching personnel.

The Principal can appoint a designee (OHSAA policy) to perform the required duties in relation to athletics at Clear Fork High School.

#### Athletic Director

The Athletic Director will be responsible for observation and supervision of all phases of the athletic department.

The Athletic Director is responsible for all game and officials' contracts.

The Athletic Director is responsible for the control and organization of athletic contests (officials, lights, tickets, etc.). The Athletic Director will assign personnel to adequately maintain the smooth operation of all athletic contests.

The Athletic Director will chair meetings of the Athletic Council.

The Athletic Director will provide leadership concerning OHSAA rules and regulations and will:

- \*Be up to date on all policies and procedures of the OHSAA.
- \*Keep all coaches informed of pertinent information.
- \*Maintain an athletic file to be used by coaches and administrators.

The Athletic Director is responsible for keeping all high School and Middle School physical cards, insurance forms, athletic packets, and athletic eligibility forms, excluding eligibility information obtained through Board Policy JFCIA – Clear Fork Valley School District Illegal Substances Testing Policy, which will be maintained by the Designated Official.

The Athletic Director will coordinate Middle and Senior High School programs.

The Athletic Director is responsible for making arrangements for visiting teams.

The Designated Official will notify the Athletic Director of eligibility of participating Middle and Senior High School student athletics as it relates to Board Policy JFCIA. Otherwise, the Athletic Director is responsible for checking the eligibility of all Middle and Senior High School student athletes.

The Athletic Director will keep a file on all inventories and budgets

The Athletic Director will provide coaches, administrators, media and the general public with complete schedules of Middle and Senior high School athletic contests.

The Athletic Director will provide the Clear Fork Valley Treasurer with purchase requests for all equipment and supplies to be billed to the Athletic Department.

The Athletic Director will deposit all gate receipts and other income.

The Athletic Director will observe Middle and Senior High School coaches sufficiently to evaluate and make employment recommendations to the respective Principals.

The Athletic Director will organize and supervise athletic awards ceremonies.

The Athletic Director will be responsible for postponing or canceling Jr. and Senior High School contests or practices after consulting with the respective Principals.

The Athletic Director will attend Athletic Booster Club meetings.

The Athletic Director will attend all meetings of the Conference.

The Athletic Director will perform other duties as assigned by the Middle School Principal, high School Principal, and/or the Superintendent.

#### Varsity Head Coach

The head coach will be responsible for all matters pertaining to the organization and administration of the program under his/her direction.

The head coach will adhere to all rules and regulations of the OHSAA as they pertain to his/her sport.

The head coach will assign duties to assistant and Middle School coaches.

The head coach will initiate requests for building permits for practices and scrimmages and follow all regulations regarding the use of facilities.

The head coach will assist in planning special events such as pep rallies, homecoming, parents' night, banquets, etc.

The head coach, with the help of the Athletic Director, will be responsible for public information released regarding his/her sport.

The head coach is responsible for making sure that each athlete in his/her program has a completed athletic packet (including physical card, insurance form, emergency medical form and consent to participate in District drug testing program form) on file with the athletic office before participating in any contest or practice.

Any athlete involved in a pre-season conditioning program must have a physical card and insurance form on file before participating.

The head coach will maintain an accurate record of squad members and will carry emergency medical forms at all times.

The head coach will assign at least 1 coach to be with the squad at all times. This includes supervision of the locker rooms until all squad members have left.

The head coach will provide a detailed inventory and budget to the athletic office.



The head coach will oversee the issuing of uniforms and equipment (and enforce all rules concerning their use) and advise the Athletic Director.

The head coach will provide the Athletic Director with the criteria for earning a Varsity letter in his/her particular sport before the start of the season.

The head coach will complete the year-end report at the conclusion of his/her season and file it with the Athletic Director.

The head coach will file with the Athletic Director individual team policies and procedures for his/her particular sport (including criteria for earning a Varsity letter).

The head coach will make recommendations to the Athletic Director concerning scheduling of opponents and officials.

The head coach will enforce the Clear Fork and Athletic Codes of Conduct.

The head coach will be expected to conform to decisions and policies of the Athletic Council and Athletic Department.

The head coach must recognize that as a leader of a particular sport program, he/she will make decisions of a general nature that are in keeping with established policies and procedures of the school system. However, when a decision affects other coaches and sports, that decision should be delayed until the High School or Jr. High Principal, the Athletic Director, and the coaches have discussed the matter and reached a decision.

The head coach will arrange for scrimmages for his/her particular sport and will secure officials for these scrimmages. The Athletic Director will be advised when scrimmages are scheduled.

Each head coach must keep in mind that his/her particular sport is part of the total athletic program and that cooperation and support among all coaches, sports, and athletes is expected.

The head coach is responsible for making sure that all the athletes in his/her program are aware of and understand all policies and procedures pertaining to athletics as established by the OHSAA, the Clear Fork Athletic Council, the Clear Fork Valley Board of Education, and any individual sport/team policies or procedures (including criteria for earning a Varsity letter).

The head coach is responsible for attending an OHSAA sponsored state rules interpretation meeting in order for teams or individuals to be eligible to enter the OHSAA sponsored tournament.

The head coach will evaluate his coaching staff and make recommendations to the Athletic Director and the High School or Jr. High Principal concerning employment.

The head coach will submit a list of all "volunteer" coaches associated with his/her program for board approval prior to the start of the season.

#### Assistant/Middle School Coach

The assistant coach will support the head coach in conducting the athletic program of his/her particular sport and the total athletic program.

The assistant coach is under the supervision of the head coach and will remain loyal to the head coach and the team.

The assistant coach will attend staff meetings as determined by the head coach.

The assistant coach will perform scouting duties as assigned by the head coach.

The assistant coach will assume any duties as assigned by the head coach that pertain to the overall program (conducting practice drills, handling equipment, collecting paper work, statistics, off-season program work, public relations, etc.).

### **STUDENT/ATHLETE RESPONSIBILITIES**

The opportunity and privilege of participating in interscholastic athletics is extended to all students, provided they are willing to assume certain responsibilities. The following responsibilities are reflected in the Clear Fork Athletic Code of Conduct and Training Rules:

Display high standards of social behavior.

Display outstanding sportsmanship and a spirit of cooperation.

Display proper respect for those in authority (including teachers, coaches, administrators, and officials).

Understand the importance of discipline and self-sacrifice in the development of a quality student/athlete.

Set a good example for members of the student body as well as younger members of the community.

Realize the value and importance of training rules.

Understand the importance of the word “student” in the term “student/athlete”.

Realize that participation in interscholastic athletics is a privilege that carries with it responsibilities to the school, team, student body, fellow athletes, and the community.

### **ATHLETIC ELIGIBILITY**

The following section on eligibility for athletics at Clear Fork Valley High School is based on established policies of the Ohio High School Athletic Association, the Clear Fork Valley Local Board of Education, which includes but is not limited to Board Policy JFCIA, and the Clear Fork Athletic Council. Copies of the OHSAA Handbook may be found in the Athletic office and the Middle School and High School Principals’ office. The head coach in each sport is responsible for making sure the athletes in his/her program are aware of and understand these

policies. There will be a parents' meeting held prior to the start of each sport's season to go over eligibility and other policies and procedures of the CFHS/MS Athletic Department. Questions regarding the interpretation of Board Policy and the Clear Fork Athletic Board of Control policies and regulations should be brought to the Athletic Director for clarification.

### **INTERSCHOLASTIC ACTIVITY-MINIMUM GRADE POINT AVERAGE**

The Clear Fork Valley Board of Education, to be in compliance with ORC.3313.535, establishes the minimum grade point requirement for students participating in interscholastic athletics. The Board recognizes the values associated with and gained as a result of participation in various activities and also believes their participation adds to the success of students in the classroom.

All Clear Fork High School/Middle School student athletes are subject to the rules and regulations of the Ohio High School Athletic Association concerning eligibility as established in the OHSAA Bylaws (see OHSAA handbook) and the Clear Fork Valley School District Illegal Substances Testing Policy (Board Policy JFCIA).

#### Students Enrolled Grades 9-12

The immediately preceding grade period, a student must receive a passing grade in a minimum of 5 one-credit classes or the equivalent, which count towards graduation. \*Preceding grading period shall mean the grading period immediately proceeding the period of participation.

Those grades must, when combined, be a total grade point average of at least 1.25 on a four (4.0) scale.

#### Students Enrolled Grade 7-8

A student enrolled in the 7<sup>th</sup> grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, a student in grades 7-8 must have received passing grades in 75% of those subjects carried the preceding grading period in which a student was enrolled, and when those subjects are combined, must be a total grade point average of at least 1.25 on a four point (4.0) scale.

#### Home schooled/non-chartered students and athletic eligibility (Board Policy JACBC)

Students entering the District from a non-chartered or home schooling program will be admitted if said student enrolls in a minimum of one academic core content course (English, Language Arts, Math, Science, or Social Studies) per semester with approval by the Superintendent and on a space available basis. Students so enrolled will be permitted to participate in extracurricular activities. Athlete eligibility (grades 7-12) will be determined by OHSAA and District athletic policy. Home schooled students/parents/guardians must provide evidence of letter grades to the athletic director at the conclusion of each quarter as determined by the Clear Fork Board of Education to be used to determine athletic eligibility. Home schooled students must meet academic standards set forth by both the Clear Fork Board of Education as well as those dictated by the OHSAA.

#### Pass/Fail Policy

Any student in grades 7-12 who received a failing grade for any class for the previous grading period may be eligible to participate in interscholastic extra-curricular activities, provided he/she meets all of the requirements of the above grade point averages.

\*All requirements of the Ohio High School Athletic Association must be met in addition to those outlined in this policy.

\*\*Summer school grades may not be used to substitute for failing grades from the preceding grading period of the regular school year as they relate to interscholastic eligibility.

#### Other Eligibility Policies/Requirements

All High School students must have been enrolled in school the immediate preceding grading period and received passing grades in subjects that earn a minimum of 5.0 credits, or the equivalent, per year toward graduation (OHSAA Bylaw 4, Section 4-4-1).

Any student athlete who is academically ineligible cannot practice (unless otherwise agreed to by the coach and parents/guardians) as well as participate in any athletic contest or team related event .

The eligibility or ineligibility of a student continues until the morning of the 5<sup>th</sup> school day of the next grading period, at which time the immediately preceding grading period grades become applicable (OHSAA Bylaw 4, Section 4-4-2) EXCEPTION: At the start of the fall sports season, the first grading period is considered to have started as far as the bylaw is concerned.

#### Age Limitation (OHSAA Bylaws 4-2-1 through 4-2-2)

If a student enrolled in high school attains the age of 19 before August 1, the student shall be ineligible to participate in high school interscholastic athletics for the school year commencing in that calendar year.

EXCEPTION: If the student is a “child with a disability” as that term is defined at 42 U.S.C. Section 12102 (ADA) and the Regulations promulgated there under, and the student’s specific disability has contributed significantly to the student’s inability to meet the requirements of this bylaw, that student may be declared eligible by the Commissioner if, in the Commissioner’s sole discretion, the Commissioner determines that:

- a) the student does not pose a safety risk to himself/herself or others; and
- b) the student does not enjoy any advantages in terms of physical maturity, mental maturity or athletic maturity over other student-athletes; and
- c) the student’s participation does not affect the principles of competitive equity; and
- d) the student’s participation does not displace another student-athlete; and
- e) there is no evidence of “red-shirting” or other indicia of academic dishonesty.

#### (OHSAA Bylaw 4, Section 4-2-1)

If a student enrolled in grade 7 or 8 attains the age of 15 before August 1, the student shall be ineligible to participate in 7-8th grade interscholastic athletics for the school year commencing

in that calendar year.

**EXCEPTION:** If the student is a “child with a disability” as that term is defined at 42 U.S.C. Section 12102 (ADA) and the Regulations promulgated there under, and the student’s specific disability has contributed significantly to the student’s inability to meet the requirements of this bylaw, that student may be declared eligible by the Commissioner if, in the Commissioner’s sole discretion, the Commissioner determines that:

- a) the student does not pose a safety risk to himself/herself or others; and
- b) the student does not enjoy any advantages in terms of physical maturity, mental maturity or athletic maturity over other student-athletes; and
- c) the student’s participation does not affect the principles of competitive equity; and
- d) the student’s participation does not displace another student-athlete; and
- e) there is no evidence of “red-shirting” or other indicia of academic dishonesty.

(OHSAA Bylaw 4, Section 4-2-2)

A student must be enrolled by the 15<sup>th</sup> day of the semester and must attend school according to school district attendance plan (OHSAA Bylaw 4, Sections 4-3-2, 4-3-3).

A student shall become eligible for high school athletics when the student attains the 15<sup>th</sup> birthday before August 1, or when the student attains 9<sup>th</sup> grade standing.

A student shall be eligible for a period not to exceed 8 semesters taken in order of attendance, whether the student participates or not. (OHSAA Bylaw 4, Section 4-2-3).

**Transfers** (OHSAA Bylaws 4-7-1 through 4-7-8)

If a student transfers at any time after the fifth day of the student’s ninth grade year or after having established eligibility prior to the start of school by playing in a contest (scrimmage, preview or regular season/tournament contest), until the one year anniversary of the date of enrollment in the school to which the student transferred, the student shall be ineligible for the first 50% of the maximum allowable regular season contests in those sports in which the student participated during the twelve (12) months immediately preceding this transfer.

With respect to inter-district transfers, one or more of the following exceptions may apply:

**EXCEPTION 1** – If, as a result of a bona fide legal change of residence made by BOTH PARENTS (biological, adoptive or step-parents) from one public school district into another school district, the student is compelled to transfer to another high school, the Commissioner’s Office may waive all or part of the 50% period of ineligibility for one or more sport/sport seasons. The requirement that “both parents” make the move may be waived by the Commissioner’s Office if the marriage of the parents has been or is in the process of being terminated or if the parent were never married. An Affidavit of Bona Fide Residence in the form requested by the Commissioner’s Office, must be submitted along with any request for the application to this exception.

**Note:** Please refer to Bylaw 4-6-1 for a definition of bona fide residence. Also, the student and the student’s parents must reside in this new residence for a period of one year from the date on which this exception was applied to a given student. The school district will have a continuing

duty to monitor compliance with the residency requirements during this one year period of time. Exception one permits the choice of a public high school in the parents' new district of residence or any non-public high school.

EXCEPTION 2 – If, as a result of a legal change of custody or guardianship as between a student's parents, the student is compelled to transfer from one school district to another school district, the Commissioner's Office may waive all or part of the 50% period of ineligibility for one or more sport/sport seasons. If custody of a student is changed to a non-parent as a result of allegations of abuse, neglect or delinquency/unruliness which allegations result in an adjudication of one or more of those allegations, the Commissioner's Office may waive all or part of the 50% period of ineligibility for one or more sport/sport seasons. The granting of a change of guardianship to a non-parent will not comply with this exception.

**Note:** By operation of statute, there cannot be a legal change of custody so long as a Shared Parenting Plan as defined in ORC §3109.04 is in effect. In order for there to be a change in custody, the Shared Parenting Plan must be terminated. Exception two permits the choice of a public high school in the legal custodian's public school district of residence or any non-public high school.

EXCEPTION 3 — If the high school, which is either a chartered high school in a single high school public school district or a chartered non-public high school, in which the student is enrolled closes or discontinues its high school program after grade nine, the student may enroll in any school and be immediately eligible insofar as transfer is concerned. Likewise, if the bona fide residence of the student's parents is annexed to a different school district or consolidated within a school district, the student may be ruled eligible upon transfer to a school in the annexed or consolidated district subject to modification by formal action by the Boards of Education concerned. A copy of such action by Boards of Education must be on file in the Association office before the Commissioner's office can rule the student eligible. **Note:** This exception shall be available to any student whose high school has closed as long as that high school was an OHSAA member school prior to the 2012-13 school year.

EXCEPTION 4 — A student who does not live in the same school district as parents or legal guardian and who is financially self-supporting may be ruled eligible upon approval of the Commissioner at a school in the district where the student resides. The Commissioner is empowered to establish requirements for the student to be determined to be self-supporting. These requirements shall be established for each school year by May 15th of the preceding year. Self-support documentation must be submitted for approval every 30 days. The student is ineligible until ruled eligible by the Commissioner. **Note:** Living with and/or being employed by a relative does not qualify for self-support under this exception.

EXCEPTION 5 — A student transferred to the State School for the Blind or State School for the Deaf shall be eligible upon enrollment.

EXCEPTION 6 — The Commissioner shall have the discretionary power to waive the residence requirements in only those cases of students whose parents live outside the school district and whose contracted domicile, which is a domicile currently under construction, is not available for their habitation. The students are ineligible until ruled eligible by the Commissioner.

**4-7-3** If a transfer takes place during the sport season in which the student has participated in a regular season interscholastic contest in a sport, the student is ineligible in that sport for the remainder of that sport's season in the school into which the student has transferred. A student may not use any of the exceptions to Bylaw 4-7-2 or 4-7-4 to circumvent this bylaw except if the parents make a bona fide move into a new public school district as referenced in Exception 1 of Bylaw 4-7-2 AND the school building into which the student transfers is more than 50 miles from the school building from which the student transfers as determined by mapquest.com, or such other navigational system as adopted by the Board of Directors at its August meeting, using the most direct route. For purposes of this bylaw, "sport season" shall be determined by the sports regulations for that sport, beginning with the first date on which coaching may begin and concluding on the date when the season ends.

**4-7-4** The superintendent or person delegated by the superintendent of either a non-public or public school system may transfer students within the system without jeopardizing their eligibility only in the following circumstances:

- 1) The parent(s) or legal custodian of the student have made a bona fide move from one attendance zone into a new attendance zone within the school district and such move entitles the student to attend another district high school OR
- 2) There has been a court-ordered change of legal custody from one individual to another individual living within a new attendance zone within the school district and the student shall live with the new custodian in the new attendance zone OR
- 3) The school closes or there was a mistake made in the student's initial placement
- 4) The student is a child with a disability whose program as prescribed by the student's I.E.P. has been changed to another high school
- 5) The student transfers pursuant to state or federal statutes addressing unsafe schools or academically poor performing schools, and the student can demonstrate to the satisfaction of the superintendent that the transfer is for purely academic reasons and not athletic reasons. Such transfers are eligible only after approval by the Commissioner's office.

**4-7-5** Notwithstanding the provisions of sections 4-7-2 and 4-7-4, if a student transfers pursuant to state or federal statutes addressing unsafe schools or academically poor performing schools, and the student can demonstrate to the satisfaction of the Commissioner's office that the transfer is for purely academic reasons and not athletic reasons, the Commissioner's office may declare such transferring student eligible upon application to the Commissioner's office. The student is not eligible until declared eligible by the Commissioner's office. **Note:** The student shall be entitled to one transfer only under the provisions set forth in this bylaw. In addition, this bylaw shall not be used to establish eligibility at another high school if the student transfers into and then back out of the poor performing school in an attempt to circumvent the transfer bylaw.

**4-7-6** If a student transfers to a high school within the same public school district within which the school from where the student transferred is a part, the student may have his/her eligibility restored by the Commissioner's office provided the following conditions have been met:

- 1) The student has been reassigned to the high school by the school district as a result of redistricting or a specific change of program the details of which shall be clearly stipulated in writing to the Commissioner's office; and
- 2) The transfer takes place prior to the beginning of the school year; and
- 3) The District petitions the Commissioner's office for the restoration of eligibility for the student no later than 15 school days after the beginning of the school year; and

4) The student is ineligible until ruled eligible by the Commissioner's office.

**4-7-7** If a student transfers to a high school located within the jurisdiction of a non-public multiple high school system (e.g., Catholic Conference of Ohio, Ohio Association of Independent Schools, Association of Christian Schools International or other category as denoted by the State Department of Education) from another high school within that same system, the student may have his/her eligibility restored by the Commissioner's office provided the following conditions have been met

1) The student has been reassigned to the high school by the superintendent or other administrative authority of that school system as a result of a specific change of academic program the details of which shall be clearly stipulated in writing to the Commissioner's office; or a material change in economic circumstances so as to create a hardship; or a material change in transportation circumstances so as to create a hardship; and  
2) The transfer takes place prior to the beginning of the school year; and 3) The superintendent or other administrative authority of the system petitions the Commissioner's office for the restoration of eligibility for the student verifying in detail the specific reason for the transfer in accordance with item #1 and certifying that the transfer is not for athletic reasons no later than 15 school days after the beginning of the school year; and 4) The student is ineligible until ruled eligible by the Commissioner's office.

**4-7-8** In order for a transfer student to be eligible for OHSAA tournament competition at a school, the student's name must be listed on the eligibility certificate submitted at the tournament level in the sport.

### **International and Exchange Students (OHSAA Bylaws 4-8-1 through 4-8-2)**

**4-8-1** For the purpose of this bylaw, an international student is a student who is not a United States citizen and who is in Ohio receiving secondary education in an Ohio school. International students are ineligible for interscholastic athletics in Ohio unless they can meet one of the exceptions below.

EXCEPTION 1: An international student may be declared eligible if the student's parents have made a bona fide legal change of residence into Ohio and the international student is enrolled and attending an Ohio member school. The student is ineligible until ruled eligible by the Commissioner's office.

EXCEPTION 2: The international student who is a participant in a recognized visitor exchange program may be eligible for interscholastic athletics subject to the restrictions and conditions set forth below:

- a. The international student may be eligible for a maximum of one school year which is the first year of enrollment at the Ohio member school.
- b. The international student has not previously participated in any other visitor exchange program in the United States. If the international student has participated in another visitor exchange program in Ohio or any other state, the period of participation in that other program shall count against the one year maximum eligibility set forth in (a) above.
- c. The international student is in this country pursuant to a J-1 Visa. No other visa type, passport or other documentation shall qualify the student for eligibility under this exception.



- d. There shall be no evidence of a direct placement for athletic purposes into a specific member school in Ohio.
- e. No more than five (5) international students from the same visitor exchange program, in one member school, shall be permitted to be eligible during any school year.
- f. The member school at which the international student wishes to be declared eligible for interscholastic athletic participation must submit the appropriate forms to the Commissioner's office, and the student and school must cooperate with the Commissioner's office in determining that all other requirements for eligibility have been satisfied.

The international student described in this Exception 2 shall be ineligible until declared eligible by the Commissioner's office upon submission of the appropriate form.

**EXCEPTION 3:** An international student may be declared eligible for interscholastic athletics upon the submission of a court approved document certifying the student's adoption by a legal resident of the school district in which the student is attending. The student is not eligible until declared eligible by the Commissioner's office upon submission of the appropriate court documents.

**4-8-2** An Ohio student returning from an international exchange program may resume interscholastic competition in the same Ohio member school from which the student left at the point of interruption of the student's Ohio education provided the student meets all requirements relative to age, semesters of eligibility as well as preceding grading period scholastic requirements upon return to the member high school. Such a student is ineligible until ruled eligible by the Commissioner's office.

In order to begin participate on a District athletic team, a student must have an updated athletic packet on file with the Athletic Director. The packet must include the following:

- \*A completed and properly signed OHSAA Pre-participation Physical Evaluation form
- \*A completed and properly signed Student Information/Parent Approval/Athletic insurance release form or a student insurance application and payment form
- \*A completed and properly signed Emergency Medical form
- \*A completed and properly signed Ohio Department of Health Concussion form
- \* A completed and properly signed Expectations for Parents of Athletes form
- \*A completed Agreement to Hold Harmless form
- \*A completed and properly signed Code of Conduct and Expectations Informed Consent Agreement
- A completely and properly signed consent to participate in the District drug testing program form
- \*The front of the athletic packet must be completed and properly signed (by both parent/s and student), showing that they have read and understand all materials including OHSAA eligibility information handouts and Clear Fork High School/Middle School athletic training rules, policies, and procedures (Clear Fork Board of Education).

### **SAME SEASON MULTI-SPORT PARTICIPATION**

A student athlete wishing to participate in two sports during the same sport season may do so under the following conditions:

All coaches of the sports' programs involved must give written approval to the Athletic Director that the dual participation is possible. The student athlete must declare a "major" sport. This declaration will serve as the determining factor in case of contest schedule conflicts. The student/athlete must be able to fulfill all requirements, including practice, for both teams involved.

In-season sport continues until that team is eliminated from play-offs or the OHSAA sponsored tournament.

Students who are currently in-season but wish to participate in pre-season activities for an out of season sport must obtain written permission from the in-season coach. The out of season coach will limit the athletes' involvement and respect the wishes of the in-season coach.

### **CLEAR FORK HIGH SCHOOL/MIDDLE SCHOOL STUDENT/ATHLETE CODE OF CONDUCT**

An athletic code of conduct is the first step in assuring fairness in student/athlete discipline matters in regards to extracurricular activities.

#### **General Athletic Department Policies**

The following policies apply to all interscholastic student/athletes at Clear Fork Valley High School/Middle School. These and all training rules, policies, and procedures are in effect throughout the calendar year (12 month policies) as adopted by the Clear Fork Valley Board of Education. Questions regarding interpretation of these rules, policies, and procedures should be brought to the Athletic Director for clarification.

A student athlete must be in attendance at school at least half a day on the day of a contest or practice (half a day is considered from the beginning of Mod 3 (10:26 am) on or until the end of Mod 2 (10:23 am) for the High School, 11:10 is the cut-off time for Middle School). The Athletic Director or Principal will make special determinations.

Home school students must be in attendance for the entire class period for the courses that they are enrolled.

Athletes must attend all practices and games unless excused by the coach of the team (specific penalties for violation will be determined by the coach as a part of the individual sport team policies). Attendance at athletic banquets/awards ceremonies is considered mandatory and a part of the student athlete's responsibilities. An unexcused absence from this obligation will result in forfeiture of awards.

A student athlete must decide to come out within 5 days of the official start of practice unless there are extenuating circumstances (transfer, illness, cut from another team, etc.).

If a student athlete quits a team after 5 days of practice, he/she will not be permitted to try out for another sport during the same sports season or prepare for another sport out-of-season until the sport the athlete quit has concluded its season. A student athlete who quits a team may not be a captain in another sport for one calendar year. The only exception to this policy is if both of the affected coaches and the Athletic Director agree that it is in the best interest of the athlete involved, an athlete may quit without penalty. A student athlete cut from one sport may join

another sport during the same season if the sport he/she wants to participate in has not made cuts.

All athletes must ride the bus going to and coming from athletic contests. The coach may give the student athlete permission to ride home with a parent under “special” circumstances and when the parent has contacted the Athletic Director prior to the event. The athlete will be released only to a parent or guardian.

No student shall plan, encourage, or engage in any hazing activity. Hazing is defined as committing an act or coercing another into an act that causes or creates substantial risk of physical or mental harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Any athlete issued uniforms/equipment shall be held responsible for their care. Failure to turn assigned equipment will result in a charge for the items lost. Payment shall be based on the cost of replacing the equipment. An athlete who owes for lost equipment will not receive his/her award(s) and will not be permitted to participate in another sport until all obligations are met. Seniors who owe for athletic equipment will not be allowed to go through graduation ceremonies unless their obligations are met.

### **Procedure to Resolve Parent/Coach Disagreements**

Whenever a complaint is made directly to the Board as a whole, a Board member as an individual, the Superintendent, Principal or Athletic Director, it will be referred to the appropriate building administrator. A coach who is the object of a complaint will be informed promptly.

#### **A. Step No. 1: Direct Conversation**

If a parent (complainant) has a disagreement or misunderstanding (playing time may be discussed with the head coach per his/her approval) with a coach, the complainant should address the concern to the specific coach directly involved with the circumstances surrounding the concern. The coach will meet with the parent as soon as possible, but in no case longer than five calendar days after the coach has been notified of the concern (subject to change by mutual agreement).

#### **B. Step No. 2: Fact and Possible Resolution**

If the complainant or the coach is not satisfied with the outcome of Step No. 1, or the complainant or coach is unwilling to meet independent of an administrator, a meeting with the coach, Athletic Director and/or Principal and complainant will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting in Step No. 1. This step is to be informal and verbal. No further action will be taken beyond Step No. 2 unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the coach involved and the remedy sought.

#### **C. Step No. 3: Formal Process**

If a complainant's concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the superintendent or superintendent designee in writing no more than five calendar days after the meeting in Step No. 2. At that time another meeting will be arranged at a mutually convenient time but in no case more than ten calendar days after the Superintendent has been notified of the concern (subject to change by mutual

agreement). The coach has the right to be at all meetings with or without a representative as he/she so determines. The Superintendent and/or Superintendent designee will determine the appropriate steps to take to resolve the issue.

## **CONDUCT UNSUITABLE FOR PARTICPATION IN CLEAR FORK VALLEY ATHLETICS**

An athlete who does not abide by the Clear Fork Valley athletic rules, or otherwise engages in conduct which is determined to be unsuitable for continuous participation in Clear Fork Valley athletics will be disciplined. Examples of unsuitable conduct include but are not limited to; fighting, stealing, bullying, slander (with respect to administration, staff (certified or non-certified), coaches or other students, behavior detrimental to the athlete's in-season sports program and vandalism. Misconduct and its variances may be reviewed on a case-by-case basis by administration. Student athletes found in violation of these rules will be subject to the following:

1<sup>st</sup> Offense: Denial of participation for 30% of scheduled contests. If less than 30% of the season remains at time of the violation, a carry-over will occur to the next sport in which the athlete participates. The student/athlete must complete the full sport season in which the denial of participation is served. Failure to complete the full season will result in the denial of participation being applied to the next sport season in which the student/athlete participates. During the period of the 30% denial, the student/athlete will be permitted to practice with the team, travel with the team, stand/sit on the sidelines or bench but will not be in uniform at any contests. Further violations will result in forfeiture of post-season coach's awards. The athlete may still collect district or state honors should they be nominated. If there is a carryover from one sport's season to another, the student athlete would forfeit coach's awards for both seasons.

2<sup>nd</sup> Offense: Denial of participation for remainder of season.

During the period of the season denial, the student athlete will be permitted to practice with the team, travel with the team, stand/sit on the sidelines or bench but will not be in uniform at any contests (if mutually agreed to by the parents/guardians and coach). In addition, any violation of the drug/alcohol/tobacco policy results in forfeiture of post-season coach's awards.

The athletic department may impose additional punishments that coincide with school penalties for misconduct.

### Additional Information Relative to Conduct Unsuitable for Participation

Misconduct that occur outside school hours and/or away from school grounds may result in action by school administrators. The Principal, Athletic Director, Coach, student athlete, and parents/guardians will meet to discuss the situation that may result in discipline.

A student athlete who is serving an out-of-school suspension is ineligible for any athletic participation (practice or contest) on the days of the suspension and may not participate or

attend practice or contests. A student athlete who completes his/her CAP (in-school suspension, when ISS is offered) responsibilities is eligible to participate on the day of completion. If a suspension carries over the weekend (Example: Friday-Monday suspension), the student/athlete will be ineligible for weekend competition or practice.

Individual sport-specific team policies (curfews, dress/grooming standards, tardiness, game and practice conduct, and other minor infractions) along with penalties for violations and the criteria for earning a Varsity letter are kept on file with the Athletic Director and presented to parents and student/athletes prior to each sport's season.

Any student/athlete who has been disciplined for breaking training rules, convicted of a crime, or quit a team will be ineligible for a captain's position, and will be stripped on any captain's position held at the time of the violation, in any sport for one calendar year from the date of the violation.

Additionally, if the athletic suspension is served during the time of an all-star game the student is not eligible to play in said all-star game. Furthermore, should the athletic suspension end prior to a scheduled all-star game the student was nominated to play in then the student will be eligible to play.

No athletes may be excused from school or class without the permission of the High School/Middle School Principal.

Athletes are expected to be in attendance at the start of school on the day following an athletic contest.

A student/athlete must complete the full sport season in which a denial of participation is served. Failure to complete the full season will result in the denial of participation being applied to the next sport season in which the student/athlete participates. During the period of the denial, the student/athlete will be permitted to practice with the team, but will not be in uniform at any contests.

### **VIOLATION OF ILLEGAL SUBSTANCES) TESTING POLICY**

The Clear Fork Valley Board of Education believes that students should maintain a high level of moral and ethical standards which will not allow the use or abuse of illegal substances. Also, the use of illegal substances increases the risk of injury and the use of these substances tends to critically impair maturing nervous systems that affect one's ability to make sound decisions. Students who voluntarily participate in the athletic programs in the Clear Fork Valley Schools have a responsibility to understand that not only do they participate to enhance their personal growth and accomplishments, but that they also represent the entire Clear Fork Valley community. Therefore, student athletes are held to a higher standard and must meet a higher set of expectations than those placed upon other school-related programs.

A student involved in athletics in grades 7-12 shall not use, buy, sell or possess, alcohol, illicit drugs, or tobacco in any form inside or outside of school. Possession of prescription medication must follow school established guidelines. Those not following the guidelines may be subject to discipline and/or suspensions according to the Athletic Handbook procedures.

The Clear Fork Valley Local School District Illegal Substances Testing Policy (Board Policy JFCIA) is in effect at all times during the calendar year. If a student athlete violates the policy they will be denied participation as follows:

### Self-Referral

If a student athlete makes a self-referral prior to a reported violation of the above policy, no penalty will be enforced as long as he/she seeks professional help. This help will begin with a conference/session with the high school guidance counselor and will continue with other professional agencies as deemed necessary. Five counseling sessions must be completed 3 of which must include a parent. Any cost for professional counseling outside the school system will be the responsibility of the parent/guardian or student athlete.

Any violation after the self-referral will be treated as a violation of Board Policy JFCIA and student will be the subject to disciplinary provisions outlined below. A violation occurring after a self-referral will result in the student forgoing the ramifications of a 1<sup>st</sup> violation and immediately proceeding to a 2<sup>nd</sup> violation. If a student is caught violating policies by authorities, e.g. police, administration, teacher etc., and attempts to self-refer prior to administration gaining knowledge of said violation, the self-referral will be denied. Also, if a student is chosen randomly for drug testing as referenced in Board Policy JFCIA the student cannot self-refer at that time, e.g. the day of random testing.

The self-referred student will be included in three additional illegal substance tests. The medical review officer will determine the times for these tests. The high school or middle school principal may override the medical review officers scheduling of the 3 additional tests should they deem it necessary. The student or their parents are responsible for the costs associated with these tests.

### 1<sup>st</sup> Offense in a Career: Denial of participation for 30% of games.

If a student athlete enrolls and actively participates in an intervention program, through a professional rehabilitation program, for a minimum of 5 sessions 3 of which must include a parent (any costs for the counseling will be the responsibility of the student/athlete and/or parents/guardians of the student athlete), the denial of participation will be reduced to 15% of the scheduled contests in that current sport's season or the next sport season. All counseling sessions must be completed prior to further athletic participation. If less than 15% of the contests remain in a season, a carryover will occur in the next sport's season in which the student participates Excluding random drug testing as part of Board Policy JFCIA, if a student is caught violating this policy outside a sport's season, he/she will be denied participation in 15% of the contests in the next sport in which they participate pending the completion of 5 counseling sessions. The student/athlete must complete the full sport season in which the denial of participation is served, e.g. the student cannot quit. Furthermore, should an athlete sustain an injury, then violate the drug, alcohol and tobacco policy, then decide to have surgery to repair the aforementioned injury, counseling sessions will still need to be completed to reduce the denial of participation from 30% of games. Failure to complete the full season will result in the denial of participation being applied to the next sport season in which the student

athlete participates. Furthermore, absence from the participating sport due to surgery and/or recovery will not be considered in place of meeting the 15% or 30% denial of participation.

During the period of denial, the student/athlete will be permitted to practice with the team, travel with the team, stand/sit on the sidelines or bench but will not be in uniform at any contests. In addition, any violation of Board Policy JFCIA results in forfeiture of post-season coach's awards. The athlete may still collect district or state honors should they be nominated. If there were a carryover from one sport's season to another, the student athlete would forfeit coach's awards for both seasons.

Additionally, if the athletic suspension is served during the time of an all-star game the student is not eligible to play in said all-star game. Furthermore, should the athletic suspension end prior to a scheduled all-star game the student was nominated to play in then the student will be eligible to play.

If the student athlete has been approved for a parking permit, he/she will not be permitted to park an automobile on school property for a period of 45 school days. Student athletes without a parking permit will not be issued a permit during the 45-day time period.

The student athlete will be included in three (3) additional illegal substance tests. The medical review officer will determine the times for these tests. The high school or middle school principal may override the medical review officers scheduling of the 3 additional tests should they deem it necessary. The student or their parents are responsible for the costs associated with these tests.

In addition to completion of an intervention program the student must complete 30 hours of community service (see approved list), which must be completed within 60 days from the time of suspension.

2<sup>nd</sup> Offense in a Career: If a student/athlete violates the drug/alcohol tobacco policy a second time in his/her high school career, he/she will be denied participation in all athletics for one calendar year. A referral will be made to a professional substance abuse rehabilitation program. To be eligible to participate in sports the following school year, the student athlete must complete all of the recommendations made by the counselor through the intervention program provided by the professional rehabilitation program.

If the student athlete has been approved for a parking permit, he/she will not be permitted to park an automobile on school property for the remainder of the school year. Students without a parking permit will not be issued a permit during this time period.

The student will be included in three (3) additional illegal substance tests. The medical review officer will determine the times for these tests. The high school or middle school principal may override the medical review officers scheduling of the 3 additional tests should they deem it necessary. The student or their parents are responsible for the costs associated with these tests.

In order to be eligible for sports the following school year, the student must complete 60 hours of community service (see approved list), which must be completed within 90 days from the time of suspension.

3<sup>rd</sup> Offense in a Career: If a student athlete violates Board Policy JFCIA three (3) times in his/her high school and/or middle school career, he/she will be denied participation for the remainder of his/her tenure at Clear Fork Valley High School/Clear Fork Valley Middle School. A referral will be made to a professional substance abuse rehabilitation program.

\*If a student/athlete is found to be selling or distributing (Prescription or Illegal) drugs/drug paraphernalia, he/she will be denied participation for a calendar year. A second violation during his/her high school and/or middle school career will result in denial of participation for the remainder of his/her tenure at Clear Fork High School/Clear Fork Middle School. Contact with the Richland County Sheriff's Department will be made regarding violations with respect to selling or distributing illegal substances as listed above.

#### Community Service List

Community service may be performed according to this list or any other project agreed up by the principal and/or the athletic director. Students must not be paid for their services.

Students may fulfill community service requirement by performing the following:

Assisting with school functions such as; athletic events, concerts, dances, tutoring, assisting staff, open houses, fund raisers, school and student awareness projects, e.g. drug awareness week, etc.

Assisting with community activities such as; Girls Scouts, Boy Scouts, annual Christmas Bizarre, recreational events or activities, area organizations, businesses and agencies, community awareness activities, neighborhood improvement, etc.

#### **DUE PROCESS PROCEDURES**

The following guidelines are designed to guarantee due process for Clear Fork Valley student/athletes.

Prior to each sport season, the Clear Fork Athletic Department will conduct an OHSAA mandated informational meeting for the parents/guardians of our student/athletes to go over policies and procedures related to sports participation. Individual team policies for each sport along with penalties for violations(s) will also be discussed at this meeting (by each head coach).

It is the responsibility of the head coach of each sport to make certain that each student/athlete in his/her program (7-12) is informed of the above policies and procedures.

Each student/athlete and a parent/guardian must sign the form on the front of the athletic packet that states:



**“We have read and understand all the enclosed forms and information sheets and we understand that completing these forms is a prerequisite for participation in any practice or contest at Clear Fork High School/Middle School.”**

Any certified or non-certified employee of the Clear Fork Valley Schools, a Board Of Education member, or a law enforcement officer who witnesses a student/athlete in violation of a training rule or the drug, alcohol, and tobacco policy is considered a credible source.

Information brought to the attention of the Athletic Director, a coach, or an Administrator by any other source will be investigated.

**Due Process Rights** (violation of Athletic Handbook)

Once a violation has been reported and a student/athlete is being considered for a suspension from a team by the principal, athletic director, coach, or other administrator:

- 1) The student/athlete, parent/guardian and coach will be informed, verbally, e.g. face-to-face or phone conversation, of the athletic suspension/potential and the reasons for the suspension/potential athletic suspension.
- 2) The Athletic Director and/or Asst. H.S. Principal, H.S. Principal, M.S. Principal, Superintendent, will conduct a thorough investigation which will include but is not limited to; contacting all sources, e.g. the accused student/athlete, other student/athletes that may or may not have been involved, parents and/or authorities that may have a vested interest in the situation.
- 3) Once the investigation is completed a decision will be rendered by the Athletic Director. The student/athlete and parent/guardian will be notified verbally and in writing in a meeting, e.g. face-to-face with the parents/guardians and the athlete.

A student/athlete and/or parent/guardian has the right to appeal any denial of participation. This appeal must be registered in writing (by the parent/guardian and/or student/athlete) to the Clear Fork H.S. or M.S. Principal within 3 school days of the denial of participation, e.g. date of the face-to-face meeting. The appeal will be heard by the H.S. or M.S. Principal, 3 teachers on staff and the Athletic Director. The final decision on the appeal of the denial will rest with the H.S. or M.S. Principal and will be made within 10 days of the Appeal hearing. Counsel may represent the student/athlete at any stage of the denial proceedings.

Any denial of participation that covers a period of 24 hours or less will not be subject to due process requirements. Example: Student/ athlete is denied participation for 1 game for missing practice.

Also, the number of violations for middle school students will not be reset to zero at the start of their freshman year. For example, if an 8<sup>th</sup> grade student/athlete has violated the policy once they will enter high school with one violation on their record.

**Due Process Rights** (violation of Clear Fork Valley School District Illegal Substances Testing Policy)

After notification of a positive test result, the building Principal shall contact the parent/guardian by telephone and inform the parent/guardian of their right to a meeting with the Principal to explain the student athlete's rights under the policy. Such notification shall also be sent via certified mail.

After notification of a positive test result, the student athlete and his/her parent/guardian may, at their own expense, elect to have a portion of the original sample re-tested by an independent certified laboratory of their choice. The District will forward the sample in response to a written request.

If the parent/guardian fails to contact the Principal within forty-eight (48) hours (excluding weekends) following receipt of said notice by telephone or certified mail to schedule a meeting to review the test results, the results are deemed conclusive for purpose of further action under this policy and the parents/guardians and the student are deemed to have waived their right to challenge the test result as it applies to challenges under this policy.

Any penalties authorized under this policy are in effect during the pendency of an appeal. The building principal issues a decision within forty-eight (48) hours (excluding weekends) of receipt of the appeal. Notice of the decision is given by phone if possible and then by certified mail.

Consequences for a second or third offense are not based on whether the banned substance detected is the same as that identified in the previous test(s).

Student athletes who in any way aid or abet another athlete violating this policy will be disciplined as if they were the principal offender.

**GENERAL POLICIES AND PROCEDURES**

**Student/Athlete Insurance**

Parents/guardians of any student/athlete participating in any phase of the school athletic program that do not have personal insurance will be given the option to purchase the school accident insurance. Parents have the option of signing an insurance waiver form stating that the student/athlete is covered fully and completely by the personal insurance of the parent/guardian for any accident caused by or related to participation in any part of the school athletic program. No student/athlete can participate in any phase of the athletic program without health insurance coverage.

**Practice Sessions**

Opening and securing the building for practice during days when school is not in session is the responsibility of the coach in charge.

The Athletic Director, with input from the coaches, will prepare a gym use schedule for the winter sports season.

On days when school is cancelled due to inclement weather, practices/contests will be held only with the permission of the Athletic Director in consultation with the High School Principal. There will be no practice or contests for teams below the Jr. Varsity level, and all practice sessions are voluntary.

### Scouting

The Varsity head coach is responsible for setting up all scouting assignments. Mileage is to be determined by the standard mileage chart whenever possible. The Cost of scouting is to be part of the individual sport budget for each year.

A complete list of scouting trips should be turned in to the Athletic Director no later than 2 weeks after the completion of the season. The list should include date, place, and distance and should be recorded on the district mileage form.

### Awards

All awards must conform to standards established by the OHSAA.

A list of award winners (included in the year end report) must be submitted by the coach to the Athletic Director ten days prior to the awards ceremony.

All student/athletes must have conformed to state and local eligibility rules, conducted themselves in a sportsmanlike manner, returned all uniforms and equipment issued to them, and conformed to the Clear Fork athletic and school codes of conduct in order to be eligible for an award.

In the event a student/athlete is injured during the season and can no longer participate; he or she could be eligible for an award based on the recommendation of the head coach.

Presentation of awards is to take place at the conclusion of each sport season at a ceremony or school assembly.

The manager of the duties assigned by the coach will base Student/manager awards on the performance.

Awards will be presented as follows:

- |  |                                |
|--|--------------------------------|
| 1. Freshman                            | Numerals/Certificate           |
| 2. Jr. Varsity                         | Certificate                    |
| *3. 1 <sup>st</sup> Letter (any sport) | Letter/Pin/Certificate         |
| 4. 1 <sup>st</sup> Year Varsity        | Pin/Certificate                |
| 5. 2 <sup>nd</sup> Year Varsity        | Service Bar/Certificate        |
| 6. 3 <sup>rd</sup> Year Varsity        | Service Bar/Plaque/Certificate |
| 7. 4 <sup>th</sup> Year Varsity        | Service Bar/Trophy/Certificate |

\* Managers/Mat Maids are eligible to receive a letter after 2 years of service. Service bars are awarded after 3 years and a plaque is awarded for 4 years.

\*No individual may receive more than 1 Varsity Block “C”. If they have already received a letter in another sport, they will receive the pin for the new sport. The Varsity head coach will make it clear to all squad members the criteria they must meet to receive a Varsity letter in that sport.

Standardized plaques will be presented for “Special Awards” in each sport.

Football	5	Boys Basketball	5
Golf	4	Girls’ Basketball	5
Boys’ Cross Country	4	Wrestling	4
Girls’ Cross Country	4	Boys’ Track	4
Volleyball	4	Girls’ Track	4
Girls’ Soccer	4	Baseball	4
Boys’ Soccer	4	Softball	4
Girls’ Tennis	4	Boys’ Tennis	4

There will be two categories (designated by signs) of individual pictures displayed in the high school cafeteria:

1. Individuals (or relay teams) that qualify to the state level in a particular sport (but do not place)
2. Individuals (or relay teams) that place in their event at the state level or are named as All-Ohio by a coaches’ association or new media. A plate on a picture will list the athlete’s class and accomplishments.

All team trophies displayed in the trophy case must be OHSAA tournament awards or conference affiliated awards. No individual awards will be displayed. All other trophies won by a team in athletic competition will be displayed in the high school office for the duration of the school year and then returned to the coach or stored in the storage building.

Starting with the 1994-95 school year, team pictures will be displayed for all teams that win a conference championship or a sectional championship in there designed OHSAA Tournament.

All Middle School participants that finish the season in good standing will be eligible to receive an award certificate. No letters, plaques, or trophies will be presented at the Middle School level.

### Ticket Policies

#### Regular Season

Offered for sale to all community adults and students: Volleyball, Football, Boys’ Soccer, Girls’ Soccer, Boys’ Basketball, and Girls’ Basketball.

Pre-school children will be admitted free to all home games. They must not occupy a reserved seat.

#### Preferred Ticket Policy

When the situation dictates, the following will be the policy for tournament ticket sales and “special” regular season contests.

Immediate family of Varsity and Jr. Varsity players, all coaches, trainers, managers, and cheerleaders. Immediate family is defined as mother and father, wherever they live, brothers and sisters, stepmother and stepfather, stepsisters and stepbrothers who live at the same address as the player/cheerleader.

Freshman team members, Freshman cheerleaders, and statisticians. Each is entitled to a single ticket.

Reserve and Season Ticket holders (2/person).

Certified and Non-certified staff and administrators of the Clear Fork Valley Schools (4/person).

25% of the tickets are to be set aside for use by the Clear Fork High School student body on a one-on-one basis. These tickets will be sold in advance of the public sale.

General public – all remaining tickets will be sold to the general public with a maximum of four tickets to be purchased by each person.

#### Ticket Prices

There will be no presale tickets offered. Adult tickets will be \$6.00 and student tickets will be \$4.00 at the gate (per OCC Bylaws)

#### League Athletic Passes

The following league athletic passes will be issued for home athletic contests:

- \*Charter Board of Education members.
- \*Present Board of Education members.
- \*Clear Fork Valley Administrators.
- \*Clear Fork Valley coaches (on the teaching staff).
- \*Clear Fork Valley contracted coaches (not on the teaching staff).

#### Contest Workers and Helpers

All workers for concessions, student groups, game helpers, and special organizations must be approved by the Athletic Director and must enter through the pass gate if applicable.

#### Broadcasting of Athletic Events

Broadcasting of home Clear Fork athletic contests (in accordance with OHSAA policies and Ohio Cardinal Conference) will be permitted if the broadcasters have prior written permission from the Athletic Director.

#### Contest Security

The Athletic Director will secure police protection for all home Varsity Football and Boys Basketball contests along with any other event at which a large crowd is anticipated.

#### Contest Concessions/Merchandise Sales

No person or organization may sell concessions or other merchandise at an athletic contest without prior approval of the Athletic Director.

#### Transportation

School approved transportation must be used for travel to all away athletic contests (games or scrimmages) unless the Athletic Director or Principal has approved travel by car.

Varsity head coaches will submit a list of departure times (on trip tickets) for each athletic contest in their program. No athletic contest (game or scrimmage) will be scheduled without the knowledge of the Athletic Director.

A coach wishing to stop to eat during travel to or from any away athletic contest must include this information on the trip ticket.

#### Athletic Safety

The safety and well being of student/athletes, coaches, and spectators is of primary importance to the Athletic Department.

All facilities will be maintained in a clean, safe, and healthful condition. Coaches are expected to communicate all safety issues to the Athletic Director in a timely fashion.

All members of the coaching staff will have current Pupil Activity Validation and CPR certification prior to coaching or supervising any sport (High School or Middle School).

A carefully planned and administered conditioning program will be initiated under the supervision of the Varsity head coach in each sport.

OHSAA policies and procedures regarding practices and equipment will be followed.

Emergency phone numbers should be readily available at all athletic contests.

Emergency medical forms for each squad member and related team personnel, including coaches, should be readily available at all athletic contests (home and away) and practices.

#### Athletic Injuries

Coaches will personally call or see the parent or guardian of any injured athlete who is removed from a contest or practice. Contact should be made as soon as possible. The coach will file an injury/accident report in the High School or Middle School office no later than the following morning.

The Emergency Squad will be called for any serious injury situation in the absence of a physician or certified trainer.

Coaches are responsible for keeping ice and water available at all times during practices or contests as well as an adequately stocked first-aid kit.

A seriously injured student/athlete will not return to a contest or practice unless approved by a physician.

### Sunday Practices

Practices or athletic contests are not to be held on Sundays unless special circumstances make it necessary. Permission must be obtained from the Athletic Director and/or Principal.

Sunday practices are always optional for the athlete.

## **MIDDLE SCHOOL ATHLETICS**

Middle School athletics will be a part of the total athletic program and will be supervised by Athletic Director and the Middle School Principal.

All policies and procedures of the OHSAA, the Clear Fork Valley Board of Education, and the Clear Fork Athletic Council will be in effect for Middle School athletics.

Varsity head coaches are to see that Middle School athletic teams and programs are adequately funded through individual sport budgets.

The goals of the Middle School athletic program will be to develop the fundamental skills needed for future participation in each sport and to develop a winning attitude that adds to the enjoyment of the sport.

Middle School coaches are responsible for the proper use and care of equipment and uniforms. They will provide the head coach with a complete inventory at the close of each season.

All requests for new uniforms and equipment at the Middle School level will be made through the Varsity head coach of each sport.

Building or facilities use at the Middle School level must be cleared through the Athletic Director

## **Clear Fork High School**

### **Mileage Chart**

<b><u>School</u></b>	<b><u>Round Trip Miles</u></b>	<b><u>One Way Travel Time</u></b>
Ashland	68	40 min.
Berlin Hiland	82	55 min.
Big Walnut	88	1 hr. 5 min.
Black River	88	1 hr. 5 min.
Buckeye Central	87	1 hr. 5 min.
Buckeye Valley	94	1 hr. 15 min.
Bucyrus	90	1 hr. 5 min.
Cardington	70	40 min.
Centerburg	66	40 min.
Chippewa	120	1 hr. 20 min.
Cloverleaf	104	1 hr. 10 min.

Colonel Crawford	68	40 min.
Coshocton	114	1 hr. 25 min.
Crestline	54	35 min.
Crestview	54	40 min.
Danville	70	45 min.
East Knox	56	40 min.
Fredericktown	30	20 min.
Galion	50	35 min.
Hillsdale	60	40 min.
Kidron Christian	102	1 hr. 20 min.
Lexington	22	15 min.
Loudonville	36	25 min.
Lucas	35	25 min.
Madison	34	25 min.
Mansfield Christian	26	20 min.
Mansfield Senior	35	25 min.
Mapleton	72	45 min.
Medina Buckeye	125	1 hr. 25 min.
Medina Highland	125	1 hr. 25 min.
Mt. Gilead	50	35 min.
Mt. Vernon	42	30 min.
Newark Catholic	90	1 hr.
New London	90	1 hr.
Northmor	40	35 min.
Northridge	78	50 min.
Northwestern	90	1 hr.
Norwalk	106	1 hr. 10 min.
Norwalk St. Paul	106	1 hr. 10 min.
Ontario	40	25 min.
Orville	110	1 hr. 10 min.
Pleasant	88	1 hr.
Plymouth	72	45 min.
Ridgedale	80	55 min.
River Valley	90	1 hr.
River View	102	1 hr. 10 min.
Seneca East	106	1 hr. 15 min.
Shelby	63	40 min.
Smithville	104	1 hr. 10 min.
South Central	80	50 min.
Sparta Highland	56	35 min.
St. Peter's	32	20 min.
Triway	80	50 min.
Upper Sandusky	126	1 hr. 20 min.
Utica	65	45 min.
Waynedale	97	1 hr.
Western Reserve	94	1 hr.
West Holmes	68	45 min.



Willard	78	55 min.
Wooster	80	50 min.
Wynford	90	1 hr.