

VALLEY VIEW

JUNIOR/SENIOR

HIGH SCHOOL



COACHES ATHLETIC

HANDBOOK

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I.

VALLEY VIEW JUNIOR/SENIOR HIGH SCHOOL ATHLETIC PHILOSOPHY

Athletics are an important and integral part of the total school program at Valley View Local Schools. School activities should neither have precedence over educational activities, nor should they be considered unworthy of educational attention. Athletics teaches participants the value of cooperation and competition in achieving team goals. The additional time and physical requirements of these activities demand that each participant attain and maintain his/her best physical and mental condition.

Every athlete must be aware that he/she represents more than himself/herself. Because he/she represents the team, school, and community, his/her conduct must reflect this responsibility. Standards of behavior are established to enable students to meet their responsibilities, as well as to promote safety and assist participants in reaching their maximum potential. It must be remembered that participation in athletics is not a right, but a privilege that may be regulated.

Athletics are an extension of the classroom. Through athletics we are able to reach a wide range of students, and provide them with the skills which they might not be able to develop in the academic setting. Moreover, the pride and spirit developed by competing in athletics, affects not only all sports, but also overflows into the classroom, creating a positive learning environment for all.

It is with this philosophy in mind that Valley View Local Schools affirms the fact that coaches are teachers first and foremost, and that coaching is a temporary assignment that should extend sound teaching and human relations principles from the classroom into the athletic program. The implementation of this philosophy is the responsibility of the Principal, Athletic Director, and ultimately the coach.

II.

EXPECTATIONS FOR HEAD COACHES

Valley View JH & HS head coaches, and their teams represent the Valley View Local School District wherever and whenever they play. The school's reputation of excellence is evaluated by the public each time our teams take the field/court. This commitment to excellence is expected to be at the forefront of every coach. The following are special traits, beliefs, or actions that the athletic department and school consider to be of major importance for head coaches:

1. Operate and run your program 7th thru 12th grade. Make opportunities to offer coaches clinics for youth/select programs to promote your program.
2. Clear all dates for use of facilities with the principal or athletic director. These dates will be added to the building's Google Calendar. Use this calendar to schedule your events/activities. The calendar does not have games scheduled on it. What is scheduled on the calendar will take precedence.
3. Work with the athletic director to fill vacant coaching positions within your sport.
4. Make a constant effort to communicate your expectations to every player and to make each understand his/her role in the team structure.
5. Every player on the team will see playing time in every junior high/junior varsity athletic contest. This time will be in relationship to the athletic contest. Establish a game plan to accomplish this.
6. Always put your athletes in situations that they will be successful.
7. Conduct yourself in a manner so that you do not bring attention to your team or yourself in a negative way. Be a professional.
8. Constantly work on preparing the athletes mentally for competition. Remember that mental preparation is just as important as physical preparation.
9. Involve your players in the team process through planned practices that focus on the development of the team as a whole and not as individuals.
10. Invest a significant amount of time in talking with your athletes. Learn as much as you can about them. Find out what makes them tick.

11. Get your team to approach competition with the attitude that they can win and should expect to win, rather than with the attitude of trying not to lose.
12. Keep your program simple. Emphasize development of basic skills and attention to detail. Come to practice with a plan and follow it.
13. Establish your practice times and stick to it. If it is to end at a certain time make sure you do so. Provide a monthly calendar of events so that parents are aware of what is going on. Respect the parents time as well.
14. Identify the key values that you teach every day. Values such as effort, attitude, honesty, respect for teammates, being a good leader, and sportsmanship. Share these values with your teams in meetings, practices and contests.
15. Always conduct yourself in a professional manner that reflects the best interests of Valley View Schools and athletics. Be a positive role model.
16. Create situations that will attract parents to your program and want to support it. Send home team updates/reminders/etc., and Media releases to local newspapers.

III.

EXPECTATIONS FOR ASSISTANT COACHES

Valley View JH & HS assistant coaches, and their athletes represent the Valley View Local School District wherever and whenever they play. The school's reputation of excellence is evaluated by the public each time our teams take the field/court. This commitment to excellence is expected to be at the forefront of every coach. The following are special traits, beliefs, or actions that the athletic department and school consider to be of major importance for assistant coaches:

1. Support the head coach in the conduct of his/her particular sport and the total athletic program.
2. Fulfill all responsibilities assigned by the head coach.

3. Assist the head coach in the inventory of all equipment and uniforms.
4. Be prepared to assume the responsibility of the head coach, if and when necessary.
5. Conduct yourself in a manner so that you do not bring attention to the team or yourself in a negative way.

IV.

COACHING DUTIES

The head coach of each sport shall cooperate with the principal and athletic director in performing the following duties & expectations:

1. Plan your practice and game sessions so that a coach is in the building or on the field at all times during play or practice. Leave no student unsupervised at any time.
2. Accompany teams in buses to and from all athletic contests.
3. Prepare a complete list of players (grade/height/weight/position/etc), jersey numbers, and other pertinent team information. Conduct any "cuts" privately and individually. A copy of the official roster list is to be given to the athletic director at the beginning of your season.
4. Completely discuss procedures, expectations and responsibilities with all assistant coaches, and junior high school coaches within your program, and hold them accountable.
5. Conduct a parent meeting prior to the start of the season. The main purpose of this meeting is to go over all rules, what is expected of them and their sons/daughters. Submit the date, time and location of your parent meeting to the athletic director.
6. Prepare a detailed list of inventory for your sport from the varsity program to the junior high school program. Provide a prioritized list of items needed for future seasons.
7. Assist the athletic director in the creation of the schedule, including scrimmages. Keep any documentation of emails with other schools regarding scheduling of games. Submit a final copy of the schedule to the athletic department.

8. Enforce the rules of the Code of Conduct, and report any violations to the principal and athletic director immediately.
9. Report injuries to the athletic trainer immediately, especially if you suspect a possible concussion. Inform in detail the events that took place up to the injury. Athletes cannot be reinstated to practices/contests without a clean bill of health from a physician or the athletic trainer.
10. Take an active role in the academic success of your players. Athletes are students first. Interscholastic athletics are an enormous part of a student's educational experience, but our primary concern is their role as a student in the classroom.
11. Be fair, consistent, and use good judgement in your decision-making, discipline, and communication. Always have a defensible explanation for your actions. Make sure that your decisions and actions are constructive.
12. Know the rules and regulations of your sport through the OHSA. If you are unsure of a regulation or procedure please seek the assistance of the athletic director.
13. Attain the necessary coaching **certifications** that are required by the OHSA (Pupil Activity Permit, FBI/CBI, & CPR). Make certain that all of the assistant coaches (contracted and volunteer) in your program are properly certified.
14. Attend the **Head JH/HS Coaches Meeting** and the mandatory **OHSA Sports Meeting** conducted by the athletic director. Expect your athletes to attend the OHSA Sports Meeting.
15. Meet with the athletic director for a **post-season conference and evaluation**, and provide the required information asked of you from the athletic director.
16. Meet with assistant coaches of your sport for a **post-season conference and evaluation**.
17. School records, copies, and documentation of important items and papers are to be kept by the head coach, and provided to the athletic director when necessary.
18. Ensure that all schedules (league & non-league), rosters, and stats are entered on the SWBL website. Maintain and update stats weekly.
19. Complete **Purchase Order Requisitions, and other pertinent forms**. Submit all forms to the athletic department for approval. Do not order anything before an approved PO is in place.
20. Conduct any fundraiser items through the Valley View Athletic Booster Club. Bring to the attention of the athletic director any purchase items that you wish to have the

21. Booster Club purchases. These requests will be made together with the athletic director and the coach. Please do this well in advance of your upcoming season. It is expected that every high school athletic team will have representation at all Valley View Booster Club meetings. Valley View Athletic Booster Club meetings generally take place on the second Monday of every month.
22. Adhere to the "Chain of Command", and keep all lines of communication open. Inform the principal and athletic director if you suspect an issue.
23. Collect and record **Pay to Participate** fees from your student-athletes BEFORE the first scrimmage of your season. Submit the payment and a copy of your record sheet to Valley View Schools within three (3) days after the last day of collection. Checks can be made payable to "*Valley View Board of Education*". Have student name and sport written on the check's memo line.
25. Collect and record required athletic forms from your student athletes before/at the first coaching date. Submit all forms and a copy of your record sheet to the athletic department within three days of your first official practice. Students are not permitted to participate in practices, scrimmages, or contests until they have submitted all of the necessary forms. Check forms for signatures and completion.
 - Physical and attached OHSA Eligibility and Authorization Form
 - Ohio Dept. of Health Concussion Information Sheet
 - Valley View Athletic Eligibility and Participant Code of Conduct
 - Emergency Medical Form (kept with the coach)
23. Any other duties deemed necessary by the principal or athletic director.

V.

PRE-SEASON PARENT MEETING

Coaches are to conduct a parent meeting with their team prior to the start of their season. It is recommended that you have a packet of information to give to the parents at your meeting. When providing information to the parents always share the packet with the athletic director and principal first. The following information should be covered:

1. A list of all athletes including managers/statisticians and coaches. Provide parents a means to contact you in various ways.
2. Philosophy of team play, and athletics in general
3. The Valley View Local School Athletic Code of Conduct & EMA form
4. Eligibility requirements established by the OHSA & Valley View Local Schools
5. Attendance & Tardy Policies as it relates to athletics
6. Game and practice schedules
7. Proper display of sportsmanship, ethics, and integrity on the field/court, sideline, and in the stands
8. Player expectations. (What happens if a player misses a practice?)
9. Proper practice, game, and travel etiquette
10. Directions/addresses to all away contests
11. Proper "Chain of Command" regarding parent - coach disputes (Refer to Role of Parents in Interscholastic Athletics)
12. Proper procedure for suspected injury/concussion (see the trainer)
13. Travel Release Form
14. Any other information you feel that might be pertinent to your sport.

VI.

GAME / PRACTICE CONDUCT & BEHAVIOR

All coaches are expected to conduct themselves as mature adults who represent the Valley View community. You will always be scrutinized by the public. The following is a list of what Valley View Schools feel is proper conduct/behavior of coaches and players:

1. Make it a priority to get all student-athletes into every game (JH/JV level). Develop a plan to accomplish this.
2. Coach your student-athletes on how to play the game. Encourage hustle, being an excellent teammate, and exhibit great sportsmanship.
3. Always come to practice with a plan, and stick to your plan. Be respectful to parents time as well. (See Practice Plan)
4. All coaches must not second guess, criticize, ridicule, or argue with other coaches on the staff or within the athletic department. All coaches meetings must be private and away from the athletes. Treat each other professionally, and address conflicts privately and efficiently.
5. If a practice is being held, then make sure that you are there. Inform the AD and head coach that you cannot attend. Make sure that you have coverage in the event that you cannot be there. Volunteer coaches cannot assume the role of supervising students alone.
6. NEVER ridicule, degrade, or humiliate your athletes publically or privately. Provide criticism that is constructive, but not personal. ALWAYS find the good in your athletes.
7. Players and coaches are not to confront officials in a manner, which draws attention to themselves. Focus your attention on your team and on what you have control over. Your players will emulate what you say and do. Be a good role model.
8. All players and coaches are to sit in the assigned area designated for the team. All athletes must be supervised before and after all practices & contests.
9. No player or coach is to talk back to or make reference to an official's call.
10. No player or coach is to make comments to, negatively interact with, or involve themselves with another coach, player or fan from the opposing team.
11. Refrain from posting or commenting negative/degrading information on social media sites. This includes, but is not limited to: websites, Facebook, Twitter, Instagram, and texts/emails. Bottom line is it was just a game.

VII.

ATHLETIC CODE OF CONDUCT

Student-athletes of Valley View Schools are direct representatives of their school, and are expected to conduct themselves in a way that will gain respect for both themselves and their school. Representing their school as an athlete is a privilege available to those who have the will and the desire to live by the training rules that are set in place. A well-rounded student-athlete accepts this as fact and abides by it.

In accordance, the Valley View Board of Education believes that the use, possession, or sale of drugs, alcohol, and tobacco has no place in its athletic program. Make a point of discussing the specific parts of the Code of Conduct with your students and parents.

I. Eligibility

II. Training and In-Season Conduct

A. Rules

B. Rules Violations

C. Substance Abuse

D. Substance Abuse Policies

1. Paraphernalia, alcohol, possession and/or use of prescription/nonprescription items violation of school medicine policies

FIRST OFFENSE - Removal from team for remainder of current school year. May be re-instated if student voluntarily seeks alcohol assessment.

SECOND OFFENSE - Removal from team for remainder of current school year, ineligible for all sports the following school year. May be reinstated if the student enrolls in an approved alcohol/substance abuse program.

THIRD OFFENSE - Immediate and permanent denial of participation, removal from all athletic teams for the remainder of the school year, and will be ineligible for all athletics during the student's high school career.

2. Possession of any nicotine containing substances product

FIRST OFFENSE - Loss of 20% of that sport. Denial will occur immediately following the completion of administrator's investigation.

SECOND OFFENSE - Immediate removal from all teams for remainder of current school year. Eligibility for the next athletic season may be re-instated if the student participates in a tobacco program.

THIRD OFFENSE - Immediate and permanent denial of participation, removal from all teams for the next 2 OHSAA athletic seasons.

In order to assist in giving direction to our student-athletes in observing the principles and responsibilities outlined above, the Valley View Athletic Code of Conduct will be observed at all times during the sports season. It is also expected that ALL coaches will not participate in the use of tobacco products while at practices, games, or any school grounds. All student-athletes and their parents must sign the Athletic Code of Conduct after you have selected your team. The Code of Conduct is filed in the athletic office.

VIII.

ATHLETIC ELIGIBILITY & OHSAA GUIDELINES

The rules of the Ohio High School Athletic Association must be strictly adhered to for regulations pertaining to athletic eligibility for students in grades seven through twelve.

Eligibility will be verified by the athletic director and/or the principal. Student-athlete's grades will be monitored throughout the sport season to maintain their eligibility.

Guidelines for athletic eligibility:

1. Athletic eligibility is based upon academic performance in each individual nine week grading period immediately prior to the sport season (Fall eligibility is determined by the 4th nine weeks grading period of the preceding year). Semester grades, yearly final grades, or Summer School grades are not considered for eligibility purposes.
2. Student-athletes must pass at least 5 one credit courses or the equivalent, at which count toward graduation, during the last nine weeks grading period (HS), or pass at least 5 subjects during the last nine weeks grading period (JH). Please check with all of your student-athletes to make sure that they are able to attain the minimum level of credits needed to be considered eligible.
3. Seventh graders playing a sport in the fall will receive one nine weeks grace period. These students must be eligible for winter athletics.
4. As the sports season progresses, student-athlete's grades will be monitored on a weekly basis, and coaches will be informed of any student-athletes that are ineligible, or at risk of becoming ineligible.

5. If a student-athlete attains an "F" in the same subject for two (2) or more consecutive weeks, or has more than one (1) "F" in the same week, then the student-athlete will become ineligible to participate in any contest until that grade is a passing grade.
6. Eligibility is checked every nine weeks grading period. Weekly eligibility is monitored only during the sports season.

The OHSAA has specific guidelines pertaining to participation in athletics in addition to scholarship regulations. The following is only a review of the OHSAA guidelines:

Junior High School Guidelines

1. 7th & 8th grade students are limited to participation in only 4 semesters
2. A student who turns 15 before August 1 of the school year in which he/she desires to participate is not eligible for 7th & 8th grade athletics
3. Home-schooled, non-public, community school, STEM students have the opportunity to participate at the public school that the student would be entitled to attend. These students must meet the same requirements as other students.
4. The transfer bylaw is not applicable for 7th & 8th grade students.
5. If you compete under a name other than your own or provide a false address, you will immediately become ineligible.
6. School coaches may only provide 10 days of instruction between June 1 and July 31.
7. Open Gyms are NOT mandatory
8. 7th & 8th grade students are not to participate in the same sport that they are currently participating on. (Same Sport Rule)
9. 7th & 8th grade students must have a physical examination within the past year on file at the school.
10. 7th & 8th grade students must have the signed OHSAA Authorization Form and the OHSAA Eligibility & Authorization Statement on file at the school.

High School Guidelines

1. 9th thru 12th grade students are permitted only 8 semesters of athletic eligibility.
2. When a high school student turns 20 years of age, he/she becomes ineligible for interscholastic athletics.
3. Home-schooled, non-public, community school, STEM students have the opportunity to participate at the public school that the student would be entitled to attend. These students must meet the same requirements as other students.

4. Once your eligibility is established at a high school, a transfer to a different high school may mean you will lose eligibility for interscholastic athletics at your new school. For specifics on the period of ineligibility, visit www.ohsaa.org.
5. If you compete under a name other than your own or provide a false address, you will immediately become ineligible.
6. School coaches may only provide 10 days of instruction between June 1 and July 31.
7. Open Gyms are NOT mandatory
8. High school students are not to participate in the same sport that they are currently participating on. (Same Sport Rule)
9. High school students must have a physical examination within the past year on file at the school.
10. 7th & 8th grade students must have the signed OHSAA Authorization Form and the OHSAA Eligibility & Authorization Statement on file at the school.

Parents are encouraged to visit the OHSAA website at www.ohsaa.org for additional information on student eligibility.

IX.

TRAVEL RELEASE FORM

Students are expected to travel to and from athletic contests on the team bus/van. It is the belief of Valley View Local Schools that traveling with the team adds to the team camaraderie. In the event that a student must leave early from a contest and not ride on the bus/van, the parent must provide the coach with a TRAVEL RELEASE WAIVER signed and dated stating that their child will not ride the bus, and state a valid reason for not riding the bus. Under NO circumstances will the student-athlete be allowed to ride home with another parent other than their own. Please send any notes received to the office so that these are on file. When the athletic contest has ended, make sure that all students are accounted for prior to leaving the site.

Coaches also need to create a seating assignment for the bus to be used throughout the season. This assignment should be updated as needed and shared with the athletic department.

X.

EMERGENCY MEDICAL FORM

Coaches must make sure that all EMERGENCY MEDICAL FORMS (EMA) are received from each student-athlete, and are properly filled out and signed. The EMA's must be kept with you at all times during practices and contests. This information is valuable to the emergency staff in the event that the athlete is injured and the paramedics are called. Become familiar with your student-athlete health concerns, and notify the athletic director and trainer if you have any special needs for particular athletes.

*Discard all EMA's at the end of your sports season.

XI.

ATTENDANCE PROCEDURES & MORNING TARDIES

Good attendance results in success at school. Therefore, Valley View High School AND Valley View Junior High School encourages regular attendance in accordance with the Ohio Compulsory Attendance Law and the Missing Children's Act (ORC 3321.04). Parents are encouraged to call to report their child's absence from school at 855-4116 before **7:40 A.M.** **each day of absence.** The school will attempt to contact the parent of each absentee who is not reported.

Students who arrive at school after the school day has begun and up to ½ hour from the start of the school day will be counted tardy. Students arriving late to school are to report directly to the attendance office for an admit slip. Students should bring a note explaining their reason for tardiness. The office will determine if the student has an excused or unexcused tardy.

Students may have two (2) tardies to school per quarter without penalty, but all other tardies, will be counted as unexcused without a doctor's excuse. Students who arrive at school after ½ hour from the start of the school day will be counted as one-half day of absence, as will those who leave school before ½ hour from the end of the school day.

Any student-athlete that is absent from school will not be permitted to participate in practice or any athletic contest on that day of absence (exceptions: college visit, funeral, other excuse deemed excusable by the principal). Furthermore, if a student-athlete is not in school prior to ½ hour from the start of school, and does not have a doctor's note will not be permitted to participate in practice or any contest on that day. Bottom line, if a student-athlete is too sick to be at school, then they are too sick to participate in practices or athletic contests on that day.

XII.

Community & Media Relations

Coaches are our best marketing tool. Presenting a positive image to prospective students, their parents, the media, local clubs/organizations, and opponents reflects well on Valley View Local Schools and our interscholastic athletic program. EVERY coach should be familiar with the policies of Valley View JH/HS and should interpret them in a professional manner and in the spirit in which they are intended. Coaches become well-known within the community to a large number of parents, students, fans and media. A non-professional manner, inappropriate "off-the-cuff" remarks in the heat of competition, a defeatist philosophy, immature judgement and unbecoming behavior only bring damaging discredit to the coach and Valley View JH/SH. Please always strive to represent the Spartans in a positive manner.

Make a concerted effort to promote your athletic program. The following is a list of potential ways of promoting your athletic program:

- Weekly/bi-weekly emails to school community updating individual/team accomplishments, athletic contest results, and other pertinent information
- Weekly/bi-weekly emails to parents and athletic booster club
- Weekly/bi-weekly emails to clubs and/or organizations within the community
- Give weekly awards to student-athletes based on sport specific criteria, and recognize them as your "Athlete of the Week"
- Attend a meeting of a local club and/or organization and share some key components of your athletic program
- Organize a website for your athletic program and make sure that it is updated with current information to share with anyone that visits the site
- Meet with news media when appropriate and after games
- Provide opportunities for student-athletes to be interviewed
- Send information to local newspapers for future articles
- Any other means of promoting your athletic program in a positive manner