



LEXINGTON ATHLETICS HANDBOOK

2017-2018

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PHILOSOPHY OF LEXINGTON ATHLETICS

1. We believe that athletics exists for the student and that it is a privilege to participate, not a right.
2. The privilege of participating may be revoked when the student athlete violates any of the agreed upon rules of the school or particular sport.
3. We will adhere to all rules and policies set forth by the Ohio High School Athletic Association.
4. We will follow all rules and policies set forth by a conference during the period in which we are a member.
5. We believe that there are many values to be gained from athletics. Each athlete should learn fair play and good sportsmanship. Each athlete should learn about the values of teamwork, sacrifice, initiative, leadership, self-control, self-discipline, 100% effort at all times, and many other values that will help the athlete as a person in life.
6. We believe students can be taught to win gracefully and lose in the same fashion.
7. We want Lexington to play to win; we want a winning attitude displayed by players and coaches; we want our team to be competitive; in short, as Vince Lombardi once said: "Winning isn't everything, but wanting it is."
8. We believe that athletics can contribute to the overall morale of the student as well as provide an outlet for enthusiasm.
9. We believe that the welfare of the athlete is always of primary concern but the athlete must be willing to adhere to all rules and regulations set forth by the school and coach. The program exists for the student - never the student for the program.

SCHOOL EMPLOYEE ATHLETIC PASSES POLICY

On Monday, December 7, 1981, the Lexington Athletic Board of Control met and established the following School Employee Athletic Ticket Policy which takes effect immediately. This policy covers general admission tickets only.

School employees and their spouses or a school age child will be admitted free of charge to all athletic events with the following criteria.

1. They must have a school employee (non-transferable) pass which can be obtained at the high school Athletic Director's office.
2. Only two persons may be admitted on an employee pass at any one event. An employee's child must be accompanied by the employee or employee's spouse to be admitted free of charge.
3. For the varsity football or boys' varsity basketball games that the high school Athletic director feels are potential sell-out games, each school employee athletic pass holder will be required to notify the high school Athletic Director that they plan to attend that game by 3:00 P.M. of the Tuesday preceding the game. The employee will be notified of these games at the beginning of the season.
4. This policy covers general admission tickets only.

PREFERRED TICKET POLICY

When the situation dictates, the following will be the policy for ticket sales to tournament and regular season basketball games.

Preferred Tickets

- 1) Immediate family of boys' varsity and JV players, trainers, managers, and cheerleaders. Immediate family is defined as mother and father wherever they live and brothers, sisters, stepmother, and stepfather. Step-sisters and step-brothers who live at the same address of the players also qualify.
- 2) Boys freshman basketball team members, freshmen cheerleaders, girls' varsity and J.V. team members and boys and girls statisticians. Each is entitled to a single ticket.
- 3) 25% of the allotted tickets are to be set aside for use by the Lexington High School student body on a one to one basis. These tickets will be sold in advance of the public sale.
- 4) Reserve and season ticket holders.
- 5) Complimentary employee pass holders and spouses.
- 6) General public - all remaining tickets will be sold to the general public with a maximum of two tickets to be purchased by each person.

BOOSTER CLUB

The Booster Club is an independent group whose sole purpose is to promote interest in all

sports at Lexington. Many athletic needs have been financed yearly by the Club as a result of a variety of projects undertaken by them. Any project sponsored by the Booster Club needs the support of the entire coaching staff and community. Head coaches and assistant coaches should set an example for their athletes and community by supporting all functions taken on by the Boosters and by attending meetings on the second Wednesday of each month in the field house meeting room. The Athletic Director will act as the liaison between the coaching staff and Club with respect to financial requests. The Booster's major fundraising project during the year is the operation of the concession stand at home athletic contests. The Boosters need the cooperation and support of everyone in the community to be successful.

LEXINGTON ATHLETIC DEPARTMENT BY-LAWS

JOB DESCRIPTION

ACTIVITIES / ATHLETIC DIRECTOR - HIGH SCHOOL

- I. The Athletic Director shall have primary responsibility for men's sports and coordination of entire high school athletic program as per this job description. The Athletic Director shall abide by such policies and/or regulations as prescribed by the OHSAA.

II. DUTIES

A. COACHES

1. The Athletic Director shall have the primary responsibility for the evaluation of all head coaches. He will also coordinate the evaluation of all assistant coaches with the head coach of the sport. He will submit copies of all evaluations to the high school principal and the district superintendent for further action.
2. The Athletic Director with the designated administration shall have the primary responsibility for coordinating the job search and selection in the event of any coaching vacancy.

B. SCHEDULING

1. The Athletic Director shall be responsible for scheduling the use of facilities for games and/or practices. The schedule for use shall be recorded on an appropriate electronic media app and be available for coaches, players, parents and administrators. A procedure and use policy must be developed with the administration and copies given to all coaches of the same.

2. Schedule all high school sports contests after consultation with the appropriate coach.

C. OFFICIALS

1. Provide good school-official relationships.
2. Pay officials for services rendered.

D. TRANSPORTATION

1. Arrange team transportation for all high school athletic contests.

E. GAME RESPONSIBILITIES

1. The Athletic Director has pre-game responsibilities for overseeing the preparing of playing areas. Actual preparation of areas will be executed by maintenance and/custodial crews.
2. The Athletic Director will be the administrative representative for all athletic events, home and away, and in case of scheduling conflicts where he cannot attend an event, he will arrange for an administrative or faculty representative to be present.

F. EQUIPMENT CARE AND CONTROL

1. Keep on file a current inventory of all equipment. This information is to be supplied by all head coaches of the various sports. This must be current and is due to the Athletic Director, from each head coach, after the close of each sport season.

G. BUDGETING AND FINANCIAL RESPONSIBILITY

1. Establish an athletic budget for each sport - this is with the cooperation of all head coaches of each sport. This shall be prepared and approved by the athletic Board of Control prior to June 30 of each school year. A temporary appropriation for a particular sport may be approved after February 1.
2. The Athletic Director, after approval of each budget, may authorize the purchase of materials and equipment and is responsible thereof. The Board of Athletic Control will be informed of any and all budget changes at its regularly scheduled meetings. The coach may not exceed his/her budget without the permission of the Athletic Director.
3. The Athletic Director shall approve all bills for payment and submit them to the Clerk-Custodian for final payment.

H. RELATIONS WITH THE ATHLETIC CONTROL BOARD

1. The Athletic Director shall act as the Executive Secretary and Treasurer of the Board.
2. Shall call meetings as prescribed by the Board and send an agenda of the regular meetings to each member.

3. And any other duties as outlined by Athletic Control Board.

I. ELIGIBILITY

1. The Athletic Director shall be responsible for grading period eligibility reports and athletic participation.
2. Coordinate and oversee Academic Intervention Program
3. Inform coaches, principal, and cheerleader advisor of athlete's eligibility in all sports.

J. RELATIONSHIP WITH ATHLETIC BOOSTERS

1. The Athletic Director will be a liaison with the Athletic Booster Club. He will attend their meetings to encourage the coordination of their efforts to aid the Athletic Department.

K. TICKETS

1. Contact previous season ticket holders and provide them with the opportunity to purchase season tickets.
2. Keep records of season ticket purchases.
3. Keep records of all event ticket sales.
4. Responsible for ticket sales for away boys' basketball and football contests, and financial reports connected with those events. Deposit (within 24 hours) ticket receipts from these contests.

L. MEDIA

1. Provide for needs of radio and newspaper people in attendance at contests.

M. GAME OFFICIALS

1. Provide for care of game officials at all boys contests.

N. OHSAA TOURNAMENTS

1. Apply for OHSAA Tournaments when facilities are appropriate and available.
2. Administer said OHSAA Tournaments.

O. OTHER DUTIES

1. Attend all league commissioner meetings and banquets, when a member.
2. Supervise public relations, including press, radio, television, and speeches on interscholastic sports. Assume responsibility for release of major changes of schedules

- and postponements in football, basketball, and other major sporting events, to all news media.
3. Work with Guidance Department concerning athletes' academic progress.
 4. Supervise physical examinations and dental protection for all athletes participating in the high school.
 5. Authorize off-season physical fitness program.
 6. Supervise or negotiate the football and basketball program promotion. Prepare format, collect advertising fees, secure contracts, and secure pictures and lineups. Make weekly changes and supervise sales and collection of all monies.
 7. Coordinate use of facilities for intramural activities.
 8. Work closely with coaches to maintain quality high school athletic programs
 9. Purchase and obtain awards for high school tournaments.
 10. Assist coaches with athletic conflicts.
 11. Keep coaches informed in any changes in OHSAA or Athletic Department regulations.
 12. Any other duties related to athletics that may be assigned by the administration and/or Board of Education. When an Event Coordinator is not employed, the High School Athletic Director shall assume those duties.

P. EVALUATION

1. The performance of this position will be evaluated according to Ohio law.

Q. WORKING CONDITIONS

1. Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.
 - Potential for exposure to blood-borne pathogens
 - Interaction with agitated or upset individuals
 - Interaction with disruptive or unruly students
 - Exposure to student commotion
 - Exposure to adverse weather conditions and seasonal temperature extremes
 - Duties may include riding in a vehicle
 - Duties may include telephone contact and paperwork
 - Duties may include working to meet schedules and deadlines
 - Duties may require working during the evening and/or weekend

The Lexington Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age or disability. The Board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education, and all local and federal mandates.

JOB DESCRIPTION

EVENT COORDINATOR - HIGH SCHOOL

A. GAME RESPONSIBILITIES

1. Secure all individuals necessary for the successful execution of all home events, i.e., announcers, scorers, timers, ticket sellers, ticket takers, student and faculty security, parking directors, and program sellers.
2. Document reimbursement for all game help.

B. OTHER DUTIES

1. Attend league commissioner meetings and banquets, when requested by athletic director.
2. Assist the Athletic Director with the pre-game responsibilities and overseeing preparation of playing areas for home events.
3. The Event Coordinator will be responsible for ticket sales for home boys' basketball and football contests, and financial reports connected with those events. Deposit (within 24 hours) ticket receipts from these contests.

JOB DESCRIPTION

ATHLETIC SECRETARY - HIGH SCHOOL

I. DUTIES

A. SCHEDULING

1. He/she will assist the athletic director in scheduling of facilities and events when requested.

B. OFFICIALS

1. Assist the Athletic Director in hiring officials except those assigned by the league commissioner (if a member) or any varsity football and varsity basketball officials.
2. Provide good school-official relationships.
 - Prepare and send contracts and reminder notices
 - Verify acceptance of contracts

C. TRANSPORTATION

1. Assist in arranging transportation for high school athletic contests.
2. Complete all bus requests by date requested by athletic director.

D. ELIGIBILITY

1. Prepare eligibility lists of all athletic participants and send to schools as required by the OHSAA.
2. Assist Athletic Director in preparing grading period eligibility lists.
3. Assist Athletic Director in coordinating and overseeing Academic Intervention Program.

4. Assist Athletic Director with eligibility information.

D. GAME RESPONSIBILITIES

1. Prepare payout vouchers for games and pay officials for services rendered.

E. CORRESPONDENCE

1. Complete any correspondence requested by Athletic Director.

F. OTHER DUTIES

1. Attend league commissioner meetings and banquets, when requested by athletic director.

2. Assist the athletic director in releasing any major change of schedules and postponements in volleyball, basketball, and other major sporting events, to all news media.

3. Assist the athletic director in supervising physical examinations and dental protection for all athletes participating in the high school.

4. Inventory, prepare, and distribute all awards for all sports. Keep official records of awards.

5. Assist the athletic trainers with their inventory and with distributing all medical supplies for all sports.

6. Direct media requests to athletic director or building principal.

7. Organize and arrange the printing of award and athletic programs when necessary.

8. Any and other duties related to athletics that may be assigned by the athletic director.

**JOB DESCRIPTION
ATHLETIC DIRECTOR - JUNIOR HIGH**

I. DUTIES

A. SCHEDULING

1. Schedule games and tournaments for the Junior High
2. Sign contracts for all games with other schools.
3. Keep Principal up-to-date with all scheduling.
4. Coordinate scheduling of football and track events with High School Athletic Director.

B. OFFICIALS

1. Schedule officials for all home contests
2. Provide for good school-official relationships
3. Pay officials through High School Athletic Director

C. TRANSPORTATION

1. Arrange team transportation for all Junior High athletic contests

D. GAME RESPONSIBILITIES

1. Arrange for public address system for all home events
2. Arrange for time clock to be set up for all home events including football

3. Secure personnel to operate the clock and P.A. system
4. Secure individuals to collect monies at home events.
5. Oversee the preparing of playing areas for indoor events. The custodial crew will many times prepare the playing area.
6. Oversee the preparing of outside playing areas. Actual preparation of areas will be executed by maintenance crews. Consult with the High School Athletic Director to see this is done.
7. Attend Junior High athletic events

8. Secure personnel for gym supervision on days of home events
9. Secure personnel to work at football games and track meets

E. ELIGIBILITY

1. Prepare eligibility lists
2. Send eligibility lists to all schools contracted and to O.H.S.A.A.
3. Send eligibility lists through L.J.H.S. staff
4. Keep coaches, principal, and cheerleader advisor informed of athlete's eligibility in all Sports

F. EVALUATIONS

1. Work in conjunction with the Junior High principal and sport head coach to evaluate the Junior High coaches.

G. RELATIONSHIP WITH ATHLETIC BOOSTERS

1. Contact and work with the Boosters Club concerning awards programs.
2. Work with Boosters Club to promote sports in the district.

H. OTHER DUTIES

1. Assume responsibility for collection of monies at all home games.
2. Deposit monies and submit deposit reports to High School Athletic Director.
3. Schedule building for recognition programs at end of each season.
4. Schedule Junior High school building and facilities for all Junior High practices and tournaments held at Junior High.
5. Plan monthly practice schedule for gym and cafeteria and give to principal, coaches, cheerleader advisor and secretaries. Also arrange for snow day practices.
6. Work with Guidance Department concerning athlete's academic problems.
7. Attend Athletic Board of Control meetings.
8. Assume responsibility for preparing an inventory of all Junior High athletic equipment.
9. Coordinate the purchase of new equipment with principal and High School Athletic Director.
10. Organize and direct tournaments held at Junior High.
11. Work with cheerleader advisor in scheduling for clinics and practice.
12. Work closely with custodial staff on game days and for other needs of the department.
13. Work closely with coaches to maintain the quality athletic programs at the Junior High.
14. Work closely with secretaries and educational aides concerning needed help.

15. Work closely with Junior High P.E. Staff concerning use of athletic equipment.
16. Purchase awards for tournaments and pick awards up.
17. Store equipment after coaches turn it in.
18. Assist coaches whenever there is a problem with athletics.
19. Keep coaches informed of any new developments in the athletic department and with the O.H.S.A.A.
20. Sell tickets at the Junior High for varsity football and boys varsity basketball games.
21. Keep Athletic Director informed of needs at Junior High.
22. Inform parents of awards programs.
23. Organize and direct awards programs and also prepare awards for all sports.
24. Organize and arrange for the printing of programs for award programs and for Junior High athletic events.
25. Distribute information passed on from the High School.
26. Inform parents of physical examination dates.
27. Inform Junior High students of physical examination requirements and dates of exams.
28. Inform sixth graders of physical examination requirements at the Junior High and dates of exams.
29. Secure medical supplies from High School and distribute supplies to coaches in all sports.
30. Organize pep assembly programs.
31. Keep Principal informed of any problems related to athletics.
32. Perform any other duties related to athletics that may be assigned by the principal.
33. Assist the High School Athletic Director with other relevant duties.

GENERAL GUIDELINES FOR ALL COACHES

The entire coaching staff, guided by the athletic director, shall adhere to the rules and regulations prescribed by the Ohio High School Athletic Association, the Ohio Heartland Conference, the Board of Education and the administration. All coaches shall:

1. Work cooperatively with each other, avoid public criticism of fellow staff members and be supportive of teaching staff and administration.
2. Adhere to the Athletic Policy Handbook.
3. Encourage athletes to participate in all sports he or she is capable of.
4. Consider the well-being of athletes in relation to weather:
 - a. no outdoor practice sessions in the presence of electrical atmospheric disturbances.
 - b. practice is permitted on snow days if all precautions are taken to insure safe travelling. Practices are to be voluntary and should be completed before dark.
5. Set pattern of behavior for each athlete that reflect well on the school, community and athletic program and expect athletes to follow that pattern.
6. Stress good sportsmanship, promote the physical, social, and emotional well being of each athlete, and, while stressing winning, ensure that the enjoyment and educational aspects of athletics are not ignored in order to win.

7. Attempt to meet rival coaches before and after each contest.
8. Show respect for game officials and demand the same from players.
9. Be primarily concerned with the sport that is in season. Any reference to another sport should be made with the cooperation, knowledge, and approval of the head coach in season.
10. Assistant coaches should not publicly criticize the head coach or his/her system. Loyalty and cooperation between head and assistant coaches is essential.
11. Comply with the terms of his/her contract.
12. Assume responsibility for the care and inventory of all equipment.
13. Coaches are encouraged to join appropriate coach's organizations.
14. Know the rules of the game and impart that knowledge to all athletes.
15. Advise players as to the proper conduct in meeting with the press, radio, and TV.

SUGGESTIONS FOR IMPLEMENTING PUBLIC RELATIONS

1. Administrators, coaches, etc. interpret and give the community:
 - a) An understanding of why the school offers a program of athletics.
 - b) A knowledge of the values that athletics have for the individual and for society.
 - c) An understanding of the rules essential to playing the game and to being intelligent fans.
2. To develop an annual calendar of events - Medicals; Introduction; Scrimmages; events-times, place; Holidays, Banquets and Awards, etc.
3. To encourage coaches to prepare information for parents which contain:
 - a) A statement of the interscholastic philosophy.
 - b) Standards of eligibility.
 - c) Training rules.
 - d) Accident and injury procedures.
 - e) Schedule of events with date, time, and place.
 - Bus schedule - EDT - EAT
 - Practice schedule date, time (to __, from __)
 - f) Information to help parents become more knowledgeable fans.
 - g) Any other pertinent information - participants, address, phone number; number if player has one.
 - h) Awards policy.
4. No required snow day practice. All athletes are requested to attend if safe transportation can be provided and travel conditions are acceptable to parents. Set practice times late enough for major roadways to be cleared.
5. Put results of contests on morning announcements and call or send results of contest to news media when not covered live by them.
6. Create practice schedules in a timely manner.
7. Emphasize the positive about the team and individuals when talking with the media.

PRE - POST SEASON INFORMATION

Pre-season

- a. Collect physical cards.
- b. Have each athlete fill out an emergency medical form each season to be kept by coaches.

- c. Distribute approved Code of Conduct form for first time participants and require parents and athletes to sign the contract.
- d. Distribute and require parents and athletes to sign academic eligibility and insurance forms once each year.
- e. Turn in names on eligibility sheet as soon as cuts are made.
- f. Submit bus request schedule as soon as possible.
- g. Work with athletic director in scheduling facilities, both in and out of season.

Post-season

- a. Turn in inventory sheets and properly store equipment.
- b. Fill out evaluation forms and meet with assistant coaches.
- c. Submit a copy of your season statistics, results, record, etc.
- d. Turn in award letter list.
- e. Submit budget requests for the next season.
- f. Purchase equipment for following season as outlined in budget. All purchases must be submitted on requisition forms and approved by the athletic director.

RESPONSIBILITIES OF THE HEAD COACH

The head coach shall:

1. Cooperate with the principal and athletic director in performing his/her duties as head coach.
2. Fulfill responsibilities as a teacher first and coach second.
3. Promote the best interests of the entire athletic program in cooperation with other head coaches.
4. Conduct regular staff meetings with assistants to develop and coordinate a program at all grade levels.
5. Assign duties to and evaluate the performance of assistants.
6. Supervise the conduct of all participants in his/her sport both at home contests and on trips.
7. Demand adherence to Athletic Code of Conduct and formulate additional training rules if needed.
8. Plan and execute all practices and game strategies in cooperation with assistants.
9. Supervise or delegate supervision of all practices and games. A coach should be on the field or in the gym during all practices and games.
10. Be the last to leave the building and be responsible for closing and locking all facilities after all athletes have left school grounds.
11. Accompany teams and provide supervision on buses to and from all athletic events and/or practices where buses are used.
12. Follow acceptable procedures for purchase of equipment and supplies, assist in preparing the budget, and follow budget allotments.
13. Supervise the collection of all forms, such as physical cards, eligibility lists, rosters, and EMF's, as required by the athletic department.

14. Treat or supervise treatment of all injuries and report any serious injuries (ones requiring medical attention) to the athletic director. Assist in care of training room. Make prudent use of medical supplies.
15. Accept responsibility for care, inventory, and replacement of all equipment.
16. Maintain good public relations with the staff, parents, community, and team members. Submit all appropriate publicity materials to local radio and newspapers.
17. Organize awards in cooperation with athletic director.
18. Cooperate with booster club and attend meetings on the second Wednesday of the month whenever possible.
19. Submit all pre- and post-season reports as required by the athletic director.
20. Prepare and submit bus schedule.
21. Work cooperatively with the athletic director and other coaches in scheduling of practice facilities.
22. Submit a scouting schedule to athletic director and scout opponents as needed.
23. Assist individuals with college placement and be aware of and obey all college recruiting guidelines.
24. Stay up to date on current on new ideas in coaching and attend clinics when appropriate and within guidelines established by athletic department.
25. Organize and implement appropriate off-season programs and camps in cooperation with staff and athletic director.
26. Be aware of and approve any dismissals from a team in his/her sport. Keep the athletic director informed of any disciplinary problems and possible consequences.
27. Select a Booster Club representative to represent their sport at all Lexington Athletic Booster Club meetings.
28. Perform any additional duties related to the sport as assigned by athletic director or another administrator.

RESPONSIBILITIES OF THE ASSISTANT COACH

The assistant coach shall:

1. Cooperate with the head coach, athletic director and principal in performing the assigned duties.
2. Assume, in the absence of the head coach, the responsibility for maintenance of facilities and personnel.
3. Report all injuries, misconduct or other unusual situations to the head coach.
4. Attend all practices, staff meetings, and scouting assignments at the discretion of the head coach.
5. Assume all duties as assigned by the head coach.
6. Strive to relate to and work well with other staff members (teachers, coaches and support personal).
7. Attend Booster Club meetings on the second Wednesday of each month whenever possible.
8. Cooperate with and uphold the policies of the Board of Education and the administration.
9. Require physical examinations for all participants under his supervision.
10. Demand adherence to the athletic code of conduct.

11. Follow the established chain of command when dealing with the head coach, athletic director, principal, superintendent and Board of Education.
12. Attend clinics within the guidelines established by the athletic department.
13. Execute any other directions and or duties related to the sport that may be assigned by the head coach.

Lexington Volunteer Assistant Coaching Requirements

The Board of Education and the Board of Athletic Control of the Lexington School District recognizes the use of athletic volunteer assistants as beneficial in supplementing the quality of coaching by reducing the player-coach ratio. The following are criteria, guidelines and expectations that the Head Varsity Coach and Athletic Director/Principal will use for selecting a volunteer coach and are an addendum to the Athletic Volunteer Assistant Coach Policy in the Lexington Local Schools Athletic Handbook.

1. The applicant must indicate his/her expressed interest for the position in writing to the Head Varsity Coach who will submit it to the Athletic Director. The Head Varsity Coach, the grade level coach for whom the volunteer is to be assisting and the Athletic Director will be involved in the interview process. The Athletic Director will make a recommendation to the principal and the superintendent who may then make a recommendation to the Board of Education.
2. If approved by the Board of Education, the assignment will be for one season, beginning at the official start of the season and ending with the final game. However, additional duties outside of the season may be requested by members of the coaching staff. The volunteer requesting to assist in additional duties may do so by permission of the grade level coach and the head coach. The number of volunteer coaches assigned to any one team will be approved by the Athletic Director and Building Principal. There will be no pay or any other form of compensation for this volunteer position and the time involved.
3. The applicant must successfully complete the following prior to formal approval by the Lexington Board of Education:
 - CPR certification (1 year - current for the season that the individual is coaching)
 - Sports Medicine class (3 year)
 - NFHS Fundamentals of Coaching class (one time)
 - Pupil Activity Permit (3 year)
 - BCI and FBI background checks
 - Two character references and two sport specific references (coaching and/or playing)
 - Complete the interview process
4. The applicant may not begin the assignment/duties of a volunteer assistant until all the pre-approval requirements have been successfully completed and the Board of Education has approved the applicant as a volunteer assistant.

5. The applicant must be willing to make a commitment to the sport on a regular and consistent basis.
6. The applicant may not serve as a volunteer in a sport at the grade level in which he / she has a family member / relative participating.
7. The volunteer assistant is not to be left alone with the team or player(s) without the coach for that grade level present, except in cases of emergency.
8. The volunteer will be evaluated by the coach of that grade level and the head coach of the program in conjunction with the Athletic Director and/or Building Principal.
9. The conduct of all volunteer coaches shall be exemplary for the growth and development needs of all student-athletes. As a member of the coaching staff, a representative of the specific athletic program and the entire athletic department, the volunteer assistant coach must maintain a professional demeanor in every capacity in which they are involved, whether a coach, parent, or fan. Negativity toward any aspect of the program, other athletic programs or the athletic department, in any capacity, will not be tolerated and will be cause for dismissal. A high level of sportsmanship, respect, and support must be maintained in relationship to the athletic department, its' programs, players, and coaching staffs, as well as parents, fans, administrators and referees.
10. The volunteer assistant coach understands that the Head Coach is his/her direct supervisor, and will perform duties as assigned by the Head Coach and his/her designee and within the confines of this Agreement. Job responsibilities include assisting the coach for that specific grade level in whatever capacity is deemed necessary for the betterment of that team, as well as potential additional duties and responsibilities as deemed necessary for the betterment of the entire program. These duties may include and are not limited to assisting in scouting responsibilities, Lexington summer camps and other off season tournaments, camps and activities involving the athletes.
11. The volunteer may be removed / dismissed at any time by a recommendation of the Head Coach and confirmed by the Athletic Director, Principal and Superintendent. Failure to follow any of these requirements, guidelines and expectations (in or out of the season) may result in removal from the position and non-consideration in the future.
12. The Athletic Director will be responsible for providing proper guidance to volunteer coaches in relation to coaching ethics, school policies, eligibility regulations, and coaching duties.
13. The applicant must indicate he/she has thoroughly read, understands and agrees to the terms within this document by signing and dating below in order to be considered for approval as a volunteer coach.

14. Recognition

Signature: _____ Signature: _____
(Volunteer Assistant Coach) (Head Varsity Coach)

Print: _____ Print: _____
(Volunteer Assistant Coach) (Head Varsity Coach)

Date: _____ Date: _____

RESPONSIBILITIES OF THE CHEERLEADING ADVISOR

1. Shall be the advisor to the cheerleaders and attend all cheerleading functions such as practices, games, clinics, fund-raisers, or any other activity involving cheerleader participation.
2. Shall assist in organization of cheerleading selection procedures and selection itself including clinics for prospective cheerleader candidates.
3. Shall be responsible for the issuing, inventory, collecting, and storage of all uniforms and equipment.
4. Shall be responsible for arrangement of transportation of cheerleaders to all contests.
5. Shall work with the athletic directors on recognition awards.
6. Shall be an active supporter of the booster clubs.
7. Shall make summer camp literature available to cheerleaders.
8. Demand adherence to the Athletic Code of Conduct and formulate additional rules as needed.
9. Shall be aware of and make the cheerleaders aware of rules that apply to cheerleaders from the Ohio High School Athletic Association.
10. Shall cooperate in the planning, preparation, and performance of pep rallies with the appropriate administration and head coach.
11. Shall work within any budget assigned by the athletic director.
12. Shall be responsible for all cheerleader fundraising activities.
13. Shall keep the athletic director advised of any problems confronting the cheerleaders individually or as a group.
14. Shall present cheerleaders who are well-organized, disciplined, motivated, enthusiastic, and who display sportsmanship that will represent Lexington High School in a first-class manner.
15. Any other duties related to cheerleading and assigned by an administrator.

LEXINGTON LOCAL SCHOOLS

ATHLETIC CODE

I. PHILOSOPHY

A well disciplined athlete is a quality athlete. A quality athlete produces a quality athletic program. The Lexington Athletic Department believes its task is to help develop quality young men and women through a quality program. We believe that an athletic training program, including rules, education, and counseling, plays an important role in the development of a quality athlete and program.

II. OBJECTIVES

1. To impress on athletes the importance of discipline and sacrifice in the development of a quality athlete.
2. To help athletes understand the harmful effects of drugs, alcohol, and tobacco on the development of an athlete.
3. To enhance the health and welfare of the athlete in particular and the student body in general.
4. To set worthy examples for other members of the student body.

III. PROCEDURES

1. Any student involved in the Lexington Local School's athletic program shall be subject to the following code of conduct for their entire high school career, year round, both in season and out of season.
2. The code will come into force once signed by the student and parent(s)/guardian(s) and will remain in effect until graduation or withdrawal from Lexington Schools. Signing the code is a requirement for participation in any school-sponsored athletic activity.
3. A student involved in the Lexington Local School's athletic program shall not:
 - a. use, possess, or distribute alcohol, illicit drugs, or tobacco in any form.
 - b. perform acts which by their nature violate the sense of propriety and decency of the community or the standards or policies of this school district
 - c. violate the code of student conduct contained in the student handbook
 - d. violate any federal, state or local criminal law
4. Any student not in attendance one half day of school (as defined by school policy) the day of practice or contest shall not be eligible to participate in that activity. Any exception must have the approval of a school administrator.
5. These training rules are minimum standards. Each coach may have additional training rules, provided they are established prior to beginning of his/her sport, are approved by the athletic director, and are distributed to team members.

IV. CODE OF CONDUCT

The following code of conduct is to be in effect from the date of signing through the athlete's graduation and is to be followed by all students (grades 9-12) participating in athletic activity, in any capacity. (Additional team/activity rules may be developed by each individual coach/advisor with the approval of the athletic director).

V. TYPES OF VIOLATIONS

1. Type I - Possession, use, or purchase of; and/or conspiring to possess, use or purchase any alcoholic beverage, tobacco, drugs, mood altering substances (other than those prescribed by a physician) or look-a-like drugs or mood altering substances or any paraphernalia related to the above mentioned is strictly and absolutely PROHIBITED. The odor of alcohol or other illegal substances on a student's breath or on his/her person when substantiated by a school employee and/or a law enforcement official is considered a violation.
2. Type II - Sale or distribution of any alcoholic beverage, drugs, any other mood altering substances or look-a-like drugs or other mood altering substances or any paraphernalia related to the above mentioned is strictly and absolutely PROHIBITED.
3. Type III - Students shall not be convicted or adjudicated delinquent of crimes against any individual or property and/or perform acts which, by their nature, violate the sense of propriety and decency of the school community or the community in general. Such acts may include, but are not limited to acts deemed to be of a malicious intent to cause harm, damage, discomfort, intimidation, inconvenience, or as otherwise appraised inappropriate by the principal. Such acts may include, but are not limited to, verbal or written harassment, threats, intimidation or vandalism to person or property, etc.

VI. APPLICATION

1. Type I Violation - FIRST OFFENSE

When a school administrator has reason to suspect that there has been a violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. He will also notify the appropriate law enforcement agencies if deemed appropriate. This conference is to include the student, his/her parent(s)/guardian(s), the coach/advisor, the principal, and any other school personnel selected by the athletic director. If it is determined that a violation has occurred, the athletic director shall set the dates for the athlete's suspension. The student will be denied participation in 20% of the scheduled regular season public performances to be served consecutively starting with the first contest after the student has been notified of his/her suspension. Drug and alcohol offenders and their parent(s)/guardian(s) must complete the prescribed assessment program within a time period established by the principal. The student must also complete the prescribed follow-up counseling program and submit to random substance abuse testing for six months at the discretion of the high school principal or his designee. The parent(s)/guardian(s) are encouraged to participate in the entire process to the extent such participation is warranted. The student is also required to complete all follow-up activities (counseling, treatment, etc.) as prescribed by the assessment. Extenuating circumstances which may inhibit the student's ability to complete all prescribed follow-up activities may be appealed to the building principal for alternative options to complete the prescribed program. Failure to participate in and complete the prescribed assessment, counseling, and substance abuse testing will result in denied participation in any and all regular season and post season interscholastic contests until the prescribed programs are completed.

Type I Violation - SECOND OFFENSE

When a school administrator has reason to suspect that there has been a second violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. He will also notify the appropriate law enforcement agencies if deemed appropriate. This conference is to include the student, his/her parent(s)/guardian(s), the coach/advisor, the principal, and any other school personnel selected by the athletic director. If it is determined that a second violation has occurred, the principal shall set the dates for the athlete's suspension. The student will be denied participation in any and all athletic activities for one calendar year from the time of the offense. The one year denial of participation defined above may be reduced to 50% of scheduled regular season public

performances if the student and his/her parent(s)/guardian(s) agree to participate in and complete the prescribed assessment and follow-up counseling sessions and submit to random substance abuse testing for one year at the discretion of the high school principal or his designee..

Type I Violation - THIRD OFFENSE

When a school administrator has reason to suspect that there has been a third violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. He will also notify the appropriate law enforcement agencies if deemed appropriate. This conference is to include the student, his/her parent(s)/guardian(s), the coach/advisor, the principal, and any other school personnel selected by the athletic director. If it is determined that a third violation has occurred, the student will be denied participation in any and all athletic activities in any capacity for the remainder of his/her high school career.

Type II Violation - FIRST OFFENSE

When a school administrator has reason to suspect that there has been a violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. He will also notify the appropriate law enforcement agencies if deemed appropriate. The conference will include the student, his/her parent(s)/guardian(s), the coach/advisor, the principal, and any other school personnel selected by the athletic director. If it is determined that a violation has occurred, the student will be denied participation in any and all athletic activities for one calendar year from the date of the offense. The student will forfeit the right to all awards and/or recognition which may have been earned during the activity prior to the offense. At the end of the one year denial the student may be reinstated provided the student and his/her parent(s)/guardian(s) have participated in and completed the prescribed assessment and counseling programs.

Type II Violation - SECOND OFFENSE

When a school administrator has reason to suspect that there has been a second violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. He will also notify the appropriate law enforcement agencies if deemed appropriate. The conference will include the student, his/her parent(s)/guardian(s), the coach/advisor, and the building principal. If it is determined that a second violation has occurred, the student will be denied participation in any and all athletic activities in any capacity for the remainder of his or her high school career.

Type III Violation

When a school administrator has reason to suspect that there has been a violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. This conference is to include the student, his/her parent(s)/guardian(s), the athletic director, assistant principal, or building administrator and any other school personnel as selected by the administration. He will also notify the appropriate law enforcement agencies if deemed appropriate. If it is determined that a violation has occurred, the student will be denied participation up to 20% of the scheduled regular season public performances as determined by the high school principal. The student and parent(s)/guardian(s) must complete any/all prescribed assessment program(s) within a time period established by the principal. The student must complete any/all prescribed follow-up counseling program(s), and the parent(s)/guardian(s) are encouraged to participate in the entire process to the extent such participation is warranted. The student is also required to complete all follow-up activities (counseling, treatment, etc.) as prescribed by the assessment. Extenuating circumstances which may inhibit the student's ability to complete all prescribed follow-up activities may be appealed to the building principal for alternative options to complete the prescribed program. Failure to participate in and complete the prescribed

assessment and counseling programs will result in denied participation in any and all regular season and post season interscholastic contests until the prescribed programs are completed.

Type III Violation - SECOND OFFENSE

When a school administrator has reason to suspect that there has been a second violation of the athletic code of conduct by a student, he will schedule a conference as soon as he can convene the necessary participants. He will also notify the appropriate law enforcement agencies if deemed appropriate. The conference will include the student, his/her parent(s)/guardian(s), the coach/advisor, and the building principal. If it is determined that a second violation has occurred, the student will be denied participation in any and all athletic activities in any capacity for the remainder of his or her high school career.

APPLICATION NOTES:

- A violation of the athletic code of conduct may be substantiated by a school employee, law enforcement official, involved student's parent/guardian, or the student him/herself.
- A school administrator shall determine, in his/her discretion, if the reported behavior is a violation of the athletic code of conduct.
- Violations are cumulative from offense to offense through all four years of high school.
- If a student should be a participant in more than one sport in the same season in which the suspension is to be served, his/her suspension will be equally divided between the sports in which he/she is a participant.
- A student may only use a sport season to serve a suspension if that student is a participant in that sport from the first official day of practice, as set by the OHSAA, and completes the entire season through the final contest and awards program in good standing as determined by the building principal, unless it is his/her final sports season.
- If a student violates the code of conduct after joining a sports team, he/she will be denied participation during the current season.
- The student must complete the affected season in good standing or the denial of participation will be carried over to the student's next sport season.
- If an offense occurs at the end of a season or activity, the remaining percentage of athletic performances in which the student/athlete has to sit out will be carried over into the next sport season.
- If the second offense occurs before the first offense penalty has been served or completed, then the second offense penalty takes the place of the first offense penalty.
- The student may practice and travel with the team or group during this denial of participation period, at the individual coach's discretion.
- When the odor of alcohol or other illegal substance on a student's breath or on his/her person is substantiated, the student, with parent consent, may take a drug/alcohol test to be determined by the school and administered by an agency selected by the school. This test must be taken immediately. If the result of the test indicates that the student's system was void of drugs/alcohol, the violation will be voided.
- If a student fails a school administered drug test, the parent may request an additional test be administered by a licensed drug testing agency selected by the school administration. This must be the same type of test as administered by the school and must be administered immediately. A school official must accompany the student to the testing site. The parent shall be responsible for the cost of the independent test and the test results shall be submitted to school officials. In addition, a high school administrator can request an additional test if they deem necessary. The school assumes the responsibility for the cost of this test.

- A violation of the athletic code of conduct may be substantiated by self-incriminating statements, photos, videos or etc. that appears in a social network.

REFERRAL FOR HELP

A student or his/her parent(s)/guardian(s) may make a referral for help to a school official, if there is no prior knowledge of an offense involving a law enforcement officer or school personnel, without the participation penalty part of the code being placed into effect for the first offense only of a Type I or Type II violation. The student must still complete the prescribed assessment program, the follow up counseling program and submit to random substance abuse testing for 6 months when appropriate.

APPEAL PROCESS

Appeals must be made within three school days to the principal who will review the situation. An appeal of the decision of the principal may be made to the superintendent or designee. This must be done within three school days of notification of the principal's decision. The decision of the superintendent may be appealed to the Lexington Board of Education. This must be done within three school days of notification of the superintendent's decision.

DEFINITION OF TERMS

Entire School Year: The start of fall athletics/activities through the last day of classes and/or the completion of all spring athletics/activities.

Completion of a season: The first official day of practice, as set by the OHSAA, through the final competition and awards program.

Look-a-like: Any substance that is represented to be a controlled substance but is not a controlled substance. OR any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, or markings, labeling, packaging, distribution or price. OR any unmarked or unlabeled substance represented to be a controlled substance.

Prescribed Assessment Program(s): The assessment program(s) the school deems necessary to complete as a result of a code of conduct violation.

Prescribed Counseling Program(s): The counseling program(s) the school deems necessary to complete as a result of a code of conduct violation.

Drugs: This includes but is not limited to any drug, illegal drugs, marijuana, inhalants, steroids, legal prescription and over the counter drugs used or possessed or distributed for unauthorized purposes as look-a-like substances.

Mood-altering Chemicals: This includes but is not limited to narcotics, depressants, stimulants, hallucinogens, and look-a-likes.

Public Performances: Any scheduled contest and/or activity in which the student would represent Lexington High School as a participant in any capacity (excluding practices, scrimmages, dress rehearsals, etc.).

School Days: Days school is in session

Two Weeks: Fourteen calendar days

WE HAVE READ AND UNDERSTAND THE LEXINGTON LOCAL SCHOOLS ATHLETIC CODE OF CONDUCT. AS PARENTS AND ATHLETE, WE AGREE TO ABIDE BY ITS TERMS AND CONDITIONS AND TO PARTICIPATE IN ITS PROGRAMS AS REQUIRED. WE FURTHER AGREE TO ABIDE BY ANY AMENDMENTS OR CHANGES TO THIS CODE IN THE FUTURE.

Student Signature _____

Parent Signature _____

Date _____

THIS DOCUMENT MUST BE SIGNED AND RETURNED BY DATE ESTABLISHED BY THE COACH AS A CONDITION FOR PARTICIPATION.

Assessment Procedures for Lexington Athletic Code of Conduct

1. Contact one of the assessment providers given by the school.
2. The student is required to attend one of the providers from the list. The school will pay up to \$100.00 toward the assessment.
3. The results of the assessment must be made available to school officials.
4. The student is required to complete all follow-up activities (counseling, treatment, etc.) as prescribed by the assessment. Extenuating circumstances which may inhibit the student's ability to complete all prescribed follow-up activities may be appealed to the building principal for alternative options to complete the prescribed program.

Recommended list of assessment personnel or violations of Lexington Athletic Code of Conduct:

1. Center for Individual & Family Services
741 Scholl Rd
Mansfield, OH 44907
419-756-1717 (established patients preferred)
419-756-6209 Alcohol and Drug Program
2. Family Life Counseling & Psychiatric Services
Dr. Steven Burggraf
151 Marion Ave
Mansfield, OH 44903
419-774-9969
3. New Directions

Dr. Blake Wagner
Tom Day, MA Licensed Counselor
1575 Marion Ave
Mansfield, OH 44906
419-529-9941

4. UMADAOP
400 Bowman St
Mansfield, OH
419-525-3525

Note: Assessment through Juvenile Court is acceptable in the event that the student's violation involves law enforcement officials and assessment is required by them.

DUE PROCESS PROCEDURES FOR REMOVAL FROM PARTICIPATION IN SPORTS

Even though participation in interscholastic athletics is regarded as a privilege and not a right, the following due process procedures will be followed when removing an athlete from a team.

First, the athlete must be given written notice of intent to remove on the attached form.

Following that written notice, a conference will be scheduled, as previously described in the code, within not more than five school days after a school administrator has been informed of the violation. If the athlete is found in violation of the code, a written notice of suspension and follow-up procedures will be sent to the athlete and his/her parents. The athlete has the right to appeal this decision in writing to the building principal within 72 hours. This hearing shall be scheduled within five school days. The Building Principal shall hear the evidence and render a written decision within five school days. The athlete and his/her parents may appeal this decision of the building principal to the superintendent **or designee**. The athlete, his/her parents may appeal this decision to the Board of Education, who shall hear the same at its next regular meeting.

Lexington Schools

NOTICE OF INTENTION TO REMOVE FROM AN ATHLETIC TEAM

Student's Name _____

Date _____

This notice will inform you that it is possible that you will be removed from participation on the team for the following reasons:

(Here state reasons for possible removal and its length. Indicate the nature of the misconduct and the approximate date and time of the occurrence.)

Before this action is taken, you will be given an opportunity to participate in an informal hearing before the principal to challenge the reasons for the possible removal or to otherwise explain your actions. You will be contacted by the school principal to schedule this meeting.

Athletics Director

I have read the above and acknowledge receipt of the notice.

Student

REMOVAL NOTIFICATION

Dear Parent (Guardian or Custodian):

This letter is to officially notify you that your son/daughter, _____,
has been denied participation on the _____ team from
_____ (dates) and if this box is

checked, an assessment and follow-up program as prescribed must be completed in order for him/her to be reinstated. The incident which caused this removal has been discussed at the informal hearing with your son/daughter.

This action was taken for the following reason(s):

You have the right to appeal this decision in writing to the building principal, and thereafter if the removal is upheld, to be granted a hearing before the superintendent or designee, as defined in the athletic department handbook, which will review the situation. The appeal to the superintendent must be received within 72 hours. An appeal of the decision of the superintendent or designee may be made to the Board of Education. You will be advised of the procedure at each step.

Should there be any further questions or concerns regarding this situation, please feel free to contact the Athletics Office.

Sincerely,

Assistant Principal/Dean of Students

Athletics Director

cc: student

IF AN ATHLETE IS REMOVED FROM ANY ATHLETIC TEAM FOR AN ATHLETIC CODE VIOLATION OR DISCIPLINARY REASONS, HE/SHE MAY APPEAL TO THE BUILDING PRINCIPAL

LEXINGTON BOARD OF EDUCATION HIGH SCHOOL ELIGIBILITY POLICY

1. A student must achieve a grade point average (G.P.A.) of 1.0 or higher each grading period in order to be eligible to compete during the next grading period.
2. A student must pass a majority of his/her classes each six weeks in order to be eligible to compete during the next grading period, as well as comply with all eligibility requirements of the Ohio High School Athletic Association.
3. Any student receiving an incomplete (I) in a subject will have that "I" averaged as "F" in figuring the G.P.A. until all work is completed.
4. A student declared ineligible may continue to practice with the team but may not participate in official contests.

High School Intervention

Student involved in interscholastic co-curricular activities at the high school will be subject to mandatory academic intervention if they fall into any of the following four categories:

1. Those who are ineligible according to their G.P.A. (below 1.0)
2. Those who are ineligible according to the "F" policy (not passing a majority of their classes)
3. Those who have one or more "F's" but are still eligible according to their G.P.A.
4. Those whose G.P.A. is at or above 1.0 but below 1.5

Intervention Process

Intervention at the high school will be determined by the coach/advisor, the student, and the athletic director (for athletes) or the assistant principal who is not the athletic director for non-athletic interscholastic competition activities, and the parents if they wish to participate in the process. A plan will be set forth whereby the student meets a minimum of two twenty-minute sessions per week with teacher(s) of subject(s) to be determined in the aforementioned meeting. The student will present a teacher-signed voucher slip to the coach verifying the sessions with the teacher(s). The intervention process continues for an entire grading period.

Evaluation

The eligibility and intervention process shall be reviewed annually.

LEXINGTON BOARD OF EDUCATION JUNIOR HIGH SCHOOL ELIGIBILITY POLICY

Purpose Statement

The purpose of this policy is to help the student balance the rigors of academics and participation in interscholastic co-curricular activities. The need for this policy has occurred because of the passage of House Bill 215. It is hoped that the intervention characteristics of the policy will provide help to those who need it.

Junior High Eligibility Rules

1. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement.
2. A student must achieve a grade point average (G.P.A.) of 1.0 or higher each grading period in order to be eligible to compete during the next grading period.
3. A student must pass a majority of his/her classes each six weeks in order to be eligible to compete during the next grading period.
4. Any student receiving an incomplete (I) in a subject will have that "I" averaged as an "F" in figuring the G.P.A. until all work is completed.
5. A student declared ineligible may continue to practice with the team but may not participate in official contests.

Junior High Intervention

Students involved in interscholastic co-curricular activities at the junior high will be subject to mandatory academic intervention if they fall into any of the following four categories.

1. Those who are ineligible according to the G.P.A. (below 1.0)
2. Those who are ineligible according to the "F" policy (not passing a majority of their classes)
3. Those who have one or more "F's" but are still eligible according to their G.P.A.
4. Those whose G.P.A. is at or above 1.0 but below 1.5

Intervention Process

The intervention will start with a staffing to be held including the principal, the student, the student's coach/advisor and teachers, and the parents if they wish to participate in the process. At this staffing a plan for intervention will be established which will be subject- and/or need-specific for the student. The intervention process continues for an entire grading period.

QUITTING A SPORT

An athlete who quits a sport is not eligible to participate in another sport during the same season or the next season, including pre-season conditioning programs, until the completion of the season of the sport he/she has quit. This rule also applies to an Athlete dismissed from a

team due to disciplinary reasons. Any exceptions to the quitting policy must be agreed upon by all parties concerned (coaches, Athletic Director, athlete, parents) An athlete is considered an official member of a team when he/she participates for two weeks from the official day of team practice or participates in an official game.

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION ELIGIBILITY RULE

By referendum vote in October, 1984, a member of the junior highs and high schools of the OHSAA approved changes in Bylaw 4-4, Scholarship. The changes became effective August 1, 1985.

A. The interpretation of the changes by the OHSAA:

- 1) The Scholarship Bylaw (4-4) changes the preceding semester requirement in junior high and high schools to the preceding grading period. The grading period length (six weeks, nine weeks, twelve weeks, and semester) is defined as the length of time covered by grade reports. Therefore, a student will be eligible or ineligible for the next grading period beginning with the fifth school day after the end of each grading report period. Eligibility or ineligibility would remain until the fifth school day after the end of the next grading report period.
- 2) It changes the receiving of 1 1/2 units of credit in grades 9-12 the preceding semester to be eligible to the passing of subjects the preceding grading period that earn a minimum of 4 credits per year toward graduation. This means that a student that passes in subjects that will be equal to four or more credits per year toward graduation is eligible the following grading period.
- 3) A seventh or eighth grade student that passes less than 75% of those subjects that meet five days per week or its equivalent would be ineligible for the following grading period.

C. Please note:

- 1) Incoming ninth graders to be eligible (Scholarship Bylaw) for the first grading period of the school year must have received a passing grade in 75 % of those subjects which met five days per week or its equivalent the final grading period of the preceding school year.
- 2) Adopted Scholarship Bylaw will have no effect on the future status of incoming seventh graders as they will continue to be eligible the first grading period regardless of their previous academic performance.

D. Effective with the 1985-86 school year, weekly eligibility certification is no longer required.

E. Boards of Education may modify the Bylaw of the OHSAA provided the modifications are more restrictive than the provisions within the OHSAA Bylaws.

LEXINGTON HIGH SCHOOL
TRANSPORTATION POLICY - INTERSCHOLASTIC ATHLETIC TEAMS:

- A. Transportation to athletic contests is a service paid for by the Board of Education. The bus and driver are assigned by the Superintendent of Schools. It is expected that all players, coaches and personnel to be transported will conduct themselves as good passengers. Needless to say, championship teams become reality when the individuals involved possess and practice proper self-discipline.
- B. All team personnel will ride the bus to and from every contest. Any legitimate exception must be cleared through the head coach and the parent in advance. Emergencies will be handled at time of occurrence.
- C. Mutual respect between driver, coach and players is possible when all approach and conduct themselves according to their own general responsibilities:
1. The driver's job is to drive the bus in a safe and responsible manner and not to serve as a policeman. He/she is responsible for the complete safety of the passengers while enroute.
 2. The coach is to assume responsibility for his/her own conduct, the supervision of his/her team's behavior, and of the proper loading and unloading of any equipment.
 3. The team members are to assume responsibility for their own behavior observing the following code:
 - a. Stay in your seat. No pushing, shoving tripping or in general, unruly conduct. There will be no one standing while the bus in its motion.
 - b. Load and unload all equipment according to instructions. Load and unload people by the front door. No equipment is to be stored in the aisle.
 - c. No eating or drinking on the bus unless prior arrangements are made with the transportation supervisor.
 - d. Cleated shoes are not to be worn on the bus.
 - e. Silence is required at all railroad crossings.
 - f. Loud and boisterous yelling or screaming is not considered appropriate behavior.
- D. Repeated violations of this code will result in the individual being denied future transportation. Violations of these guidelines should be handled through the coach in charge who must assume and carry out his/her responsibilities. By definition, interscholastic athletics are designed to provide an opportunity for competition between boys and girls of skill and discipline. Travel is necessary to provide this opportunity. The competitors need to arrive and return from their contest in the right frame of mind. The importance of transportation to the real competitor is the event, not the trip. To make each contest a success, the driver, the coach and players must cooperate during the trip, and concentrate on the contest.
- E. Overnight trips involving Lexington Schools for athletic events will be permissible with the approval of the Athletic Director. Location and lodging costs should be worked out with the Athletic Director previous to making reservations.

- F. Maximum amount that the athletic department will pay for meals while an athletic team is attending a state or league sanctioned tournament away from the Mansfield Area is:
- \$10.00 - 1/2 Day
 - \$15.00 - Full Day

LEXINGTON HIGH SCHOOL ATHLETIC AWARD SYSTEM

A. Philosophy of Awards

The old adage that “success breeds success” is trite but true. Recognition of individual achievement, a “pat on the back”, encourages additional attempts to gain success. As an individual grows and succeeds the form of recognition must be thought of as an award, a pat on the back, and not a reward for a job done. Our award system must give emphasis to the need for a continual quest for perfection through effort. It must encourage the “long haul” effort. It must recognize those who give continual attention to the quest for perfection of their personalities through participation in athletics. The athlete must be made to feel that continual development of character, skill, and knowledge are his/her rewards from the program. The purpose of the award system is to stimulate and recognize his/her achievements.

B. Plan Application

This award system is to begin operation in the 1979-80 school year. The revised system will apply to the graduating class of 1981 and all classes thereafter.

C. Requirements for Awards

All freshmen, reserve, and varsity awards will be awarded to an athlete in each sport according to the following requirements:

- FOOTBALL: An athlete must have participated in one-half (1/2) of the total quarters played by the team.
- BASKETBALL: An athlete must have participated in one-half (1/2) of the total quarters played by the team.
- SWIMMING: An athlete must average 1 1/2 points per dual, triangular, quadrangular and five-way meet.

Method of scoring: By attaining a place position participant would receive all points awarded that particular place position. Each relay man would receive one-half the total team points received in a place position.

- WRESTLING:** An athlete must participate in one-half (1/2) of the scheduled season varsity contests.
- VOLLEYBALL:** An athlete must have participated in one-half (1/2) of the total matches played.
- GOLF:** An athlete must have participated in one-half (1/2) of the matches played by the team.
- TENNIS:** An athlete must have participated in one-half (1/2) of the matches played.
- BASEBALL:** An athlete must have participated in one-half (1/2) of the total games played by the team.
- SOCCER:** An athlete must have played in one-half (1/2) of the halves played by the team.
- SOFTBALL:** An athlete must have participated in one-half (1/2) of the total games played by the team.
- CROSS COUNTRY:** An athlete must have been among the top seven Lexington finishers in one-half (1/2) of the meets.
- TRACK:** An athlete must average 1 1/2 points per small meet and/or score in 3 big meets (big meets=5 or more competing teams).

9th and 10th grade meets are counted towards lettering; total meet count to letter includes district competition; each relay team member gets half of the total points earned by the relay.
- CHEERLEADERS:** A cheerleader will receive an award when she has completed both the football and basketball sports seasons. The appropriate cheerleader award will be made at the completion of the cheerleader season. Should a cheerleader be replaced during the cheerleader season, the replacement cheerleader's award will be determined by the cheerleader advisor in consultation with the athletic director.
- STUDENT TRAINER:** A student must have completed a student trainer camp and served as team trainer for an entire season in any sport.
- STUDENT MANAGER:** A student must have served as student manager for the entire season in any one sport.
- STATISTICIAN:** A student who has served as a statistician for any sport will receive a certificate for his/her service.

- SENIOR SERVICE LETTER: If a student has been a member of a squad for three years in a sport and has not earned a letter in that sport he/she will be granted the varsity “L” in his senior year.

THE FOLLOWING STIPULATIONS GOVERN THE GRANTING OF LETTERS:

- a. The participants must remain as a squad member with responsibility to the team and the coach from the time he joins the squad to such time as the season is over.
- b. No letter or award will be granted if the individual is absent from a regular season game or tournament game without permission from his or her parents and written acknowledgement is signed by the coach and principal and the high school. Conditions for this rule are as follows: Absences from the game on the part of the athlete or cheerleader must be explained to the coach, Athletic Director, and/or principal in writing at least two weeks prior to the planned absence except in cases of illnesses, death in the family, or unforeseen emergencies.
- c. No award will be granted if the individual athlete or cheerleader quits the team before the close of the season including tournaments.
- d. No award will be given if the individual is dropped from the squad for disciplinary reasons. In such cases a meeting with the parent of the student, the coach, and the Athletic Director will be held explaining the reason for the action.
- e. An award may be granted at the discretion of the coach if the individual has missed contests because of illness or injury.
- f. An award may be granted at the discretion of the coach, with the approval of the athletic director, to an athlete who has displayed exceptional effort but would not qualify for an award under the present requirements.

D. Award System

I. Numerals

- a. Numerals will be awarded as a first year award to a player who participates as a freshman, or reserve team and who fulfills the requirements listed under section C. A certificate will be awarded for each sport thereafter for that year.
- b. Reserve awards may be given only to those who are actual members of a reserve team.

II. First Year Varsity Award

- a. An 8 inch Varsity “L” will be granted to an athlete in the first sport in which he/she letters, at the varsity level. A pin of that sport will also be given with the letter. Beginning with the class of 1997, an athlete will be awarded a chenille varsity letter with the sport symbol stitched onto it as recognition for meeting the first year varsity letter requirements per sport.
- b. Only one such letter will be given to each athlete who qualifies at the first year varsity level. In the case of an athlete who letters in more than one sport, the first year award in each sport will be indicated on the award by a letter pin.

III. Second Year Varsity Award

- a. The second year an athlete fulfills the requirements at the varsity level, he/she will receive a Subject medal for that sport.

IV. Third Year Award

- a. The third year that an athlete's achievement duplicates the requirements for a letter, he/she will receive an especially designed plaque.
- b. A plaque will be awarded for each sport in which an athlete fulfills the requirements.

V. Fourth Year Award

- a. The fourth year that an individual fulfills the requirements at the varsity level he/she will receive a plaque which has a purple metal face with the school logo in the middle and the athlete's name, sport, year and 4th year award engraved at the bottom.
- b. The athlete will receive the above plaque for each sport he/she has met the requirements.

VI. Junior High Awards

- a. Athletes participating at the Junior High level will receive participation certificates for each sport in which he/she participates.

VII. State Championship Award

- a. Any individual or team who wins a state championship will be awarded a 7 inch white chenille State of Ohio on a gold background with purple lettering.

THE PURPLE BLANKET AWARD

The coaching staff and administration believe that special recognition should be given to an athlete who excels in both multiple sports and academics over a high school career. The purple blanket is designed to recognize a combination of athletic and academic excellence based on a point system. The blanket will be presented to any senior who has accumulated a total of 18 points during his/her four years of high school athletics. It is hoped that this award will encourage participation in several sports by an athlete. An athlete accumulates points as follows:

- Varsity Letters - 2 points each
- GPA 2.0 - 2.59 = 2 points
- GPA 2.6 - 3.49 = 4 points
- GPA 3.5 - 4.0 = 6 points

Description of the Award

The award will be a rectangular purple blanket with a gold border and a gold “L” stitched onto the middle of it accompanied by the athlete’s name, sports and years lettered stitched in script in the lower right hand corner of the blanket.

Presentation

Every effort will be made by the athletic department to have blankets ready for presentation at the general assembly of the spring sports awards program.

THIS POLICY WILL BEGIN WITH THE CLASS OF 1991.

OHIO CARDINAL CONFERENCE SCHOLAR ATHLETE AWARD CRITERIA

The Ohio Cardinal Conference Scholar Athlete Award will be presented to 15 seniors based on the following criteria:

- 1) The recipient must finish the senior year in good athletic standing.
- 2) The recipient must finish the senior year in high academic character.
- 3) Scholastically, the recipients will be chosen in descending order by their cumulative, weighted G.P.A.’s through the end of the 5th grading period of the senior year.
- 4) Athletically, the recipients must have earned at least one varsity letter in their senior year and at least two varsity letters overall to be eligible for this award.
- 5) The final list of recipients will be approved by the Athletic Director.

It is recommended that the recipients of this award be recognized at the spring awards program and that the awards be presented at the academic awards banquet.

TROPHY CASE POLICY

I. Team Trophies

All trophies won by a Lexington Board of Education sanctioned team may be placed in the new gym trophy case. After a class graduates, only first place or championship trophies from 1990 to present will remain in the main trophy case. Only OHSAA and league championship trophies shall remain in the trophy case after ten years starting with the 1978-79 school year.

II. Individual or Relay Trophies

If trophy is given where two or more participants are involved, it stays with the school.

IV. Team Pictures

State Championship Teams of OHSAA (Ohio High School Athletic Association or State Coaches' Associations) sponsored tournaments. The picture is to be no more than a maximum of double the width of existing pictures and the same height (32" X 20").

Only undefeated, regional or district championship team pictures shall be placed inside (8 x 10). Individual pictures shall be (16x20) on the outside. No exception in size - standard frame must be used.

- a) FOOTBALL: Conference Champion, Play-Off Participant, State Poll Champion, Undefeated Season.
- b) BASKETBALL: Conference Champion, State Poll Champion, Undefeated regular season, Sectional Champion, District Champion, Regional Champion or State Qualifier.
- c) ALL OTHERS: Conference Champion, State Poll Champion, Sectional Champion, District, Regional, State Qualifier, Undefeated regular season, (minimum 15 contests). No freshmen team pictures.

V. Individual Pictures

An individual athlete qualifies for the Hall of Fame when he/she is named AP or State Coaches' Association, 1st, 2nd, 3rd Team or Special Mention All-Ohio or the equivalent when applicable. An individual athlete also qualifies for the Hall of Fame when he/she finishes as a top eight placer in an OHSAA sanctioned state tournament that recognizes individual placers or is recognized as All-Ohio based on their individual finish in an OHSAA sanctioned state championship. It is the responsibility of each head coach to notify the athletic director of any changes in the All-Ohio selection process (AP, UPI, and Coaches' Association) prior to the start of each season so that the Board of Athletic Control may take appropriate action.

- a) No individual picture until graduation and must graduate being a credit to the school and community.
- b) Relay team picture will be a group picture.
- c) One picture to one individual regardless of the number of sports in which he/she has qualified. One plate will accompany this picture with all achievements listed.
- d) All pictures will be in color with the participant in uniform if possible.
- e) Any National Honor should be considered (after participant graduates) and voted on by the Athletic Board of Controls.

VI. Enclosed Bulletin Boards As Set Up By Athletic Director

Place for last year's team record and accomplishments Athletic scholastic honor roll.

BUDGET POLICY

All head coaches may turn in a list of needs with quoted prices for their sport for the coming year. Coaches should include junior high needs as well as high school proposals. The Athletic Director will examine all requests and construct a budget for the next school year. The Athletic Director will then meet with the coaching staff to hand out a copy of the budget and explain any necessary details.

UNIFORM ROTATION POLICY

Sports that have varsity, JV and freshman teams are on a three-year rotation, and sports that have varsity and JV will be placed on a four-year rotation. All junior high school teams will be on a four-year rotation. All coaches will be required to follow the uniform rotation plan. The corresponding high school or junior high school administration would approve all uniform selections. Any exceptions would have to be approved by the Lexington Athletic Board of Control Committee.

PURCHASING PROCEDURES

1. All purchases are to be approved, in advance, by the Athletic Director.
2. Purchase orders shall be created for normal purchases.
3. An open purchase order for emergency purchases will be available with athletic director approved vendors.
 - a. Football - \$100.00
 - b. Soccer - \$100.00
 - c. Volleyball - \$100.00
 - d. Basketball - \$100.00
 - e. Wrestling - \$100.00
 - f. Baseball - \$100.00
 - g. Softball - \$100.00
 - h. Track - \$100.00
4. Any other purchases will be the responsibility of the person placing the order.
5. Purchase procedure:
 - a. Complete a requisition form;
 - b. Submit to A.D. for approval;
 - c. A purchase order will be created by Treasurer's office;
 - d. A two week advance notice is needed for normal purchases.
6. Open account is for emergencies only.

7. Turn in any bills received and notify Athletic Director when all items ordered are received.

ATHLETIC INJURY PROCEDURE

Unfortunately, injuries will occasionally occur in athletic competition and practice. Coaches are expected to attend to any injury immediately. If the nature of an injury appears to be severe enough that further expert medical attention is possible, probable, or assured you should fill out the Pupil Accident Report the evening of the accident and give it to the Athletic Director the following morning. Some examples of this nature may include: concussions, broken bones, dislocations, bad sprains, pulled muscles, and eye-related problems. This form will be of incomparable value should the athlete's parents wish to file an insurance claim using the Student Accident Insurance Claim Report.

It is also common sense and good public relations to call the home of the injured athlete in the evening to check on his/her condition and let the parents and athlete know of your concern. Remember, if at all possible, never move a seriously injured athlete and seek expert medical help as quickly as possible. Always have adequate medical supplies on hand at practices and contests for even the smallest of injuries as well as the emergency medical forms for each athlete.

Coaches are to inform the athletic trainer of ALL INJURIES. The athletic trainer will help manage the injury by maintaining contact with the coach, athlete, parents and any involved medical personnel. The athletic trainer will help with return to play decisions, especially concerning concussions. Any coach who observes their athlete dazed, confused, forgetful, clumsy or unsure of their surroundings, should immediately remove the athlete from activity, notify the athlete's parents and refer them to the athletic trainer or another medical professional.

ATHLETIC INJURY REPORT

The following athlete _____ was injured during (practice, game) on
_____ (date) at

_____ (approximate time). The following is a brief description of the injury and the
circumstances surrounding it:

The following actions were taken:

1. Emergency medical treatment administered by:

2. Follow-up medical treatment administered by:

3. Parents notified.

4. Follow-up inquiry made by:

_____ (person) on _____ (date)

5. Other actions taken:

Coach's signature

**RETURN THIS FORM TO THE ATHLETIC DIRECTOR ON THE DAY FOLLOWING
THE INJURY.**

CLINICS AND STATE TOURNAMENT TICKETS

The Athletic Department will pay the registration fee for two coaching clinics per year. One of the two may be the State Clinic sponsored by the State Athletic Association for each sport. The Athletic Department will also pay mileage to these clinics with a limit of 150 miles one way from Lexington. Any exceptions to this policy must be negotiated with the Athletic Director.

The Athletic Department will pay the admission for the Head Basketball Coach and one Assistant, Head Football Coach and one Assistant, and the Head Coach of each of the other sports to state tournaments.

Professional leave may be used for clinics unless otherwise informed in which case personal leave may be requested and considered. Personal leave should be used for state tournament unless you are coaching participating athletes.

INDOOR TRACK

The official starting date for Indoor Track is the third Monday in December.

SCOUTING POLICIES

Each head coach shall turn in to the Athletic Director a copy of his/her scouting schedule for the coming season. At the conclusion of the season each assistant coach will turn in a copy of their scouting trips to the head coach who will in turn submit those copies to the Athletic Director for reimbursement. Scouting reports should include the destination, the date, and the round trip miles for each trip.

MILEAGE

When funds are available mileage will be paid at the rate of \$.40 cents per mile.

PROCEDURES FOR SUMMER CAMPS

- A. They are not school sponsored. The school does not accept liability. (Must include statement in advertisement)
- B. Maximum amount for camp fee (while using school facilities) is \$30.00. Any increase must be with approval of Athletic Director.
- C. Receipts for all camps must be returned to the Athletic Director with a financial statement of income and expenses.
- D. Insurance on all participants must be taken out before a camp can start.
- E. Custodial clean-up each day is the responsibility of the camp director, not the school custodial staff.
- F. Damages to school facilities must be paid for by the camp director.
- G. School security is the responsibility of the camp director.
- H. A copy of the camp brochure must be given to the Athletic Director.
- I. There will be no school rental for facilities if maximum camp fee of \$30.00 is not exceeded.

Camp fee -- \$35.00 to \$50.00, rental will be \$75.00 per day.

Camp fee -- above \$50.00, rental will be \$100.00 per day.

If camp fees exceed \$30.00 per day and camp income and expense statements are approved by the Athletic Director (with profits beyond normal salaries of employees being put into athletic clinic fund) rental will be \$20.00 per day.

VIDEO POLICY

The athletic department currently provides video equipment. These are for the use of coaches in the department. The scheduling of the units for filming games, matches, etc. will be worked out among the coaches involved and the Athletic Director. First preference must be given to coaches who are in season. Use of the monitors for playback should be worked out between the coaches. When a unit is removed from the coaches' office, the person taking it should indicate its whereabouts at that time and should return the unit to the office immediately after he/she is finished with the viewing. Coaches must make certain that thorough and proficient operating instructions are given to anyone (especially students) who uses the video equipment in any manner.

*Some *suggestions* for deciding usage preference:

1. Games take precedence over practice for any level of team.
2. No distinction between boy's and girl's teams.
3. Varsity over Junior Varsity over freshmen.
4.
 - a) Opponent who will be faced again in regular season.
 - b) Opponent who could be faced again in post season competition (preferable sectional or district).
 - c) Opponent who is on the schedule for next season.
 - d) Opponent who meets none of the above qualifications.