

# INTERSCHOLASTIC ATHLETIC HANDBOOK



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## INTRODUCTION

The Williamsburg school system is very proud of its athletes and its athletic teams. We believe athletics play an important role in our education process. We believe many lifelong lessons can be learned through athletic participation.

The athletic program will help students to attain a high level of physical fitness and proficiency which, we hope, they will continue to maintain throughout their lives. Less apparent, but just as important, is the moral growth factor of athletics. The lessons of sportsmanship, self-respect, teamwork, and dedication to excellence can best be taught in the “classroom” of athletic competition. Hopefully, these lessons will be learned and remembered throughout the students’ lives.

### **Williamsburg Athletic Department**

**Mission:** To provide an environment through athletics to achieve success.

**Vision:** To be a distinguished athletic program that promotes Wildcat Pride.

*We Value:* Sportsmanship, work ethic, spirited competition, every athlete, engagement of the student body, staff, and community. Respect, Responsibility, Resiliency... That’s The Wildcat Way!

### **Goals:**

- Providing intentional communication
- Fostering participation in multiple athletic programs
- Supporting coach development and professional growth
- Supporting our student athletes through strength and conditioning, skill development, and mental toughness.
- Promoting collaboration between our community and our school.

## FOCUS AREAS OF Williamsburg LOCAL SCHOOLS ATHLETIC DEPARTMENT

### **Our athletic department will:**

- provide the educational benefits available through interscholastic competition to a maximum number of participants that can be efficiently and properly handled.
- provide the best facilities and qualified staff possible
- provide a variety of sports activities according to the interests and needs of our students within the confines of our budget and facility.
- provide a program with the physical welfare and safety of all participants and spectators.

The Williamsburg Local Schools Athletic Department believes the interscholastic athletic program, and other programs which support the interscholastic program, exist for the purpose of:

- Providing boys and girls who have interest and ability in sports with an outlet for the expression of these interests and abilities
- Providing an opportunity to experience important lessons of life which is a part of athletics.
  - The opportunity to see that many limitations, both physical and mental, can be conquered.
  - The ability to accept limitations, which cannot be overcome.
  - The joys of teamwork as well as individual accomplishments.
  - The ability to accept both victory and defeat gracefully.
  - Teaching physical skills and good health habits which will be of lasting benefit.

In relating the desire to win with the purposes listed above, the Williamsburg Athletic Department feels that the lessons can be most easily taught in a winning atmosphere. Although the Athletic Department encompasses both middle and high school students, each sport program should show evidence of articulation from one level to the next. In doing so, it is imperative that each head coach work with the athletic director and building principals.

**The objectives of the Williamsburg Athletic Program are to provide:**

- Understanding and knowledge of the value of athletics.
- An understanding of why the school has athletics.
- Better health and fitness.
- A desire to succeed and excel.
- The opportunity for developing self-discipline and emotional maturity.
- The opportunity for developing social competence.
- The opportunity for developing an understanding of why rules are necessary.
- The opportunity for developing respect for the rights of others.
- The opportunity for developing a respect for authority.
- The opportunity for developing a sense of fair play and sportsmanship.
- The opportunity to think both as a member of a group and as an individual.
- The opportunity to develop the values of striving for and reaching group **goals**.
- The opportunity to develop and improve motor skills.
- The opportunity to develop skills, interests, and knowledge that will make life now and as an adult more enjoyable.

### **PROGRAM OPERATIONS**

Keeping in mind that the head coaches are hired to coach and oversee the entire program and that their philosophy and style permeate the program, the head coaches shall work with all coaches in the total sport program to develop a style of play and direction of the program. The head coaches must set those parameters within the broader scope of the school district's philosophy and goals.

The head coaches shall work with the athletic director in setting parameters for the program. Specifics of each sport are not addressed in this philosophy because they may change from one sport to another and from one head coach to another.

Participation in an athletic program is a privilege (*not a right!*), which the Williamsburg Local School affords its young people. Although the department recognizes the value of athletic participation. At the Middle School level, this is still a learning experience and there is more participation than at the next level. At each successive level, there are greater demands placed upon each student-athlete, yet more greater rewards. At the varsity level, there is no guarantee of playing time; however, each individual athlete who is part of the team should be made to feel as an integral part of the team.

In building this philosophy, the coaching staff for each sport, with the approval of the building administration, does determine the size of it. While it is true that not every member of the team receives equal playing time, and some may receive very limited playing time, the coaching staff needs to develop each individual athlete as much as possible.

The athletes, as team members, must also understand that they are part of a team and have a responsibility to work diligently and to sacrifice personal glory for team success and team goals.

It is the goal of the department that the principals, athletic director, assistant coaches, and head coaches will work together toward excellence and

1. will offer a quality program to the athletes,
2. will be competitive in all sports,
3. will help each athlete reach his/her potential in that sport while still operating within the premise and guidelines of the philosophy of the Williamsburg Local School District.

### Ohio High School Athletic Association

The purpose of this non-profit organization is to regulate, supervise, and administer interscholastic athletic competition among its member schools. This purpose shall be accomplished by cooperating with all agencies concerned with the health and educational welfare of high school and middle school students; determining qualifications of individual contestants, coaches and officials; providing information through literature and other materials to facilitate athletic relations among member schools; establishing standards for sportsmanship and competition and furnishing protection against exploitation of school or student and in any manner directed by member schools.

The management of the Association of the Board of Control, District Boards and Commissioner, and other such persons designated by the Board of Control make up the administrative body of the OHSAA . All sport regulations of the Ohio High School Athletic Association are strictly adhered to by all concerned with the Williamsburg Local Schools Athletic Department.

### Southern Buckeye Athletic and Academic Conference

Williamsburg High School and Williamsburg Middle School are members of the SBAAC, which is administered by the superintendent and athletic directors of the league schools and the league constitution. The purpose of the league shall be to provide wholesome interscholastic athletic competition, promote sportsmanship among its member schools, and encourage participation in other co-curricular activities.

### ***Coaching Ethics and Responsibilities***

- All individuals who accept a coaching assignment in the Williamsburg Local School District must adhere to and enforce all policies, rules, and regulations established by the district. Responsibilities of every coach include:
  - To impress upon each athlete that ***academics*** is the primary purpose of attending school.
  - To support the administration in all policies, rules and regulations.
  - To support all other Williamsburg coaches and their teams.
  - To support Williamsburg Athletic Boosters and their Mission.
  - To suggest, recommend, and advise the Athletic Director of matters related to conduct or improvement of the department. Matters should be discussed in a professional manner and final decisions accepted and supported.
- To work through the Athletic Director and Principal to minimize school disruptions due to athletic activities. Programs, rallies, and travel itinerary must have advanced approval.
- To encourage each athlete to achieve their potential academically and athletically.

### **Athletic Job Descriptions:**

#### A. Superintendent

- Shall stay informed of athletic policies and procedures.
- Shall support and interpret athletic policies and procedures to the public.
- Shall be attuned to the needs both in facilities and staff for an efficient operation.
- Shall communicate and interpret the athletic policies and programs to the Board of Education.
- Shall continually make all athletic personnel conscious of Board policy.
- Shall maintain a perspective of the role, scope, and influence of the athletic program as an

integral part of the total educational experience of the youth and community it serves.

- Shall be responsible for the total school operation including the athletic program through the delegation of authority to the principals, the athletic director and the coaches.

#### B. Principal

- Shall be held ultimately responsible in all matters pertaining to
- interscholastic athletic activities involving high school (middle school) and shall fulfill all duties and responsibilities pertaining there to.
- Establish and restrict expenditures to a definite budget for each sport in cooperation with the head coach and the athletic director.
- Determines the eligibility of all participants in the athletic program in cooperation with the athletic director.
- Assists in the coordination of all activities, which may be arranged in connection with athletic contests.
- Supervises and coordinates activities in relation to pep assemblies and other special athletic events.
- Ensures that all rules of the OHSAA are strictly upheld.
- Reviews all coaching assignments annually with the athletic director.
- Determines leave-policy for coaches attending clinics, tournaments, or contests and determines the feasibility of granting early dismissal to athletic teams.
- Approves early dismissal of athletic teams when necessary to meet contractual obligations.

#### C. Athletic Director

- Reports to the building principal.
- Provides general supervision in the areas of athletic and recreational programs, and represents the school in matters related to these fields. This includes, but is not limited to; practices, games, weight training, off season clinics, etc.
- Takes coaches' requests for scheduling but will have final say on the schedule.
- Develops an athletic program, which includes participation by as many students as possible, taking into consideration the aspects of health, value of the program to the individual student and overall relation to the total academic program.
- Cooperates, advises, and assists head coaches in evaluation of coaching staff. Reviews evaluations, adds their comments, and forwards to the building principal for review.
- Assists the building principal in his selection, retention, and promotion of staff members in the athletic department for initial and renewal of contracts.
- Coordinates the use of athletic facilities with other departments in the school and the athletic coaches.
- Plans and recommends maintenance and development of facilities.
- Recommends to the treasurer the purchase of equipment and materials that assist in the development of the department.
- Prepares the athletic budget with the advice and assistance of the Treasurer.
- Supervises all interscholastic activity, builds schedules, hires officials, secures all the necessary personnel to ensure efficient management of contests.
- Arranges transportation for athletic events.
- Serves as treasurer of the athletic funds and supervises all money collected and spent, maintains necessary records of all monies received and dispersed, and makes financial reports to administration.
- Organizes and operates the Athletic Department in accordance with the Ohio High School Athletic Association rules and regulations, the Williamsburg Local Schools Board of Education and administrative regulations.
- Represents the school district in the community in all matters pertaining to his area of athletics.

- Provides leadership, direction, cooperation, and encouragement to all community and school booster organizations.
- Coordinates the purchase of all athletic supplies with the respective head coaches. Makes the final decision on purchases of all athletic equipment by coaches.
- Coordinates and directs the duties of the trainer, site manager and equipment managers, the faculty and ticket managers, game help personnel, and the sports information and publicity personnel.
- The athletic director shall supervise all athletic banquets so as to treat all sports equally at the banquet level.
- Provides professional development opportunities for the coaching staff.
- Assume additional duties as assigned by the administration of the schools.
- Will have the pulse of all things Williamsburg Wildcat Athletics

#### D. Assistant Athletic Director

The athletic assistant serves as an administrative aide to the Athletic Department. The candidate is selected, and hired by the Board of Education. The candidate should have a background in interscholastic athletics and possess strong multi-task organizational skills. Among the duties of the position are:

- Help to secure contracts for contest officials.
- Help to secure event personnel (game admin, sideline/press box/score table, etc.)
- Helps to coordinate payment vouchers for contracted officials and event workers.
- Assists with event coverage in the role of site manager.
- Helps to track all certifications for coaching staff, both paid and volunteered.
- Helps with nightly financial reconciliation after home events.
- Assumes other duties as assigned by the athletic director and/or building principal.

#### E. Head Coach

Head coaches will be selected on the basis of the most qualified person available for such a position. Ohio Revised Code (RC 3313.53) requires that school districts first seek licensed teachers to fill supplemental positions; should a licensed teacher not meet the qualifications for the position, the position may be offered to a non licensed person if all ORC standards are met (Ohio School Law, 7.11). The Superintendent of Schools recommends to the Board of Education a nominee who has the endorsement of the Athletic Director and the Principal. (In hiring assistant coaches, the head coach is involved in this same selection process).

- Works with the Athletic Director.
- Develops a well-organized program of interscholastic competition at all levels of the program.
- Selects and organizes a staff at all levels to achieve the highest degree of efficiency.
- Makes every effort to promote a feeling of goodwill and cooperation between and among other coaches and team members.
- Ensures that all rules and regulations of the Ohio High School Athletic Association and SBAAC are followed and enforced.
- Plans practices and game sessions so that coaches are present at all times. This includes supervision of the locker room until all athletes have departed. This includes strength training.
- Accompanies and supervises the team in buses to and from all athletic events, unless other arrangements have been made. It is necessary to wait until all athletes have been picked up by their parent/guardian before leaving the building after all events.
- Maintains good public relations with the community, parents, administration, faculty, media and team members. (Twitter, Facebook, Instagram, etc)
- (Communicates to players, parents, coaches via an app TeamReach, for scheduling). When making posts regarding school athletics, be sure to tag the Athletic Director.
- Establishes and administers all team regulations during the season.
- Assumes responsibility for conduct of players and coaches.
- Promotes sportsmanship.



- Conforms to the school policies in the ordering and purchasing of equipment.
- Prepares assignments for all assistant coaches and middle school coaches. Coaches shall meet with middle school to go over program philosophies and expectations in regards to creating one common message. This meeting shall take place pre-season to make sure all teams are on the same page and expectations should be given in writing to all coaches in the program.
- Offer youth coaches clinic to communicate your goals and philosophies and answer questions that they may have.
- Works with the Athletic Director on recognition events.
- Evaluates his/her coaching staff in cooperation with the Athletic Director. (A copy of the assistant coaches evaluations will be brought to the AD during the head coaches evaluation)
  - If a head coach is going to non-renew an assistant coach, the AD will be notified beforehand and present during this process.
- Keeps foremost in mind the health and welfare of the athlete.
- Conforms to the policies of the Williamsburg Athletic Department.
- Supports the Williamsburg Athletic Booster Club.
- Attends all required Athletic Department meetings.
- Assume the responsibility for the enforcement of team training regulations and the Williamsburg Local School District Athlete Training/Wellness/Participation policy for the athletes. Policy linked here: [training policy](#).
- Pre-Season responsibilities:
  - require physical exams of all participants before tryouts are conducted.
  - be certain that all forms are signed in Final Forms for each student athlete
  - supervise the issuance of equipment.
  - check all travel itineraries with the Athletic Director.
  - see that all necessary forms are completed and sent to the proper person.
  - be aware of any specific student athlete medical conditions
  - arrange with the Athletic Director for all facility requests for the season and holidays (i.e., fields, gyms, rooms).
  - review the season's schedule with the Athletic Director.
  - conducts informational meeting(s) with athletes' parents.
  - submit team roster information to the Athletic Director.
  - Each coach will provide a hard copy of the team rules and expectations.
- In-Season responsibilities:
  - assume the responsibility for the maintenance and storage of equipment.
  - submit publicity material to the local newspapers and work cooperatively with the media.
  - update statistics with SID stats within 24 hours of game end.
  - submit program information to the Athletic Director.
  - file student accident reports to the Athletic Director.
  - scout other schools' teams as necessary.
  - submit daily announcements to [young\\_h@burgschools.org](mailto:young_h@burgschools.org). Announcements are read every morning at 8:00 am.
  - maintain intra-staff communication at all levels.
- Off-Season responsibilities:
  - prepare presentations at awards banquet, Booster Club, and sport assemblies.
  - complete a detailed inventory of supplies and equipment for the entire program (7th through 12th grades).
  - determine needs for the next season.
  - prepare requisitions for the purchase of new equipment.
  - complete all required forms to be filed with the Athletic Director (records, evaluations, awards, etc.).
  - attend clinics when possible.
  - assist individual athletes in college choices as needed.

- assess, evaluate, and confer with returning athletes for
- developmental planning.
- organize and implement the off-season conditioning program with the Director of Sports Performance.
- prepare college information sheets on next year's seniors.
- monitor grades/eligibility throughout the school year while
- promoting academics.
- Must possess valid credentials. List can be found at this [link](#): Coaching Requirements.
  - ***Without valid credentials the coach isn't allowed to work with athletes***
- 25. Assume all additional duties assigned by administration.

#### F. Assistant Coach

The position of assistant coach will be filled based upon input from the head coach, Athletic Director, and Building Principal and recommendation of the Superintendent to the Board of Education. The assistant coach must meet all provisions of the Williamsburg Board Of Education and the OHSAA. The assistant coach will be directly responsible to the head coach.

- Works with the Athletic Director and head coach.
- Attend all meetings scheduled by the head coach.
- Assist in the administration of the athletic program.
- Demonstrate loyalty to the head coach and to the program.
- Maintain good public relations with those groups and individuals involved with the program.
- Support the Williamsburg Athletic Booster Club.
- Conduct oneself in a professional manner at all times.
- Teach the values of good sportsmanship.
- Be available for Athletic Department meetings as necessary.
- Works through proper channels and protocol in referring parents or the public to appropriate administrative responses.
- Assume responsibilities of head coach in matters of supervision in absence of head coach.
- Pre-Season responsibilities:
  - be in attendance from the first day of practice.
  - assist with the supervision of practices and games.
  - assist with the issuance of equipment.
  - assist in pre-season training as assigned by the head coach.
- In-Season responsibilities:
  - carry out the duties assigned by the head coach. .
  - scout other schools' teams as necessary.
  - observe and communicate with middle school/WJAA coaches in the program.
- Off-season responsibilities:
  - assist in the collection, storage, and inventory of equipment.
  - assist with banquet activities.
  - attend clinics when possible.
  - assist with the off-season training program.
- Must possess valid credentials. List can be found at this [link](#): Coaching Requirements.
  - ***Without valid credentials the coach isn't allowed to work with athletes***

#### G. Volunteer Coach

Any head coach who desires to have a volunteer coach work with a team in his/her program must secure permission in writing from the Athletic Department. Upon approval, the selected person will be submitted to the Williamsburg Board of Education for approval. The head coach should discuss the request with the Athletic Director prior to the volunteer coach working with the team/staff.

- Works with the Athletic Director and head coach.
- Assumes responsibilities as designated by the responsible coach.
- Must possess valid credentials. List can be found at this [link](#): Coaching Requirements.
  - ***Without valid credentials the coach isn't allowed to work with athletes***

#### H. Director of Sports Performance

The head strength coach is employed on a 12-month basis and works within the Williamsburg Local Schools' athletic department, reporting directly to the Williamsburg High School athletic director. The primary responsibility of this coach would be to coordinate and supervise the activities within the Williamsburg Athletic Complex weight room.

- Possess expertise in the development of strength and fitness skills of adolescent and adult student-athletes.
- Have knowledge of safety and health issues related to strength training management and supervision.
- Ability to create prescriptive strength development programs per individual and team athletic requirements and needs.
- Maintain and secure accurate inventory of weight room equipment and associated supplies.
- Ability to coordinate with coaching staff the strength training needs relative to each sport and each athlete.
- Create routine equipment maintenance and safety inspection procedures; oversee security of the weight room within Complex.
- Track attendance and student athlete progress.

#### L. Procedure for Selecting a Head Coach

The Superintendent will determine the available teaching positions within the district and initiate the school posting and employment procedures. The Superintendent, in coordination with the Principal and the Athletic Director will establish application parameters (acceptance and closing dates), interview timelines, and tentative selection date. The Athletic Director and Principal will screen all applications and (per established timelines) present a candidate(s) to the Superintendent for approval.

#### M. Procedure for Selecting Assistant Coaches

Assistant coaching assignments will be recommended by the Athletic Director and Building Principal in consultation with the Superintendent. As long as there is a head coach in place, the respective head coach will be sought for additional input in the assistant coach selection process.

#### N. Williamsburg Athletic Council

The purpose of the Williamsburg Athletic Council is to improve and maintain the line of communication among coaches, faculty, administration, and community. Major policy changes affecting the administration of the Williamsburg Local Schools athletic program may be placed before the Athletic Council to review. The Athletic Council may make recommendations through the Superintendent to the Williamsburg Board of Education for any necessary changes.

The Athletic Council will meet a minimum of two times per academic year. Special meetings can be arranged as necessary. All meetings will be coordinated from the Principal and Athletic Director's offices. Meetings will be announced and agendas provided at least one week prior to the scheduled date. The high school principal will prepare the agenda and chair each meeting.

Membership to the Athletic Council includes:

- Board of Education Member(s) (maximum of two)
- Superintendent
- High School Principal

Assistant High School Principal  
 Athletic Director  
 One male head coach  
 One female head coach  
 One faculty member  
 One Williamsburg Athletic Booster Club member  
 One female administrator

The designated coaches, faculty member, and Booster Club member will be appointed by the high school principal and athletic director for one or two year assignments. Rotation of assignments will be utilized to maximize representation from all areas of the athletic program.

O. Individual Sport Offerings (by season)

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cheerleading (coed)	Cheerleading (coed)	Baseball
Cross Country (boys and girls)	Basketball (boys and girls)	Softball
Football	Swimming (boys and girls)	Track and Field (boys and girls)
Volleyball	Wrestling (boys and girls)	
Soccer (boys and girls)	Bowling (boys and girls)	
Golf (boys and girls)	Academic Team (coed)	

**COACHING HANDBOOK AND COACHING GUIDELINES**

**General Policies**

The following is a brief list of general policies that the athletic department of the Williamsburg Local Schools adheres to.

1. Accountability for the program:  
 Each head coach is given an amount of latitude in directing the program. Each coach is permitted to set guidelines via rules and run their respective program. The coaches, then, are expected to be accountable for their program and their subsequent activities.
2. Communications with student-athletes and parents:  
 Players should feel comfortable enough to discuss with the coach any concerns that they may have. Parents should also feel comfortable in discussing concerns with the coach. An atmosphere should be created by the coach to ensure good communication with the players and parents.

There are times when complaints or concerns may arise. The best place to resolve these issues is at the level of the coach. All conversations should be made by appointment and at least 24 hours after any contest.

The administration is there and ready to help when the need arises. In any case, coaches are required to discuss these concerns with the athletic director and to keep the athletic director informed of concerns and developments in their programs. A proactive approach with communication is expected by all parties.

In addition to training rules, the head coach is expected to distribute to the student-athletes and their parents the team rules and expectations. Emphasis should continually be upon maintaining the critical nature of the Parent-Child-Coach relationship and encouraging parents and student-athletes to work primarily through communication with the coach.

3. Knowledge of and Adherence to OHSAA By-Laws:

All Williamsburg athletic coaches (head and assistant coaches) are expected to have a thorough knowledge of Ohio High School Athletic Association By-laws and Sport Specific Rules that apply to their respective sport(s). Coaches will be expected to follow all OHSAA directives and operate their programs within the spirit of such regulations at all times.

4. Communication with school/local community:

Coaches should have avenues to get their message and philosophy to the community. Communication with fellow professionals at the school and with community members and youth programs is encouraged. This could help the coach in times of controversy or when the season is not going as well as expected.

5. Hiring:

The superintendent, according to the law and practices, does have the final say in recommending a coaching candidate to the Board of Education for hire. The building principal does make the recommendation to the superintendent. Internally, the building principal is encouraged to use resources in making the recommendation. Among the resources are the athletic director and, for assistant coaches, the head coach.

6. Evaluation:

The athletic director, with appropriate input from the building administration, shall evaluate each head coach according to the negotiated agreement. The head coach shall evaluate the assistants.

The middle school coaches shall be evaluated by the athletic director and the head coach. The head coach shall have an active part in discussing concerns with the athletic director and building principal.

7. Non-renewal:

Non-renewal of a coach shall be in accordance with the negotiated agreement and the Ohio Revised Code. (Note: All Coaches are automatically non-renewed at completion of each one-year contract).

### **Accreditation (of coaches)**

Williamsburg Local Schools encourages and supports the professional development of all interscholastic coaches. All Williamsburg athletic coaches will be expected to meet the following requirements as approved by the Williamsburg Board of Education:

- Must possess valid credentials. List can be found at this [link](#): Coaching Requirements.
- WLSD stipend coaches will receive their coaching stipend once all requirements listed above have been met and verified by the Williamsburg athletic director.
- You cannot coach without ALL required credentials.

### **Assemblies**

Athletic/Pep assemblies may be requested by the cheerleader coach, student council advisor, or the head coach(es). Assembly requests should be arranged through the building principal. A detailed agenda should be submitted at least 48 hours in advance of the assembly.

### **Assessment/Evaluation**

Each head coach and their respective sport program will be assessed on an annual basis. This evaluation process will incorporate a multi-step routine:

- Creation of seasonal "Goals and Objectives" (developed jointly by the head coach and athletic director).

- In-season update sessions.
- Administrative observations and feedback opportunities.
- Post-season evaluation meeting.

Note: See “*Coach Assessment*” forms in Handbook index.

### **Athletic facilities usage**

It is the general policy of the Williamsburg Local Board of Education that school facilities be made available for community use when such use does not interfere with school operation, school functions, school events.

School organizations, activities, and athletic teams have priority over outside groups.

All requests for facility usage from non-school groups should be referred to the Williamsburg Principal and/or Athletic Director. Rental fee and agreements are established per Board of Education Policy.

### **Booster Club**

The Williamsburg Athletic Booster Club is an independent organization whose sole purpose is to support and promote interest in all Williamsburg Local Schools sports. The Athletic Boosters provide financial assistance to the athletic department and assist in a variety of projects to promote cooperation, spirit, and assistance to the athletic programs.

Athletic Booster Club meetings are held monthly. The board of directors or the athletic director may call special meetings as necessary. All athletic coaches are encouraged to attend each meeting of the Athletic Boosters and head coaches are required to attend a minimum of three during the school year. The head coach should be prepared to give a short update of his/her program at each meeting.

Special projects or requests to the Williamsburg Athletic Booster should be addressed through the athletic director; the athletic director may then present the request to the Boosters or develop an alternative funding plan.

### **Budget and Purchases**

The athletic department budget is prepared annually by the athletic director and reviewed by the superintendent, the treasurer, high school principal. All budgetary accounts and activities will be in accordance with Ohio Revised Code, Section 3315.062 and 3313.811 and State Auditor Circular No. 81-9.

Purchases are limited to those items necessary for the operation of each sport program. The following sequence must be followed for athletic purchases:

1. Head coach obtains prices in writing (“quotes”) and submits to the athletic director.
2. The athletic director will originate a purchase requisition and purchase order.
3. The order is placed by the athletic director.
4. The head coach notifies the athletic director when orders are received in their entirety.
5. The athletic director shall approve all bills for payment.

Head coaches are responsible for operating within their designated sport budget and for the payment of any purchases which exceed their budget. Head coaches are responsible for the payment of any purchases which have not received the prior approval of the athletic director or which have not been prior and properly requisitioned. Any reimbursement for athletic-related purchases or service (e.g., mileage for scouting, travel to events, etc.) must be pre-approved by the athletic director and must meet WLSB established protocol for reimbursable requests.

Generally, fall and winter sports will establish their budgets for the next school year following their seasons; spring sports will establish their budgets by mid-season. Budget monies not spent by mid-May are no longer spendable.

## **Clinics**

It is the philosophy of the Williamsburg Athletic Department that professional development of each staff member is an essential and vital part of a coach's overall preparation and development. Coaches and staff members are encouraged to attend at least one clinic each year. The following guidelines for clinic attendance will be followed:

1. The coach must get prior approval from the athletic director at least 30 days prior to the clinic.
2. Available funds in a sport's budget and head coach's approval will be two factors considered in approving the request.
3. Reimbursed expenditures (meals, mileage, fees, registrations, lodging) will be based upon board policy and current budgetary restraints.
4. Receipts must accompany the follow-up clinic report form.

## **Conflicts in Extracurricular Activities**

The Williamsburg Athletic Department supports participating in more than one high school sport. High school coaches will not establish expectations "out of season" which would prohibit or restrict a student's participation in another sport which is "in season". A student athlete who wishes to participate in more than one sport in the same season (fall, winter, spring) must have prior approval of the coaches and Athletic Director. A schedule resolving all practice and competition conflicts must be established prior to the season and the student athlete will be asked to designate a "primary" sport if necessary.

## **Documentation**

Documentation is a key part of postvention. It is a way to prevent or minimize future crisis occurrences. A well-written incident report is an important tool in this process and a way to improve the safety of everyone who may be involved in crisis moments. Coaches are expected to be aware of good documentation procedures.

## **Emergency Medical Authorization**

Any time a student or a group of students are taken out of the district as participants in a school event, the responsible staff member in charge of the event must take the Emergency Medical Authorizations for those students (per Ohio Revised Code 3313.71.2). All Emergency Medical information is available via Final Forms or Emergency Medical binder provided via the Athletic Director

## **Equipment**

Issuing, collecting, and inventory of equipment will be the responsibility of the head coach/athletic director. The head coach may delegate this duty to an assistant coach. The head coach will recommend the purchase of new equipment and the repair/reconditioning of used equipment to the athletic director. Issued equipment to a student-athlete is to be worn only at practices, scheduled events, or as directed by the coach in charge. Equipment purchased with athletic department monies or donated equipment is property of the Williamsburg Local Schools. No such equipment may be borrowed or otherwise utilized without the express approval of the athletic director.

## **Fund-Raising**

Coaches who have a need for additional funds may raise monies via a fund-raiser. The coach must submit a "Sales Potential Form" to the athletic director with all appropriate data included at least two weeks prior to the fund-raiser. Upon approval of the athletic director and coordination with the Williamsburg Athletic Booster Club, the fund-raiser must meet all established criteria and generally be completed within a two-week period of time from the start of the event. At the completion of the fund-raising effort, a full accounting, along with a completed "Sales Results Form", will be provided to the athletic director and approved by the building principal. All monies raised will be deposited into an account with the Williamsburg Athletic Boosters. All fund-raising activities must comply with board policy and state regulations.

### **Gym Banners (Team Recognitions)**

Any board-approved athletic team winning the following SBAAC or OHSAA-sanctioned championships will have an appropriate recognition banner displayed in the Varsity Gym.

- SBAAC Champions
- District Champions
- Regional Champions
- State Finalist or Champions

### **Hazing**

It is the policy of the Williamsburg Board of Education and Williamsburg Local Schools that hazing activities of *any* type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in hazing. ***To be clear, our teacher-coaches should intentionally instruct and address issues of hazing in a proactive manner. Choosing to ignore (“don’t ask, don’t tell”) hazing and hazing-like situations is not an option.***

Hazing is defined as doing any act or coercing another, including the victim, into an activity that creates a risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio law.

### **Injury/Accident Procedures**

When a student-athlete is injured in competition or practice, the following protocol is the responsibility of the coach in charge:

- Take appropriate steps to insure the safety and comfort of the injured athlete
- Notify the athlete’s parents or designee on the medical form.
- In the event the athlete needs to be transported to a medical facility, a coach or a responsible adult must accompany and stay with the athlete.
- Complete an accident/injury report with the athletic office as soon after the accident as possible. A copy of this report should be filed with the trainer.
- A doctor or appropriate medical personnel will determine when the athlete may return to activity.
- Coaches should follow all guidelines related to blood-borne pathogens prevention.

### **In-Season / Out-of-Season Preferences**

In-season sports and club sports will have preference of facilities over out-of-season sports and club sports. It is assumed that all coaches will work together to bring about a schedule that is agreeable to everyone. Scheduling conflicts which may arise from non-school requests and will be handled and communicated via the athletic director.

### **Keys/“Key Fob”**

All athletic-related keys and electronic “Key Fob” must be signed for and filed with the maintenance director. All keys must be returned upon the completion of the season unless other arrangements are made with the athletic director. The head coach is responsible for all staff keys and their accounting. No keys are to be reproduced or lent without the express approval of the athletic director. Violation of key privileges will result in immediate return of all keys to the athletic office. Upon a coach’s non-renewal, retirement or otherwise leaving of the Williamsburg athletic department, all keys and “Key Fob” must be returned.



### **Official School Colors / Nickname**

The official school colors for Williamsburg athletic teams are Royal Blue and White with Red being utilized as a trim color (NOT a primary color). The Williamsburg Local Schools is not responsible for paying for any uniforms or game apparel which are not in compliance with the official school colors. Likewise, any team apparel, worn as a group "dress" or as a function of the team will follow the same school color expectations.

The official nickname for Williamsburg athletic teams is "Wildcats"

The officially adopted team/school logos and Branding Guidelines are here: [LINK](#)

### **"Open Gyms" / "Open Fields"**

Coaches may open facilities for unstructured free play provided the activity is supervised by a Williamsburg Local school employee and does not conflict with an in-season facility use. The supervisor may designate the sport to be played, but may not limit participation to a select group of students. Requiring student-athletes to attend such sessions or implying that a student-athlete's selection to an interscholastic team is contingent upon participation at the open session is prohibited.

### **Parent Meetings**

In coordination with the athletic director, each head coach will schedule a pre-season meeting each sport season. Areas which will be covered at this meeting include (but are not limited to) safety concerns and warnings, eligibility and lettering requirements, discipline and team rules, practice schedules, administrative (paperwork) details, and the general goals and objectives the coaching staff seeks with the student-athletes and their parents. As there will be necessary paperwork shared with parents, attendance at these meetings are required by each student-athletes parent(s) or guardian.

Further, the OHSAA mandates that all student-athletes and parents attend a pre-season information meeting prior to the start of each sport season in which the respective student-athlete participates. Parents will sign-off on an attendance form at such meetings and the form will be maintained for OHSAA audits.

### **Passes / Complimentary Tickets**

Each employee of the Williamsburg Local Schools and one guest is entitled to free admission to all home events (except for tournaments and OHSAA-sanctioned events). All employees will appear on a "Pass List" at the entrance gate for such events and employees must show identification upon request. Any guest must accompany the WLSLSD employee at the time of entry.

The SBAAC will provide administrators' passes for the superintendent, each building principal, and the athletic director. Individual SBAAC passes will be distributed to the head coach by the athletic director.

The athletic director will provide a limited number of "Courtesy Passes" to medical, Williamsburg Athletic Booster Club, and other volunteer personnel.

College/University coaching staff members wishing to attend contests for the purpose of evaluating prospective student-athletes will be admitted free of charge with appropriate college/university identification. "Hired Scouts" or those representing scouting or scholarship services will pay the standard admission fee for the event attended.

### **Personnel Recommendations**

The assessment and evaluation of each Williamsburg athletic coach and sport program is an on-going process. The general sequence in the assessment and recommendation process is as follows:

- The athletic director and head coach will have a pre-season conference to establish goals and parameters for the sport program and coach.
- The athletic director and head coach will meet periodically throughout the sport season to review the goals and parameters of the program.

- The athletic director and head coach will complete their evaluation within **four** weeks of the conclusion of the season. The head coach's evaluation of assistant coaches is due within **two** weeks following the conclusion of the season.
- The athletic director and principal will be responsible for all contract recommendations to the superintendent.

Individual head coaches may suggest personnel change (replace or remove) to the athletic director to present to the principal. The athletic director may suggest a change to the principal. The principal may suggest changes to the athletic director and superintendent. The superintendent will have the final say in personnel change.

### **Postponements / Cancellations**

It is the policy of the Williamsburg Local School District any events canceled due to inclement weather will be announced via WLSL Communication methods.

### **Practices**

All coaches are required to submit in writing a season practice time schedule to the athletic director two weeks prior to the start of official practices. In situations where facilities are shared with another in-season sport or activity, the coaches/advisors of these sports/activities will meet first to devise an appropriate schedule of usage.

When changes to the practice schedule are necessary, the athletic director and all participants (and parents) should be notified as far in advance as possible. Changes should be kept to an absolute minimum. Other practice-related concerns:

- Generally, any one practice period should not exceed two hours in length .
- Coach(es) are responsible to secure locker room/facilities after each use.
- All practices held when school is not in session (weekends, holidays) must be cleared through the athletic director.
- Coaches should not leave until all athletes are gone.

### **Public Relations / Promotions**

Publicity surrounding a sport program is the responsibility of the head coach. The Williamsburg Athletic Department encourages each head coach to promote in a positive manner all levels of the specific program. Results of all contests should be reported to the athletic director.

The student body and faculty/staff should be kept informed of athletic events through PA announcements (sent to young\_h@burgschools.org). Special publicity or media releases should be approved and released through the athletic director.

### **Recognition Nights**

The athletic director will establish the dates for the fall, winter, and spring "Recognition Nights". The objective of "Athletic Recognition Nights" is to provide a celebration of our student-athletes' achievements within each sport season. The Williamsburg community strongly supports its young people and we want to provide appropriate public recognition for the many good things these student-athletes accomplish.

### **Senior Nights**

Senior student-athletes within each sport season will have an opportunity to be recognized at their specific sports "Senior Night" during their season. Sports can either choose to host their own Senior Night or participate in that specific season's larger recognition which would be Football for fall sports and Varsity Boys Basketball for winter sports

***The format listed below will be utilized. Any changes to this format must be approved by the athletic director.***

- Fall Sports: All fall sports at the last home football game or at their individual sport's last home game. (this include Football, Boys Soccer, Girls Soccer, Volleyball, Cross Country, Band, Color Guard, Boys and Girls Golf and Cheer)
- Winter Sports: At the final home boys basketball game of the season or at their individual sport's last home game. (This includes Boys Basketball, Girls Basketball, Wrestling, Swimming, Bowling, Cheer, Pep Band, and Academic Team)
- Spring Sports: At last home league game. Track and Field at home meet.

***All Senior Night Festivities, no matter the sport, will be held before the specified contest.***

### **Sportsmanship**

Each Williamsburg athletic coach is expected to set a good example for participants and fans in regards to sportsmanship. Spectators that are removed from an event by officials or site administration are subject to a two game suspension and MUST have a meeting with the athletic director, prior to attending any future sporting events. Coaches should specifically address and instruct all participants in matters of acceptable sportsmanship and reinforce appropriate behavior that impacts their respective program and the ensuing athletic venue (crowd control, student support, and general contest atmosphere). Coaches are expected to work with the athletic and school administration to create a positive sportsmanship environment at all Williamsburg activities.

### **Sports Medicine**

The Williamsburg Local School District, in cooperation with the Mercy Sports Medicine Group, provides daily, professional assessment and evaluation of all Williamsburg student-athletes during the regular sport seasons. This service is provided free of charge to our student-athletes; however, each family should coordinate and communicate related health issues and concerns through both their personal health-care provider and the school athletic sports medicine personnel/trainer. Student-athletes will be seen by the trainer at posted hours throughout the school year, regardless of the current status of the student-athlete as it relates to being "in-season" or "out-of-season".

### **Team Selection**

The assigned coach shall select the team based upon the sport program's selection criteria. When "cuts" for selection are necessary, coaches should provide ample opportunity for each candidate to appropriately represent their skills; this typically requires a minimum of four days of tryouts. Final selection of team members rests solely with each head coach. Cuts cannot be made before all previous seasons have ended. Coaches that select or "cut" to finalize team rosters are expected to meet with individual student-athletes to discuss options for improvement and general assessment of skills. No "Cut Lists" are to be posted by coaches in notifying team members of their status, this information needs to be given face to face.

### **Supervision**

Coaches are to remain at practice or after games until each athlete has left the premises. Legally, the coach is responsible for supervision of athletes, not only during practice, but also until they leave the premises. Supervision expectations are the same for planned out-of-season activities (conditioning, open gyms, etc.). Likewise, no athlete should be left unsupervised for any reason by a Williamsburg coach in the weight room or similar WLSD athletic/school facilities.

### **Summer Camps**

Head coaches are encouraged to provide summer/camp experiences for their athletes. The coach may utilize Williamsburg Local Schools facilities for summer instruction of Williamsburg students with rental fees waived provided all Board-approved criteria is met. The athletic director will assist coaches wishing to conduct

summer camps by coordinating dates and facilities. Consideration of each coach's camp schedule and target group will be given to minimize athlete and facility conflict.

Coaches who involve their athletes and teams in summer camps and leagues at outside venues assume all responsibilities and costs for such activities.

### **Texting/ Electronic Communication w/students**

In the present culture of multi-media communication, the texting of information is familiar and common to many of our students. However, as educators, coaches are expected to maintain high levels of professionalism and behavior. The following expectations are required of Williamsburg Local coaches and teachers in ANY type of adult-to-student contact and communication:

- The text/message/information should be transparent and accessible to parents
- Must be professional in content and tone
- Avoid texting individual students; text entire teams, groups (e.g., captains, seniors, etc.)
- Information should be limited to "*need to know*" basics (e.g., time, place, day, etc.) and must be related to the sport/activity under the charge of the coach
- Employees should be respectful and professional in all communications by word, image or other means.
- Employees should avoid use of obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior or sexual harassment. If you post information or comments that are not related to the District, your activities may still result in professional and/or personal repercussions. Such actions include, but are not limited to:
  - Posting of photographs or documents, regardless of the content, which could be considered offensive to other parties and be a violation of state and/or
  - District rules and policies;
  - Posting of information that is considered to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts) may be a violation of state and/or District rules and policies.
  - Posting as a citizen about a non-job related matter of public concern (elections, environmental issues, etc.) and making comments that negatively affect the district's effectiveness or efficiency or otherwise disrupt the workplace.
  - Posting or blogging about personal subjects (i.e. dating, romance, drug or alcohol use).
  - Your blog or web page should not contain any references to sexual subjects or contain vulgar or profane language or graphics. If your blog or web page was a movie, it should be rated "G".

### **Training Rules / Discipline Codes**

It is the responsibility of the head coach of a team to set up and enforce training rules and consequences for each sport. The Williamsburg "Athletic Code of Conduct" will take precedence over any individual sport rules, but each coach may structure additional expectations for his/her program.

A copy of team rules is to be given to each athlete and parent/guardian. It is recommended that the coach have signed a copy of his/hers team rules and expectations on file that each athlete, and their parents, have signed.

### **Transportation / Cancellation of Bus**

All transportation for athletic events will be requested through the athletic office. Each coach will consult with the athletic director prior to the start of the respective season for purposes of establishing departure and return times per date.

Team members are never permitted to drive to out-of-district scrimmages or contests. Team members are expected to ride to and from the event on the team bus. An exception may be made for a student to travel to and/or from an event with their parent/guardian with a prior written request and coach approval.

Coaches shall ride the bus to and from the athletic event involving their assigned team. Non participants (those not connected with the team) are not permitted to ride the team bus. Statisticians, scorekeepers, video are considered participants.

*Coaches transporting student-athletes for sponsored or sanctioned activities:* Student-athletes will be transported via board-approved vehicles (bus or school van) at all times for WLSD-sanctioned, contracted events. The only exception to this rule must be communicated and given permission by the Athletic Director. The Williamsburg Local School District will only assume responsibility under such circumstances. Any driver of such vehicle(s) must meet the requirements and criteria established by the state of Ohio regarding the transportation of students for any school-related activities and events. This includes coaches, trainers, and any other personnel assigned to supervise individuals who are involved with activities under the name of Williamsburg Local Schools.

**Note:** For any non-WLSD-sanctioned activity (e.g., summer camps, summer leagues, non-sanctioned work-outs, or other competitions), coaches are HIGHLY DISCOURAGED from providing transportation for student-athletes. Any coach providing such transportation will be doing so AT THEIR OWN LIABILITY RISK!

Every effort will be made to notify all parties when changes in transportation are necessary. Coaches are expected to contact the athletic director directly to cancel or change any transportation directive.

### **Trophies/Trophy Cases**

Williamsburg High School takes great pride in the sports heritage of all Williamsburg athletic teams.

Championship trophies will be showcased for the following durations:

Sub-Championship (2nd, 3rd, "runner-up", etc.): 1 year

Event Championship (individuals, tournaments, etc.): 2 years

League Championship: infinite

District/Regional Championship: Infinite

State Championship: Infinite

Special Recognitions (local, state, national): Varies

## **STUDENT-ATHLETE GUIDELINES**

### **Letter from Athletic Director**

Dear Wildcats,

As your Athletic Director, my goal is to foster an environment where you can thrive, both athletically and personally. I am here to support you, to listen to your concerns, and to celebrate your achievements. Together, we will create a culture that nurtures talent, cultivates camaraderie, and embraces the spirit of Wildcat pride.

At the core of our athletic program, lies a set of values that we hold dear: respect, responsibility, and resiliency. These principles will serve as our guiding light as we navigate the challenges and triumphs that lie ahead. Let us remember that the true measure of a team's success extends far beyond the win-loss column. It is in the way we carry ourselves, support one another, and embrace the growth that comes from both victory and defeat.

**It is necessary that all forms are signed electronically in Final Forms prior to the first practice.**

**Respect, Responsibility, Resiliency... That's The Wildcat Way.**

If you have any questions in regard to the forms, please contact me at 724-2211 at your earliest convenience.

Sincerely,

Jason Moberly,

Athletic Director

### **Ohio High School Athletic Association**

The purpose of this non-profit organization is to regulate, supervise, and administer interscholastic athletic competition among its member schools. This purpose shall be accomplished by cooperating with all agencies concerned with the health and educational welfare of high school and middle school students; determining qualifications of individual contestants, coaches and officials; providing information through literature and other materials to facilitate athletic relations among member schools; establishing standards for sportsmanship and competition and furnishing protection against exploitation of school or student and in any manner directed by member schools.

The management of the Association of the Board of Control, District Boards and Commissioner, and other such persons designated by the Board of Control make up the administrative body of the OHSAA . All sport regulations of the Ohio High School Athletic Association are strictly adhered to by all concerned with the Williamsburg Local Schools Athletic Department.

### **Southern Buckeye Athletic and Academic Conference**

Williamsburg High School and Williamsburg Middle School are members of the SBAAC, which is administered by the superintendent and athletic directors of the league schools and the league constitution. The purpose of the league shall be to provide wholesome interscholastic athletic competition, promote sportsmanship among its member schools, and encourage participation in other co-curricular activities.

Athletic Schedules:

The most up to date athletic schedules can be viewed at : <https://williamsburg.bigteams.com/>

## **PHILOSOPHY**

The Williamsburg school system is very proud of its athletes and its athletic teams. We believe athletics play an important role in our education process. We believe many lifelong lessons can be learned through athletic participation.

The athletic program will help students to attain a high level of physical fitness and proficiency which, we hope, they will continue to maintain throughout their lives. Less apparent, but just as important, is the moral growth factor of athletics. The lessons of sportsmanship, self-respect, teamwork, and dedication to excellence can best be taught in the “classroom” of athletic competition. Hopefully, these lessons will be learned and remembered throughout the students’ lives.

There are certain behaviors that must be exhibited for a program to be successful. These behaviors are far too numerous to mention each specifically. Basically, our athletic department should consist of good people, good students, and good athletes, in that order. Making rules to dictate good people defeats its purpose. Not having rules corrupts the program. Self-discipline is the only true deterrent for an athlete. However, these general rules and regulations exist to help young athletes to learn the desired goal of self-discipline. We believe student athletes must wholeheartedly believe in our athletic program and make the commitment to the program. If this is done, then not only will the individual athlete be successful, but the athletic program at Williamsburg Middle/ High School will continue to be successful.

## **STUDENT ATHLETE EXPECTATIONS/GENERAL RULES**

1. All athletes and participants must abide by all Williamsburg Middle/High School, all Ohio High School Athletic Association, and all Southern Buckeye Conference rules.
2. Any athlete or participant suspended or expelled from school will also be denied the privilege to participate in all athletics (i.e. games and practices) or any other activity during the time of the suspension or expulsion.
3. Athletes and participants must complete the season in good standing to receive individual awards. Athletes and participants who become academically ineligible or quit that sport during the season forfeit their awards.
4. Athletes or participants are expected to be present in school all day on the day of an athletic event or activity and on the day following an athletic event or activity. If a circumstance warrants a late arrival, the student must sign in by 8:50 AM or out after 6th period on the day of the athletic event or activity and on the day following an athletic event or activity. In case of special circumstances, i.e., attendance at a funeral, doctor appointment, etc., the absence must be approved by the principal or athletic director. Failure to be present in school on the day of the event or activity and on the day following an event, may result in being denied the privilege of participation in the next scheduled athletic event or activity. The principal and athletic director will determine the eligibility of a student who is absent any part of the school day.
5. In order to participate in weekend activities or games, students must be present on the school day prior to the weekend.
6. Athletes shall ride to and from all athletic events on school provided transportation and shall follow the rules governing such transportation. Athletes may receive special permission to be transported to an event by their parents or guardian only, under unusual circumstances with written permission from the principal or athletic director
7. Athletes must attend all practices and games unless given a prior excuse by the coach,



- must abide by specific training rules as outlined by the coach, and must abide by all reasonable requests made by the coach or sponsor
8. Athletes must conform to dress and appearance guidelines as prescribed by the coach.
  9. A participant who leaves a team must personally and promptly return all issued uniforms and equipment to the coach before starting another sport or attending any open gym.
  10. Athletes or participants must display sportsmanlike conduct at all times while participating in the sport or activity. Do not criticize, be rude to, or argue with any game officials or school officials. **Profanity is never permitted.** Verbal exchanges or altercations with opposing players are prohibited.
    - a. If an athlete is ejected from a contest they are ineligible for that contest the remainder of that day. In addition the student athlete shall be ineligible for all contests at all levels in that sport until two regular season, or postseason, contests have been played (one game for football). The number of games will be communicated by the athletic director or other administrator. Students who have been ejected, will not be allowed to return until they have met in person with the school administration. If the ejection occurs during the last game of the season the student athlete shall be ineligible for the same period of time as stated above in the next sport that the student participates.
    - b. If a student athlete is ejected a 2nd time, they shall be ejected for the remainder of the season in that sport.
  11. Taunting officials, opponents or spectators.
  12. Violation of bench rule: If an athlete leaves the bench area and is involved in an altercation on the playing field/area, it is strongly recommended that the athlete be suspended for two contests. The suspension should include non-conference and tournament games and should carry over into the next sports season if it occurs at the end of a sports season.
  13. Damage/destruction of school property.
  14. Theft of school or personal property.
  15. Athletes or participants shall not use or be under the influence of tobacco in any form, this shall include vaping and nicotine at any time (24 hours per day).
  16. Students or participants shall not use or be under the influence of alcoholic beverages, or steroids, any narcotics, hallucinogen drug, inhalant, amphetamine, barbiturate, marijuana or other psychoactive mind-altering substance or counterfeit controlled substance in any form at any time (24 hours per day)
  17. Student Athletes may be subject to random drug screening (all athletes are automatically in the random drug screening pool). Full board policy along with consequences for failed drug tests can be found here: [Random Drug Testing](#)
    - a. Any participant caught in possession of or using tobacco, nicotine, alcohol or any controlled substance or counterfeit controlled substance shall face the following. This includes students who fail a random drug test.

- b. FIRST OFFENSE: Student athletes will miss 30% of Ohio High School Athletic Association (OHSAA) allotted athletic competitions. These consequences will carry over into the next athletic season and/or school year. In addition, the athlete will undergo a drug, alcohol, and tobacco assessment and will follow through on a drug, alcohol, and tobacco education program or a treatment and rehabilitation program depending on the outcome of the assessment. The assessment and program shall be the financial responsibility of the participant and his/her family. The athlete must provide written documentation indicating completion of any follow-up counseling and/or treatment prescribed by the assessing agency prior to being reinstated for participation in sports. Programs must be approved by the principal and athletic director. If the participant fails to do the assessment and follow-up program, then the student will be ineligible for the remainder of the school year.
  - c. SECOND OFFENSE: Student athlete will miss 50% of Ohio High School Athletic Association (OHSAA) allotted competitions. These consequences will carry over into the next athletic season and/or school year. In addition, the athlete will undergo a drug, alcohol, and tobacco assessment and will follow through on a drug, alcohol, and tobacco education program or a treatment and rehabilitation program depending on the outcome of the assessment. The assessment and program shall be the financial responsibility of the participant and his/her family. The athlete must provide written documentation indicating completion of any follow-up counseling and/or treatment prescribed by the assessing agency prior to being reinstated for participation in sports or any open gyms/fields . Programs must be approved by the principal and athletic director. If the participant fails to do the assessment and follow-up program, then the student will be ineligible for the remainder of the school year.
  - d. THIRD OFFENSE: On the third offense, the participant will be ineligible for the remainder of their high school career. The offenses will accumulate over the middle/high school career.
  - e. **\*\*A high school (grades 9-12) student with a confirmed positive drug test result will be tested the next four (4) consecutive testing periods at the high school.\*\***
18. Athletes are responsible for safeguarding and caring for all uniforms and equipment issued to them and are responsible for returning the uniforms and equipment in good condition at the end of the season. In case of lost equipment, the athlete may be required to pay for the lost item before the student will be able to participate in another sport, or receive individual awards for that sport.
19. As an athlete representing Williamsburg Middle/High School, each student athlete is
- a. expected to conduct himself/herself at all times in a manner that will bring credit to himself/herself, the school, teammates, and the coach or sponsor. Accept the responsibilities that have been placed upon you as a student athlete, cheerleader, or participant in the athletic program of Williamsburg Middle/High School. Be an asset to yourself, your school, and your community. Any failure to follow these guidelines can lead to additional consequences or dismissal from that team.
20. Any student who voluntarily participates in the interscholastic athletic program of
- a. Williamsburg Middle/High School consents to drug testing upon request of his/her coach, the athlete director, or building administration.

## **ELIGIBILITY**

Athletes' grades will be monitored weekly by the athletic director. Grades will be given to the athlete on each Thursday and must be signed by the parent and teacher if they are not passing five one credit courses or the equivalent for the week. If they are not meeting this requirement, they will have one week to comply. If they are not successful, it will result in them sitting out the next week's contest. The State of Ohio requires that an athlete must have passed five (5) one credit courses or the equivalent in the preceding grading period-high school to be eligible for the next nine week period. 7/8 grade athletes students must have passed 75% of all courses taken in the preceding grading period to be eligible for the next nine week period.

A student has 8 semesters of participation opportunity. Age requirement – Once a student turns 20, he/she is no longer eligible for high school; 15 prior to August 1 = ineligible for 7-8<sup>th</sup> grade

## **STUDENT ATHLETE AWARD SYSTEM**

Williamsburg athletic awards will be presented according to the following guidelines:

- VARSITY awards: A student-athlete will receive only one six-inch block "W" letter. All succeeding varsity awards will be indicative of the sport in which he/she successfully meets the requirements necessary to win the award.
  - The second, third, and fourth year award is the one sport specific bar award per sport earned and a gold pin.
  - A student athlete who has been a faithful member of a Varsity team for an entire season, but failed to make necessary requirements to earn a letter, may upon special recommendation of the head coach, receive a varsity "W". This provision also applies to foreign exchange students.
  - A manager, statistician, or other team aide may receive a "Manager's Letter" (block "W") at the discretion of the head coach. It is recommended that this letter be presented to those who have provided significant assistance to the athletic program.
- JUNIOR-VARSITY awards: Any student-athlete who is a faithful member of a junior-varsity athletic team, upon recommendation of the head coach receives a certificate and a gold pin.
- FRESHMAN awards: Any student-athlete who is a faithful member of a freshman athletic team, upon recommendation of the head coach, will receive a certificate and a gold pin. NOTE: All awards will be distributed by the athletic director to the respective head coach upon receipt of "Award Winners" list and completed inventory list from post-season coach packets. The head coach will receive these awards prior to the banquet date. Each head coach/assistant coach should sign certificates prior to the banquet.
- No awards other than those designated in this handbook shall be given to any student-athlete. Each team can give one Wildcat Award and a plaque. All middle school sport participants may receive a certificate of participation. Each team may recognize one athlete for the Wildcat Award.
- ALL-SBAAC: Criteria for selection to All-SBAAC League teams are done by coaches recommendations and voted upon by other SBAAC national division coaches. **Coaches cannot vote for student athletes from their own school**
- ALL-DISTRICT/ALL-OHIO SELECTIONS: Criteria for both selections are established by coaching associations and the media, not Williamsburg High School or the Williamsburg Athletic Department.

### **SPORTSMANSHIP AND SOCIAL MEDIA**

Sportsmanship extends to the social media environment as well. Students, coaches, Spectator Expectations and fans should not engage in derogatory exchanges over the Internet, text messages, or other avenues. Such actions are strictly prohibited and will be treated in the same way as unsportsmanlike behavior at an athletic contest.

### **WEIGHT ROOM**

Williamsburg Local Schools provides an outstanding weight room facility, which is available to all Williamsburg Local students. The weight room is located in the Williamsburg Athletic Complex and maintains posted hours by sport seasons (hours are available by contacting the Williamsburg athletic office). No students are permitted in the weight room without direct supervision by a Williamsburg athletic department-approved Director of sports performance. Coaches and athletes may arrange specific workout hours and programs by contacting the Director of Sports Performance.

### **QUITTING A SPORT**

All athletes are given a (2) week window in which to decide if they can make a full commitment to a sport. An athlete who quits a team loses all rights of a team member including, but not limited to, awards or post-season honors. An athlete dismissed from a sport for disciplinary reasons will not be permitted to participate in any sport for the duration of the season in progress. **These athletes may not go out for another sport or participate in open gym/field until the season of sport in which they quit is complete.**

### **CHANGING A SPORT**

If an athlete is cut from a team, he/she may join another team or program in that sport season with the approval from the coach of the team they are trying to join. An athlete cannot quit one sport to join another sport until the team he/she quit is no longer competing. For example: An athlete cannot quit football to try out for basketball until the football season is completed. (Athletes may transfer from one sport to another during a season only upon mutual agreement of both coaches and the athletic director.) If an athlete is removed from a team for any reason (i.e. quitting, rule violation, grades, etc.) that athlete will not be allowed to participate in any practice, open gym/field or conditioning program until completion of competition for the team from which the athlete was removed. If the athlete wishes to appeal, a written appeal must be submitted to the Athletic Director.

### **MULTIPLE SPORT PARTICIPATION**

The Williamsburg Athletic Department supports participating in more than one high school sport. High school coaches will not establish expectations "out of season" which would prohibit or restrict a student's participation in another sport which is "in season". A student athlete who wishes to participate in more than one sport in the same season (fall, winter, spring) must have prior approval of the coaches and Athletic Director. A schedule resolving all practice and competition conflicts must be established prior to the season and the student athlete will be asked to designate a "primary" sport if necessary.

## **PARENT GUIDELINES**

### **SPECTATOR EXPECTATIONS**

Partisan spectators by their behaviors and reactions determine to a large extent the reputation for sportsmanship of their school. Spectators should be reminded and should keep in mind that athletes are friendly rivals as members of opposing amateur teams. They are expected to be treated as such. Spectators should be reminded too, that the contest should be between the teams engaged in the competition and not between their supporters. It is important that all spectators:

- Know and demonstrate the fundamentals of sportsmanship.
- Respect, cooperate, and respond enthusiastically to the cheerleaders, coaches, and student-athletes of all teams.
- Censure fellow spectators whose behavior is unacceptable.
- Be positive toward players and coaches regardless of the outcome of the contest.
- Respect the judgment and the professionalism of the officials and coaches.

### **SPECTATOR INAPPROPRIATE BEHAVIOR:**

- Verbal/physical abuse of officials.
- Berating players, coaches or other spectators through: chants, signs, cheers, profanity.
- Publicly berating school officials within a contest environment.

### **UNACCEPTABLE INTERRUPTIONS OF A CONTEST:**

- Throwing objects on the playing area.
- Entering the playing area.
- Disruptive behavior.

### **PARENT/COACH RELATIONSHIP**

We are very pleased that your son/daughter has chosen to participate in the Williamsburg Athletic program. We will do all we can to provide a positive experience for him/her. Possibly the most important ingredient to achieve this outcome is to ensure that lines of communication are developed to allow for free and easy resolution of questions before they become conflicts. As a parent, you have a right to know what expectations are placed on your son/daughter. This leaflet is intended to spell out all levels of communication so that parents, coaches, and athletes are aware of the steps they have available to resolve anything they think is or might become an issue.

#### **Communication You Should Expect From Your Child's Coach: Sent by Email through Final Forms.**

- Philosophy of the Coach
- Expectations the coach has for your child
- Practice and game schedules
- Team requirements, i.e., fees, equipment, off-season conditioning, etc...
- Emergency procedures in case of injury
- Code of conduct and/or discipline plan
- Notification of lost or outstanding equipment at the end of the season
- Changes in schedule due to weather etc...

#### Communication Coaches Expect From Parents:

- Concerns expressed directly to the coach. Encourage the athlete to discuss issues with the coach first
- Notification of any schedule conflicts well in advance
- Specific concerns in regard to a coach's philosophy and/or expectation

As your child becomes involved in the various programs at Williamsburg Schools, he/she will experience some of the most rewarding moments of his/her life. It is important to understand that there may be times when things do not go the way you or your child may wish. At these times discussion with the coach may be desirable to clear up the issue and to avoid any misunderstandings.

#### **Appropriate Concerns To Discuss With Coaches:**

- The treatment of your child, mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

#### **Issues Not Appropriate To Discuss With Coaches:**

- Playing Time
- Team Strategy
- Play Calling
- Matters concerning other student-athletes

These are the situations that may require a conference between the coach and parents. It is important that both parties involved have a clear understanding of the other person's position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern.

If you have a concern to discuss with a coach, please follow the procedure below:

- Call to set up an appointment, the Williamsburg High School phone number is
- 724- 2211.
- If the coach cannot be reached after a reasonable time, call the Athletic Director. The A.D. will arrange the appointment for you.

Please do not attempt to confront a coach before, during, or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution or even solve the issue.

It is very difficult to accept the fact that your child is not playing as much as you would want. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved. Certain topics can be and should be discussed with your child's coach. Other things, such as these listed above, must be left to the discretion of the coach.

If a parent is ejected from a contest the result is a minimum one game suspension, but up to a maximum season long suspension based on the reason. The number of games will be communicated by the athletic director or other administrator. Parents who have been ejected, will not be allowed to return until they have met in person with the school administration.