



CARLISLE
LOCAL SCHOOLS



2025-
2026
COACHES
HANDBOOK

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WHAT IS A COACH

A coach is a teacher, scientist, a trainer, a psychologist, a psychiatrist, a philosopher and a chaplain. It also helps if he is an astrologer or at least understands numerology.

He/she must be an optimist and yet at times appear a pessimist, seem humble and yet be very proud, strong, but at times weak, confident and yet not overconfident, enthusiastic by not too enthusiastic.

He/she must have the hide of an elephant, the fierceness of a lion, the pep of a young pup, the guts of an ox, the stamina of an antelope, the wisdom of an owl, the cunning of a fox and the heart of a kitten. It will also be to his benefit to develop the acting ability of a poker player with a pat hand.

He/she must be willing to give freely of his/her time, his/her money, his/her energy, his/her youth, his/her family life, his/her health and sometimes even life itself. In return he/she must expect little financial reward, little comfort of earth, little privacy, little praise but plenty of criticism.

However, a good coach is respected in his/her community, is a leader in high school and makes lasting friends wherever he/she goes.

He/she has the satisfaction of seeing boys and girls develop and improve in ability. He/she learns the thrill of victory and how to accept defeat with grace. His/her associations with athletes help keep him/her young in mind and spirit. And he/she too, must grow and improve in ability with his/her team.

In his/her heart, he/she knows that in spite of the inconveniences, the criticism and the demands of his/her time, he/she loves his/her profession, for he/she is THE COACH.

Walter Gillette, in Modern Coaching Psychology
By E. Curtis Gaylord

STATEMENT OF PHILOSOPHY

The Local School Athletic Program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for a life in a democratic society.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies and rules and regulations. While the Board of Education takes great pride in winning, it does not condone “winning at any cost” and discourages any and all pressure which might tend to neglect good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way so as to justify an educational activity.

EXPECTATIONS OF COACHES AND STUDENTS

Students' Expectations of their Coaches/Activity Directors

1. Don't show favoritism.
2. Be concerned with individuals, not just winning.
3. Have a positive attitude.
4. Be a friend.
5. Be knowledgeable about activity.
6. Be willing to listen.
7. Be able to give constructive criticism.
8. Be able to have fun.
9. Be able to motivate team unity.
10. Be able to relate to students.

Coaches'/Athletic Directors' Expectations of their Students

1. Be a positive example/role model for others.
2. Communicate with the coach/activity director and other team members.
3. Be dedicated to your activity and team.
4. Respect others and yourself.
5. Be honest.
6. Act as liaison between coach and team, and other team members.
7. Treat everyone equally, regardless of ability.
8. Be chemically free and support non-use.
9. Be dependable.
10. Be loyal.

ADMINISTRATIVE ORGANIZATION

CHAIN OF COMMAND

A. Board of Education

The Board of Education, responsible to the people, is the ruling agency for the Carlisle Local School District. It is responsible for interpreting the needs of the community and requirements to the professional organizations.

B. Superintendent

The superintendent is responsible for administering the schools according to the adopted policies of the Board of Education, rules and regulations of the State Department of Education and in accordance with State School Code.

C. High School Principal

The Principal is the official representative of the school and is directly responsible for the general attitude of the student body and the conduct of the athletic affairs by the Athletic Director and the coach.

D. Athletic Director

The Athletic Director is directly responsible to the Principal. The Primary responsibility of the Athletic Director is the administration and supervision of the interscholastic athletic program in the Carlisle Local Schools.

E. Head Coaches

All Head Coaches are responsible to the Athletic Director for the total operation of their respective schools as they carry out their interscholastic athletic responsibilities.

ATHLETIC BOARD

I. Purpose

- A. Athletics in the High School shall be under the supervision of the Athletic Board of control.
- B. Athletics shall include all interscholastic sports for both men and women, cheerleading, trainers, and managers.

II. Membership

- A. Membership of the athletic Board of Control shall consist of voting members and non-voting members.

- 1. Voting Members
 - a. high school principal
 - b. athletic director
 - c. assistant athletic directors
 - d. head coaches
 - e. cheerleading coordinator
 - f. athletic trainer
 - g. school board representative

Any voting member may designate a person to represent him at a meeting. This representative cannot be someone who already possesses voting status. In addition, the act of assigning a representative is discouraged and should only be done when necessary.

- 2. Non-voting members
 - a. assistant coaches

- B. The high school principal shall as chairperson of the Athletic Board and the Athletic Director shall serve as vice-chairperson. The Assistant Athletic Director shall act as secretary.

- C. Duties of the officers shall be as follows:
 - 1. The chairperson will preside at all meetings of the Athletic Board Control.

a. the principal shall be final interpreter for executing the rules and regulations of the OHSAA.

2. The vice-chairperson shall preside at meetings When the chairperson is absent.

3. The secretary shall keep a file of all minutes.

D. Meetings shall be held in September, December, March, and June on call of the chairperson. Members are to be personally notified by the chairperson or vice-chairperson.

1. Member attendance shall be mandatory unless Excused by the chairperson.

2. The chairperson or vice-chairperson and eight members constitute a quorum.

III. Organization

A. The Athletic Board shall form rules and regulations which will govern all athletic activities in the Carlisle Local Schools. These rules and regulations shall cover such matters as:

1. The general plan of organization and administration.

2. To recommend the regulation and control of Athletic funds.

3. To recommend approval of sport budgets that Authorize the purchase of equipment and supplies.

4. The development, evaluation and enforcement of the Athletic Code.

5. Setting guidelines for dissemination of athletic awards.

6. To develop guidelines and procedures in Conjunction with the Board of Education

for the use of facilities.

7. To establish guidelines and procedures for working with the Athletic Booster Club.
8. To recommend the admission prices to all athletic events.
9. To establish procedures and guidelines for broadcasting and televising all athletic events.
10. To establish procedures for conducting athletic events.
11. To uphold the eligibility rules as set forth by the OHSAA.
12. To promote high ethical and moral standards of the coaches, athletes, trainers, managers, cheerleaders and support groups in all sports.
13. Any other matters deemed necessary by the principal and athletic director to conduct a positive and successful athletic program.
14. To recognize the Scholar Athletes each spring.

IV. APPEALS BOARD:

The board will consist of (5) five coaches plus one alternate appointed by the athletic advisory board. In cases where a member of the appeals board is involved, the alternate will serve. Members should reflect a representation of High School and Middle School personnel, if at all possible. The purpose of the board is to comply with an appeals procedure as listed in the student information booklet.

REQUIREMENTS FOR COACHING EMPLOYMENT

I. Certification

The Board of Education believes that each athletic coaching assignment normally should be under the supervision of a qualified and dully appointed certified faculty member. However, there may be situations in which certified and qualified faculty members are not available to supervise/coach the activity. After an effort has been made to secure the services of a qualified and certified faculty member, a qualified non-faculty individual may be employed. For purposes of this document coaching means anyone in a supervisory position related to the athletic department, such as a cheerleading advisor.

II. Coaching qualification

- A. A certificate of completion of an annual Coaches Tool Chest program.
- B. Complete a Pupil Activity Validation application. This will be valid for (3) three years.
- C. Complete a background check and application.

III. Coaching Assignment Procedures

- A. Will follow the Carlisle Local Schools hiring procedures.

IV. Terms of Coaching Contract

All coaching assignments shall be for one school year. A supplemental contract shall be executed according to the adopted salary schedule.

- A. Each Head Coach will schedule a conference with his/her Athletic Director no later than two weeks after the final contest of the season to evaluate the program.
- B. The coach will evaluate assistant coaches in writing to the Athletic Director.
- C. If the performance is less than satisfactory, the principal

has the responsibility of recommending to the superintendent a non-renewal of contract for the next year.

V. Coaches Guidelines

All coaches, especially those that are non-faculty members, need to place special emphasis on becoming more familiar with the philosophies, goals and objectives of the department of athletics by:

1. Meeting the coaching qualifications required of all coaches.
2. Being familiar with all policies and regulations found in the Coaches Handbook as well as the Student Handbook.
3. Stop in the Athletic Office at least two to three times a week during the season and once every two weeks out of season.
4. Attending all staff or Athletic Department meetings
5. Following all procedures found in respective coaches job description.
6. Setting aside time before or after practices to meet individually with the team.
7. Conferring with the Athletic Director before the season is over to discuss the awards banquet, end of season reports and the collection and storage of equipment.
8. Being loyal to the school and supporting all of the programs and attending other athletic events.
9. It is the coach's responsibility to attend all meetings required by the OHSAA and be cognizant of all rules and regulations set forth by the Ohio High School Athletic Association.

COACHING EXPECTATIONS AND RESPONSIBILITIES

I. Coaches' Professional and Personal Relationships and Expectations

A. Rapport

A coach must be able to develop a good rapport with any number of individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and an image of competency are invaluable for the coach.

B. Cooperation

The district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand-in-hand with their athletic director, principal and other members of their staff.

C. Leadership

Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition—all should be exemplary. Dressing appropriately for practice, following practice schedules and building positive attitudes are very important.

D. Discipline

Every facet of discipline is the coach's responsibility. Individually the coach becomes a model of all that the program represents—observation of school codes, training rules, rules of the game, ideals of good sportsmanship, including no profane language, behavior or participants throughout the season at home and away, and the conduct of the crowd especially where the student body is concerned. Desire to do well, to win well, to lose well, should be emphasized. Staff, players and spectators should be motivated toward established goals.

E. Improvement

A coach must consistently take advantage of opportunities presented for self-improvement. Attendance at district meetings, rule clinics, special workshops and clinics in specific fields and similar in-service training programs is a must. Membership should be maintained in professional organizations, coaches associations and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines and utilizing enrichment materials available in other media forms is also expected.

F. Selection of Assistant Coaches

The Head Coach along with the Athletic Director will select the best-qualified coach available for assistant coaches.

II. Coaching Techniques

A. Use sound and acceptable teaching practices.

B. Run well-organized practice sessions.

C. Complete pre-season planning well in advance of the starting date.

D. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor and parents.

E. Construct a well-organized game plan.

F. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.

G. Keep assistant coaches, student managers and statisticians well informed as to what is expected.

III. Coaches Responsibility

A. To the players on the team

The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplish this goal.

We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.

The coach should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes and environments.

The coach is responsible to assist the student athlete and his/her parents in contacting colleges of their interest, athletic and academic abilities. Appropriate measures must be taken to ensure NCAA Recruiting Guidelines are followed.

B. Fellow Coaches

A coach should support and serve fellow coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

C. To Faculty Members

A coach is responsible for cooperating with every faculty member on the staff. If the coach cooperates with teachers of academic subjects, he/she can be certain that help will be returned in efforts by faculty members to keep the athletes eligible.

D. Physical Plant

Each coach is responsible for the following:

1. Keeping practice areas and locker rooms in order
2. Storing equipment neatly and using equipment properly

3. Keeping storage areas locked
4. No unauthorized use of the facilities

COACHES' AREA OF RESPONSIBILITY

I. Failure to Teach

Coaches can be sued for failure to teach fundamentals in their particular sport and protective skills.

- A. Teach athletes to protect himself/herself.
- B. Teach proper fundamentals.
- C. If an athlete is praised or encouraged for doing something improperly it will come back to haunt you.
- D. Negligent entrustment (entrust authority/activity who is not qualified to carry out that particular authority/activity.).
 - 1. Assistant coaches
 - 2. Volunteer coaches

II. Failure to Properly Supervise

- A. If you are not there, you will be liable.
- B. The more hazardous or the most contact, all the more closely the activity must be supervised.
- C. You must be at least immediately accessible.
 - 1. Accessible to all aspects of practice or activity.
 - 2. Systematic overseeing of the practice or activity
(Head Coach spends time here and there)
 - a. Systematic supervision
 - b. Written itinerary
 - c. Emergency policies
 - d. Locker rooms rules/regulations posted

III. School Policy

- A. Coaches must know school policies.
- B. If you know school policy, you can fulfill your duties as a reasonable and prudent coach.

IV. Injury (caused by equipment)

- A. Once injury does take place:
 - 1. Keep equipment, label it. Get evidence of purchase and sequester it.

2. If on film, study film and keep it.
3. Get witnesses immediately.
4. Complete an accident/injury report.

V. Reasons for Coach and Administrator Liability

1. Failure to supervise an activity
2. Negligently entrusting a duty to an unqualified individual
3. Failure to teach proper skills
4. Failing to teach protective skills
5. Failing to provide and maintain a safe coaching and playing environment
6. Failing to inspect, repair, recondition equipment properly
7. Failing to teach athletes to inspect their own equipment
8. Failing to provide proper effective equipment
9. Failing to properly play an activity
10. Failing to create and set policies and procedures for an activity
11. Failing to follow and enforce such policies and procedures
12. Failing to adopt safety standards of pertinent superior administrative organization
13. Failing to match or equate athletes
14. Failing to properly administer first aid
15. Failing to warn of inherent dangers of the activity
16. Failing to assess an injury or incapacity in an athlete
17. Failing to keep adequate and accurate records

VI. Duties of a Coach

1. Provide safe environments
2. Properly plan an activity
3. Evaluate their athletes or students for injury
4. Match or equate athletes
5. Provide or maintain proper effective equipment
6. Warn of inherent risks of a sport
7. Supervise closely
8. Know and use emergency procedures and first aid
9. Keep adequate records
10. Know, document, post and operationalize school policies

PROFESSIONAL MEETINGS

- A. All head coaches are required to attend Athletic Booster Meetings. In emergency situations a representative for the head coach should attend.
- B. Meetings of the coaching staff may be called by Athletic Director when he feels there is a need for a meeting. Should any member of the coaching staff feel that there is something important enough for a meeting, he/she should discuss it with the Athletic Director.
- C. All head coaches are required to attend state association sponsored rules interpretation meetings and are expected to attend either conference or district meetings when business concerning their sport will be discussed.

PURCHASING

Procedures for Purchasing:

- A. The requesting coach must submit to the Athletic Director bids on quotes listing the desired purchases.
- B. The Athletic Director will determine which suppliers will receive the order based on budget, price quality and delivery time. If prices are in the same range, consideration will be given to local dealers and those who best stand behind the product.
- C. The Athletic Director's office will initiate a purchase order on items that have been designated and priced properly on the budget.
- D. The coach will notify the Athletic Director if the order is short or defective.
- E. Coaches or persons who purchase items not on the budget or not cleared through the Athletic Director beforehand will be held responsible to personally pay for that equipment.
- F. Coaches are not to bill personal items to the school address or school accounts with athletic suppliers.

G. The Athletic Director may authorize expenditures in unusual circumstances.

ISSUING OF ATHLETIC EQUIPMENT

Each Head Coach is directly responsible for the care and control of equipment used in his/her program.

1. The Athletic Director/Head Coach and Equipment Manager will be responsible to see that all equipment is marked before being issued.
2. The Head Coach will work with the Equipment Manager to establish a control system for the issuance and collection of uniforms and equipment.
3. Student athletes are to be instructed in the proper use, care (washing) and maintenance of their equipment at the time of issue.
4. All athletes receiving equipment will be responsible for the equipment issued. If the equipment is lost or has had abnormal usage, the athlete will be charged accordingly.
5. All general equipment used by more than one sport (video equipment, scoreboard controls, etc.) will be stored in a specific area. Always return promptly to this area for others to use.

COLLECTION AND STORAGE OF ATHLETIC EQUIPMENT

Coaches are responsible for collecting all equipment which is dispersed during the season. Coaches are encouraged to collect equipment and uniforms directly after their last contest.

1. The Head Coach shall supervise the collection of all equipment issued within his/her sports program. Inventory shall be conducted with the assistance of the equipment manager.
2. As each athlete turns in their equipment, it should be

checked off his/her equipment card sheet noting the condition of all returned equipment.

3. If any equipment is lost or has abnormal usage, the athlete shall be charged accordingly to “replacement” costs.

a. The coach shall inform each athlete they will not receive any athletic awards until all financial obligations are met and all uniforms turned in.

b. Players still delinquent at the end of the grading period or school year will have final grades withheld until their obligation has been met.

4. Within two weeks after season’s end, all equipment is to be collected, cleaned, inventoried and stored in designated storage area.

a. No equipment is to be discarded without the approval of the Athletic Director.

b. Equipment to be required/reconditioned shall be marked appropriately and stored at a later time.

5. The Head Coach shall turn in his/her lists of equipment inventory, and any outstanding player obligations, and next year’s Budget Request . All lists will be turned in at an evaluation conference at the end of the season.

6. All keys not being used by on staff/off staff coaches need to be collected and turned in to the Athletic Director.

7. When all the above obligations have been satisfactorily met the Athletic Director will release the final coaches’ pay.

INVENTORY

Procedures for Inventory of Equipment:

The Head Coach will be responsible for the care, issuing and storage of athletic equipment and uniforms for their program.

A. The Head Coach shall provide, if requested by Equipment Manager or Athletic Director, an Equipment/Uniform Check-Out Sheet showing the items issued to each team member at the start of each season. All uniforms should be marked for permanent identification.

B. Head Coaches shall submit their athletic inventories to the Equipment Manager within two weeks of the end of the season or at their post-season evaluation conference along with next year's budget request.

C. Once equipment and uniforms have been used to a point where they are no longer serviceable, the following will be used for disposal.

1. The Board of Education must approve discard of all school property.
2. Uniforms may be sold through the Athletic Office at a reduced price or thrown away.
3. Equipment may be sold or given away with a written liability release.
4. Rejected equipment (ex. football helmets) sawed in half or taken apart before disposal.

D. During the season all equipment shall be secured in proper storage areas after each contest or practice. Within the two week inventory period at the season's end, all equipment and uniforms shall be cleaned and stored in the designated areas until the following season.

SCHEDULING OF EVENTS

A. Responsibility for Scheduling

The Director of Athletics is responsible for scheduling all interscholastic athletic contests for each team within the athletic program.

1. The Athletic director shall consult the Head Coach to discuss teams to be scheduled at all levels of the respective program.
2. In some instances, the Athletic Director may assign scheduling responsibilities to the Head Coach but retain the power of approval before the issuing of any game contracts.
3. The Head Coach is responsible for the scheduling of scrimmages.

B. Contest Limitations

The number of varsity contests to be scheduled is based on the state association limits for the respective sports. Some lower level team limits may be reduced by local or league regulations for the respective sports.

C. League Commitments

Conference schedules drawn up by the Athletic Directors and approved by the League Principals shall be played in their entirety. Any League postponements shall have priority over other scheduled contests.

D. Non-League Contest Consideration

Every effort will be made to schedule teams that are on a competitive skill level with squads of Carlisle High School. The following considerations will be given in scheduling non-league contests, special events, etc.

1. Natural rivalries
2. Income to be derived
3. Relationships of the schools

4. Distance to be traveled
5. Size of school
6. Expenses to be incurred
7. Established patterns of scheduling

E. Postponing Contests

If a game must be postponed due to weather or any other factor not conducive to good game conditions, the following practices should be followed:

1. Coaches confer with Athletic Director (if unavailable, confer with the Principal)
2. Factors considered in the decision are:
 - a. Playing conditions of field
 - b. Factors involving gate receipts
 - c. Safe travel for the team
 - d. Safe travel for the opponents
 - e. Safe travel for the officials
 - f. Safe travel for the students and fans
 - g. Damage to equipment
 - h. Safety to the spectators in or on the school grounds, gym or field

After considering factors, it will be up to the Superintendent, Transportation Supervisor, Principal, and Athletic Director to play or postpone the game. The Athletic Director will reschedule the contest.

F. Middle School

1. At the Middle School the Transportation Supervisor, Principal, and the Assistant Athletic Director will make the decision to play or postpone the game due to bad weather.
2. If school is closed. All extracurricular activities will be canceled including practices.
3. Saturday or contests not scheduled on a normal school day will be evaluated on an individual basis.

PUBLICITY AND PROMOTION

A. Public Relations Philosophy

An effective, on-going, public relations program must be established and maintained at a high level of positive action. Good publicity and promotion provide the key to the success and survival of any interscholastic athletic program.

B. Athletic Director's Responsibility

The Athletic Director is ultimately responsible for any promotions and publicity releases that originate from within and for the Department of Athletics. Some publicity guidelines for the Athletic Director are:

1. Publishing of interscholastic schedules prior to the start of each season.
2. News releases to local media when needed.
3. Set up interviews and photography sessions.
4. Meet regularly with school media for promotion of athletics.
5. Use bulletin boards and sports updates to promote athletics in building and in the district.
6. Encourage reporters and photographers to attend athletic events.
8. Maintain a good working relationship with the press.

C. Coaches Responsibility

The reporting of news items and game results rest with the Head Coach and their staff. He/she is responsible for the promotion of their program by:

1. Telephoning results immediately following contests to the local news outlets.
2. Following up with additional materials and statistics when needed.
3. Daily announcements over the PA system.
4. Holding season/monthly/weekly parents meetings, to organize parents groups and discuss the season.

TRANSPORTATION POLICIES

The Carlisle Local School District will provide transportation for all player personnel and coaches of athletic teams in authorized school vehicles when the contest has been scheduled away from the school site.

A. All athletic teams will be transported by the following modes in priority order:

1. School bus – driven by District employed bus driver.
2. School van – driven by the coach.
3. Licensed private carriers – specially chartered trips.
3. Private auto – see policy below
4. Private auto – see policy below

B. In the event a bus or van is not available or the group is too small to warrant the use of a bus/van, consideration may be given to using private automobiles under the following stipulations:

1. Auto is driven by the coach or an adult school employee. The driver should be certified to drive the vans.
2. Team members are strictly forbidden from driving an auto or transportation member of an athletic squad to a contest.

3. All athletes must present a “Release of Liability” signed by the parents permitting transportation by private auto.
4. In special cases, the principal or another appropriate administrator may authorize the use of volunteer adults/parents to drive private autos provided the athletes being transported have a signed “Release of Liability” by the parents on file.
5. Should a parent approach a coach at an away contest and request their son/daughter ride home with them, the coach shall agree upon receiving written release of responsibility for the athlete.
6. In no cases will an athlete be allowed to ride home with a student.

PROCEDURES FOR TRANSPORTATION PROCUREMENT

A. The Athletic Director shall be responsible for making transportation arrangements for all athletic teams.

1. The Head Coach or coach in charge of a lower level team shall submit to the Athletic Director two months prior to start of season a schedule listing the departure and estimated return time for all away contests.
2. When changes in the departure time or circumstances of the trips are to be made through the Athletic director.
3. In the event of a cancellation over a weekend due to weather, the coach shall call the Transportation Director, or the driver at the phone number listed on the trip ticket.

B. Breakdowns, Delays and Accidents

1. In the vent of a breakdown or accident, the driver has been instructed in the proper procedures to follow. Remember, while in transit, the driver is in charge.
2. When any of the above occurs, it is the coach’s

responsibility to provide for the supervision and protection of the students.

3. In the event of unusual or unanticipated delays in returning to school, please call Athletic Director/Principal (at home, if necessary) to apprise him/her of the situation.

C. Travel Release

Under certain circumstances or exceptional situations where it creates an inconvenience to the family, athletes may be excused from riding either to or from an athletic event on school authorized transportation. This privilege is to be kept to a minimum since our philosophy continues to be that an athlete is a part of a team in all phases of team activity.

1. Travel release form will be made available to all athletes.
2. Parents must make prior arrangements with the Athletic Director in advance of the trip having the approved "Travel Release" on file in the Athletic Director's office on the day of the trip.
3. The athlete will be released to the parent(s)/designated adult by the coach upon presentation of a copy of the approved "Travel Release" at the contest.

PROCEDURES RELATIVE TO THE USE OF SCHOOL BUSES

A. Bus Guidelines

1. A coach must accompany each bus.
2. A first aid kit must accompany all athletic trips and contain the “Emergency Medical Forms” for each athlete.
3. The coach must have prior approval from the Athletic Director to have a bus stop for a meal after an event.
4. The coach will assume all responsibility for conduct and discipline on the bus in conjunction with the driver who is ultimately in charge.
5. No food or drink is permitted on the bus unless the driver has given prior approval due to the length of the trip.
6. The coach is responsible to see that the bus is left in a clean condition.
7. Only assigned personnel may ride on school transportation. No spectators or coaches family members are permitted.

B. Trip Cancellation

1. When it is necessary to cancel a trip due to weather or road conditions, the decision will be made by the Superintendent, Transportation Supervisor, Principal and the Athletic Director. All parties concerned should be notified immediately if the decision is made to cancel.

**BUS AND VAN RULES
FOR
ALL ATHLETIC AND ACTIVITY FIELD TRIPS**

STATE LAW:

**VAN DRIVER AND VAN PASSENGERS MUST WEAR
SEATBELTS!!!**

TRIP REQUESTS

1. Trip requests must be submitted to the Assistant Superintendent's Office two (2) school weeks in advance of the trip date.
2. If the coach/advisor wishes for the bus to stop enroute at a restaurant, this **must** be stated on the bus request form.
3. Pick up and departure times must be accurate.
4. The school van may be used for one adult driver and 7 passengers.

COACHES/ADVISORS/CHAPERONS

1. Coaches/advisors/chaperons must be provided on a 1 to 25 ratio.
2. Students are permitted on the bus only when the coach/advisor/chaperon is present.

DRIVER RESPONSIBILITIES

1. Drivers have ultimate responsibility of all students/coaches, advisors/chaperons while on the bus.
2. Drivers are to remain with or in close supervision of their bus at the event.
3. Drivers must not transport or accompany injured students to the hospital. This should be done by a coach/advisor/chaperon or parent.

COACH/ADVISOR/CHAPERON RESPONSIBILITIES

1. Coaches/advisors/chaperons are responsible for maintaining good behavior of their teams/students.
2. All regular bus rules must be enforced.
3. Talking should be kept to an acceptable level. Screaming, clapping hands, stomping feet are not permitted.
4. There must be absolute quiet at all railroad crossings.
5. Coaches/advisors/chaperons must account for all players/students and then tell the driver she/he may depart to/from the event.
6. Coaches/advisors must maintain complete file of Emergency Medical Authorization records for each student on the bus.

7. Coaches/advisors must supervise the students boarding and disembarking the bus. Single file at all times. Students are not to board the bus until the coach/advisor is present.
8. Students are not to be sent back to a bus early to wait for the coach/advisor and are not to board the bus for any reason—including discipline.
9. Students enter/exit the bus via the front door, unless the driver opens the rear exit door or an emergency exists that necessitates use of all emergency exits.

FOOD/DRINK

1. Food and drinks are not to be opened or consumed on the bus/van.
2. Food and canned drinks may be brought on the bus/van for consumption at the event or at a designated stop.
3. In an emergency (bad weather, etc.) and at the direction of the bus driver, food may be consumed on the bus/van at the event site when the bus is parked. The bus/van is not to proceed in motion until all food, wrappers, etc. are cleaned up.
4. In most circumstances, students should be encouraged to eat at a concession stand.
5. Stopping at a restaurant or park to eat enroute must be written on the trip ticket and approved in advance.

UNAUTHORIZED PASSENGERS

1. Coaches, advisors, team/group members, manager and designated adult chaperons are permitted to ride the bus/van.
2. All other family members are prohibited from riding the bus/van. Absolutely no pre-school age children.

BUS/VAN CLEANLINESS/REPAIRS

Coaches are responsible for being sure the bus/van is completely clean at the end of each trip.

2. Coaches/advisors who drive the van must report mechanical problems to the Head Mechanic as soon as possible.

OVERNIGHT TRIPS—LODGING AND MEAL POLICY

After obtaining approval from the Board of Education, the coach of a squad making an overnight trip must forward a form letter to parents of the players involved giving the following information:

Purpose of trip.

Date and time of departure.

Date and estimated time of arrival home.

Where squad will be housed and how parents can make contact in case of emergency.

Method of travel.

How expenses are to be covered and if each player will be assessed a fee.

The coach must also include at the bottom of this form letter to the parents or on a separate sheet of paper, a parental consent form granting permission for the student to go to the trip indicated. Slips must be returned to Athletic Office.

OHSAA STATE SPONSORED TOURNAMENT REGULATIONS

Who Attends

Qualifiers

Head Coach and assistants

Guidelines for purchasing meals and lodging (if necessary)

1. Breakfast \$5.00 Lunch \$5.00 Supper \$5.00

Lodging must be reasonable and cleared through the Athletic Director.

Number of rooms determined by number of people attending.

Transportation

Bus/Van

Departure from School

Departure will be determined by the time competition begins.

Ex. 11:00 or later, leave in the morning.

If there are circumstances, departure time will be determined by the Athletic Director and Coach.

Any expenses incurred at State Tournaments that need to be reimbursed must be presented to the Athletic Office with receipts.

No receipts-No reimbursement. Purchase Order with estimated expenses should be turned in not less than one week prior to leaving.

SCOUTING

I. Responsibilities

It is the Athletic Director's responsibility to budget money for scouting expenses. The amount will be determined by the Head Coach and Athletic Director.

B. Coaches below the varsity level will be expected to do some scouting for those teams that scout opponents.

C. Varsity coaches should have basic scouting schedule before season begins.

D. Scouts should check with the varsity coach the day before the game to verify game time and other items that he/she may want the coach to check out.

All scouts should be turned into the Head Coach the day following the scouting assignment.

E. Scouting reports should be turned into the Head Coach the day following the scouting assignment.

Expenses

Travel

IRS for using personal car for scouting.

Meals

No meals reimbursed unless scout leaves right after school and does not return until after midnight. Meals will be reimbursed only with receipts.

Reimbursement

Scouts shall keep a record for all expenses incurred during the season and submit an expense report at the end for payment.

USE OF ATHLETIC EQUIPMENT AND FACILITIES

It is important to emphasize to all athletes their responsibilities as a squad to take good care of school equipment and facilities and to report any abuse to their coach or the Athletic Director. Replacing equipment and repair to facilities can only result in a loss of moneys that could be used elsewhere in the athletic program.

Athletic Department issued equipment is to be worn only during practice sessions and interscholastic contests or by permission of coaches. At no time are athletes to wear school issued equipment or uniforms for:

- gym class
- work or job
- socially
- school wear (see policy below)

Athletic teams may wear uniform tops/game jersey/warm-up tops on certain game days only. Normally, the wearing of school athletic items will be observed for special occasions.

In particular sports where athletes buy a portion of their practice or game uniforms, these may be worn at the discretion of the athlete.

Athletic equipment will not be loaned to outside groups except with the approval of the Athletic Director in unusual circumstances.

For liability reasons, the use of school equipment is discouraged and in the unusual circumstances a liability release is needed.

All athletic facilities will be scheduled on request of the coach by the Athletic Director.

A facilities schedule will be kept by the Athletic Director. Head Coaches in each sport will meet with the Athletic Director prior to the start of their season for the purpose of scheduling facilities. Summer camps/league/open gyms also need to be scheduled through the Athletic Director

PRACTICE SESSIONS

Practice Policies

Practice sessions shall be scheduled so as to create the minimum amount of daily conflict with normal family activities of the participants.

Practice sessions should be well planned, well structured and not exceed an unreasonable amount of time.

In sports where it is necessary to schedule separate back-to-back practices due to lack of facilities, the last practice session must be concluded by 9:30 P.M.

Coaches and managers should be first to arrive and last to leave the practice sessions. At no time are you to allow an athlete to practice by him/herself.

All equipment should be accounted for at the end of each practice session and the area policed and secured.

If school is closed due to bad weather:

All High School contests, practices and meetings will be evaluated on an individual basis. Do not plan a practice unless you have approval from the Principal and/or Athletic Director. If practice is permitted, attendance is optional.

At the Junior High Level all extracurricular activities including practices will be cancelled.

ATTENDANCE – To participate in any athletic activity, including practice, students are expected to be in school the entire day. Students arriving excused or unexcused after first period without a doctor's note will not be permitted to participate that day. Student's that have doctor's notes will have to attend three classes during the school day, unless the student was granted prior approval. Emergency situations will be evaluated on an individual basis by the Principal, Athletic Director and Assistant Principal/Assistant Athletic Director.

RESTRICTED PRACTICE DAYS

Weekend and Holiday Practices

All practices are to be held on school days if at all possible. Sunday practice approval must meet the following criteria:

By varsity level teams with the Athletic Director's permission.

A varsity contest has been scheduled the following day

Tournament or play-off contest falls on the following day

Early Dismissal of School or Emergency Closing

In the event there is a scheduled early dismissal of school, practices may be held at the time only provided the coach(s) are available. Normally the dismissal may result in the coach attending a meeting, seminar or workshop during this period.

2. Emergency weather conditions may result in an early dismissal or extended period of school closing. Principal and Athletic Director will make determination for practices on calamity days. The Athletic Director will then notify coaches.

SQUAD SELECTION

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic programs while at Carlisle High School, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Obviously, time, space, facilities, personal preference and other factors will place limitations on the most effective squad size for any particular sport. However, when developing your policy in this regard, please strive to maximize the opportunities for our students without diluting the quality of your program.

Cutting Policies

Choosing the members of athletic squads is the sole

responsibility of the coaches of those squads.

Lower level coaches shall take into consideration the policies as established by the Head Coach in that particular program when selecting final team rosters.

Prior to trying out, the coach shall provide the following information to all candidates for the team.

Extent of try-out period

Criteria used to select the team

Number to be selected

Practice commitment if they make the team

Game commitments

Procedure

When a squad cut becomes a necessity, the process will include three important elements:

Each candidate shall have competed in a minimum of two to three practice sessions.

Performed in at least one intrasquad game (if possible).

Personally informed of the cut by the coach and the reason for the action.

It is recommended not to post cut lists.

3. Coaches will discuss alternative possibilities for participation in the sport, or other areas in the activities program.

4. If a coach foresees the possibility of difficulties arising as a result of squad cuts, he/she should discuss the situation with the Athletic Director.

LOCKER ROOMS

Security

Each coach is responsible for the action of members of his/her squad from the time they report to the locker room for practice until they leave the building after practice.

It is the coach's responsibility to be present at the time that the athletes are to report for practice, games, meets, or away and to stay until the last athlete has left.

The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked up and the area is left as neat as possible.

Coaches should have locker room policies/rules of behavior posted in locker rooms.

Control of Keys

All keys to the buildings, locker rooms, equipment rooms, etc., will be issued to coaches by the Athletic Director or Principal. All coaches will return his/her keys to the Athletic Director at the end of the season unless permission has been granted for off season and summer use of athletic areas.

Coaches are not to give their keys to others at anytime. Managers or trainers may use coaches keys during practice sessions but not have keys of their own.

If keys to the athletic area are lost, report this to the Athletic Director immediately.

EQUIPMENT, TRAINING AND WEIGHT ROOM

Controls

Each coach is responsible for making sure that the equipment room is locked at all times except when equipment is being issued or received.

Athletes are not to be in training room unless they are being examined or receiving treatment by the trainer or a coach. All use of the medical or rehabilitation equipment in the training room must be by authorized and qualified personnel of the school district.

Weight Room Objectives

To properly utilize a weight training facility in the best interest of all students.

To provide adequate coaching techniques in weight training.

3. To provide program alternatives for achieving specific results.

To insure that proper safety measures are being employed during all training sessions.

To insure that proper safety measures are being employed during all training sessions.

To provide responsibility in the proper care of equipment.

To make available opportunities for students to enjoy the benefits derived from a sound weight training program on a year round basis.

To attempt to reduce sport connected injuries through well developed conditioning.

Weight Room Rules

Shirt and shoes are required at all times.

NOBODY in the weight room unsupervised.

Lifters should work with partners especially on free weights.

Replace all weights on racks immediately following use.

Do lifts correctly. It is better to lift lighter weights correctly than heavier weights incorrectly and risk injury.

No food or drinks inside the weight room.

No horseplay or profanity.

No abuse of equipment. Any equipment that is broken must be reported immediately.

ATHLETIC CONTEST/PRACTICE EMERGENCY PROCEDURES

Injuries to athletes will occur in contests at all levels regardless of the amount of precautions taken; such as safe playing conditions, proper coaching techniques, the best safety equipment and required warnings of injury. Realizing this fact, it will be the policy of the Carlisle Athletic Department to cover as many sports as possible, especially the high risk injury sports with trainers who are licensed. No members of the coaching staff should overstep his/her bounds and attempt to diagnose or treat an injury. It is the responsibility of the coach in charge of a team to have a complete medical kit at practices and games.

Emergency procedures during practices and contests are as follows:

1. Athletes & Coaches are to report any injuries/ illness to the certified athletic trainer as soon as possible. The trainer will have the responsibility of attending to all injured athletes and making the proper recommendations.
2. If the trainer is not present, immediate first aid should be administered by the head coach or assistant coaches until appropriate medical personnel can give a clear evaluation.
3. If the athlete's injury requires removal from the playing/practice area, the decision to move the athlete should be made by appropriate personnel. If moving the injured person is not medically warranted, no attempt should be made.
4. An ambulance will be on call for all sports, and present at all home varsity football games.
5. If the injury requires extensive first aid, and transportation to the medical facility by the parent or guardian would not be appropriate, then 911 should be called.
6. The main care giver should remain with the injured athlete as

long as possible, delegating appropriate personnel to call 911 and/or the parent or guardian.

7. If parent or legal guardian is not available, and the athlete is transported to a medical facility, a coach or administrator should accompany the athlete with a copy of the Emergency Medical Form

8. An accident report should be completed by the trainer or coach and returned to the Athletic Director's office no later than the next school day. A copy should be also sent to the trainer's office.

INTERSCHOLASTIC SCRIMMAGES

Interscholastic scrimmages shall be scheduled by the Head Coach of each sport with the approval of the Athletic Director.

Scrimmages are to be scheduled with no loss of school time.

2. All scrimmages must be approved by the Athletic Director and be included within the approved athletic budget for the year.

3. Reserve, freshman, and Middle School scrimmages can be arranged by their respective coaches if it involves no added expense to the Athletic Department.

Coaches need to follow the OHSAA guidelines concerning scrimmage rules and regulations for their sport.

Officials

If the coach desires the use of registered officials for a scrimmage, he/she must personally secure their services. If officials require payment for scrimmages this must be included in the Athletic Budget and reimbursement will be for Varsity level only.

RELEASE FROM CLASS

It will be the policy of the Athletic Department to schedule all athletic contests so that students do not miss classes for travel to “Away” games.

Head Coaches should make prior arrangements with the Principal to have students excused from class when absolutely necessary because of travel requirements.

Forms are available in each office for student release from class.

It is the responsibility of the athlete to see his/her teacher the day before the class he/she is to miss and make the proper arrangements.

AWARDS BANQUET

Responsibility

The Head Coach of each sport shall be responsible for coordinating the awards format for his/her program at the end of each sport season.

Turn in awards sheet as quickly as possible to the Athletic Director. (Two weeks prior to end of season)

Letter home to parents on banquet information coordinated through the Athletic Director.

Send Invitations to Superintendent, Board Members, Principals, and anyone who helped in the program.

It will be the Head Coach’s responsibility to inform coaches and team personnel in their sports program of all details concerning the awards presentation.

Attendance is mandatory for all coaches.

Recommended Award Procedures

Coaches should organize award presentations to fall within two hours.

Catered, potluck, dessert or without food provided is determined by the Principal, Athletic Director, and Head Coaches.

If video is shown it should be done at the end of the program so that individuals desiring to leave may do so.

Guidelines for Awards Night

Head Coach

Thank you's to everyone who helped during the season.

Keep comments about season brief and positive.

Make sure every varsity player gets introduced by name.

Comments about each player should be brief and positive. Keep most comments for seniors.

Special awards at the end of the program.

Reserve/Freshman Coach

Thank you's to people special to your season.

Brief, positive comments about your season. Save time for the varsity coach to make most of the comments.

Save time by calling entire team forward together, then introduce each player. Any comments about Reserve or Freshman should be brief or not at all.

General Guidelines

Unexcused absent athletes – no comments please.

b. Public predictions or announcements of next year's varsity players are unfair to underclassmen. Everyone

deserves a chance to make varsity.

- c. Don't recap your whole season. Those in attendance were probably at every game and don't really care to hear it again.

Parents who make your audience only care about their athlete. Play by play descriptions of a season makes your presentation drag and takes time from honoring the individuals.

Be positive – no excuses need to be made for anything.

- f. Be organized, don't wing it, prepare ahead of time what you are going to say and what awards are going to whom. Also, make sure ahead of time that you have all the proper awards, not on awards night. People pick up on this.

Comment to Avoid

Talking about the past (coaches or players)

Predictions about the future (they can haunt you)

Anecdotes not appropriate for a more formal awards ceremony.

Don't talk about next year's team – it makes this year's players feel inadequate.

Talking about other teams or other schools on any level.

- f. If you plan to resign your coaching position, please do not announce it at the awards night.

FUND RAISING

I. Policy

The Athletic Department does not encourage fund raising projects, but from time to time coaches may desire to sponsor through their booster club a fund

raiser for particular needs. (Needs include equipment, camp fees, clinic fees, etc.)

I. Policy

All Fund Raisers must be approved by the Athletic Director.

The Head Coach shall request his/her project on the Fund Raiser Approval Form and turn in to the Athletic Director.

Fund raisers should be placed on the athletic calendar each year.

Prior to beginning the project the coach in charge shall file a "Fund Raiser Request Form" with Athletic Director/Principal stating:
a) type; b) product sold;
c) length of project; d) anticipated profit; and most importantly, e) use of moneys from project.

If fund raising efforts earn more than initially requested for the particular project, excess funds raised will be shared to cover other priorities in the athletic department general fund.

Use of Athletes

If athletes are used in the fund raiser, they need to know the following: a) what they are selling; b) what the money will be used for; c) what benefits they receive personally; d) they also need to be aware of their liability should they lose their fund raising items or money.

Coaches Responsibility

Coaches involved with the fund raiser are responsible for the overall success of the project. They need to keep accurate records and will be held accountable for all money and items.

MISCELLANEOUS ATHLETIC POLICIES

H. Undue Influence for Participation

It shall be the philosophy of the Carlisle Local School District that student athletes shall enjoy as many sport seasons as the student-athletes and their parents wish them to participate in without influence from any coach to specialize in one sport. All coaches should encourage participation in other sports.

Although athletes may choose the sport they wish to enjoy, once the season has started no one shall change sports without the consent of each coach involved.

Athletes cut from one sport may, however, try out for another sport providing they were not cut from the first sport for disciplinary reasons.

No athlete who is dropped from one squad for disciplinary reasons, or who “quits”, shall be eligible to compete in another sport for that particular season.

No athlete should start another sport until the previous one has been completed.

II. Coach’s Responsibility for Preventive Procedures

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

The coach’s conduct at an athletic event should provide proper sportsmanship for and by his/her team as follows:

Athletes should be taught to avoid physical confrontations with members of the other team.

B. Players should be taught that, should one of their teammates become involved in a physical confrontation, all others are to avoid becoming involved in that physical confrontation, even under the guise/excuse of trying to separate them.

C. Players should be taught that if a confrontation does occur on the field or court, the coaches and the officials will separate the involved individuals.

The Head Coach should direct the assistant coaches to assume immediate responsibility for those athletes on the bench who are not involved in the physical confrontation.

The coach will immediately discipline any player who intimidates an official or displays unsportsmanlike behavior.

CARLISLE ATHLETIC CODE OF CONDUCT (STUDENT HANDBOOK)

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the Athletic Department. The community, school administrators and coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration.

All athletes shall abide by a code of conduct which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct such as, but not limited to, theft, vandalism, disrespect, immorality or violations of law, tarnish the reputation of everyone associated with the athletic programs and will not be tolerated. The code shall be in effect twelve months of the year.

PENALTIES FOR VIOLATION

Due to the serious nature of this rule the coach involved and the Athletic Director shall meet and determine the penalty according to the degree of the infraction.

SCHOLASTIC ELIGIBILITY REQUIREMENTS

I. Ohio School Athletic Association (OHSAA) Requirements

All high school student athletes must meet the scholastic requirements of the OHSAA. It requires the athlete to pass a minimum of five credits in the preceding grading period in order to be eligible for the following nine weeks. Middle School athletes must receive a passing grade in 75% of their subjects carried the preceding nine weeks grading period. Changes of eligibility will become effective on the start of the fifth school day after the end of the nine weeks.

EXTRACURRICULAR CODE OF CONDUCT

The most important goal on the Carlisle Local Schools Extracurricular Program is to provide every participant the opportunity to grow mentally, morally, physically, and emotionally. To assure that the program can provide these opportunities, a degree of self-discipline is required of each participant. Self-discipline involves compliance with rules and regulations concerning personal behavior.

Rules promote order and safety, and assist participants to reach maximum performance potentials. Every participant should adhere to the rules of the school, and conduct himself or herself as a “good citizen” of that school and the community at all times. Dedication and personal sacrifice by each participant promotes a sense of group unity and common goals.

It must also be remembered that participation in extracurricular activities is not a right but a privilege that may be regulated. Therefore, all students who participate in extracurricular activities must meet the following regulations from the date of participation except for athletes, which are monitored the entire year.

CARLISLE ATHLETIC/EXTRACURRICULAR REGULATIONS

The purpose of the rules and regulations found here are:

1. To safeguard the health and welfare of the participants in the Athletic program.
2. To provide for the largest number of participants.
3. To set standards of sportsmanship which will cultivate friendly relations between individuals and schools.
4. To assure that the results of the activities sponsored are desirable and have educational values.

ATHLETES REFERRED TO IN THESE REGULATIONS INCLUDE CHEERLEADERS.

STUDENT ELIGIBILITY

The Carlisle Local Board of Education believes that extracurricular activities are an important and integral part of a student's total education exercises in grades 7 through 12. The board encourages all students to participate in the extracurricular activities of their choice.

The Carlisle Local Schools are a voluntary member of the Ohio School Athletic Association, a non-profit organization formed to regulate, supervise and administer interscholastic athletic competition among its member schools to the end that the interscholastic program be an integral factor in the total educational program of the schools. As a member of the O.H.S.A.A., the Carlisle Local Board of Education must follow the O.H.S.A.A. Bylaws, but may modify these laws "via" board policy provided the modifications are more restrictive than the provisions within the O.H.S.A.A. Bylaws.

The Carlisle Local Board of Education believes that all non-credit extracurricular activities (*see definition below) must operate under the same expectations, rules and regulation. Therefore, this policy is adopted to provide for the fair and equitable administration of all non-credit extracurricular activities conducted in the Carlisle Local School District for students in grades 7 through 12.

The purpose of these extracurricular activities are:

To establish minimal scholarship (grade) expectation for student participation in non-credit extracurricular activities.

To establish minimal attendance expectations for student participation in non-credit extracurricular activities.

To provide for maximum student participation in non-credit extracurricular activities within local community expectations.

(4) To provide for maximum communication among parents, students, teachers and coaches in a “team” effort to promote academic achievements.

***DEFINITION OF “NON-CREDIT EXTRACURRICULAR ACTIVITY”:**

A non-credit extracurricular activity is a non-academic/non-curricular activity where a student does NOT earn and receive academic credit through their participation in the activity (e.g. athletics, cheerleading, student activity organizations, etc.) Students in grades 7 through 12 who choose to participate in non-credit extracurricular (i.e. athletics, cheerleading, etc.) shall be governed by the following appropriate student eligibility policy:

I. SCHOLARSHIP (GRADES):

A. General Information

A student enrolling in the seventh grade for the first time will be eligible for the first two weeks of the first nine-weeks grading period regardless of his/her previous academic achievement (grades). Biweekly eligibility for all seventh grade students will begin at the end of the second-week of the first non-week grading period.

Students entering grades 8, 9, 10, 11, or 12 will be eligible or ineligible based on their academic performance during the final nine-week grading period the previous year. If a student does not meet the adopted grade point average during the final nine-week grading period of the previous year, he/she will be ineligible for all non-profit extracurricular activities during the ENTIRE FIRST NINE-WEEK GRADING PERIOD THE NEXT YEAR.

Students who are eligible entering grades 8, 9, 10, 11 or 12 will have their eligibility determined beginning at the end of the second-week of the first nine-week grading period.

The eligibility of transfer students must be established by school records, or verification from the sending school (O.H.S.A.A.), and must be based on the standards outlined in this policy.

Summer school grades earned may not be used to substitute failing grades the last grading period of the regular school year. (O.H.S.A.A.)

Tutoring or examinations to complete the preceding grading period requirements is permissible provided that the inability to complete the work on time was due to illness or accident verified by a physician's statement. (O.H.S.A.A.)

B. Grading Period (9 weeks) Eligibility

1. A student's grade point average is accumulative over a nine-week grading period. This period begins on the first day of the nine weeks and ends on the last day as determined by the Board adopted school calendar.
2. All participants must achieve the Board adopted grade point average for the nine week period preceding the activity season and not receive any more than one (1) failing (F) grade. The Board adopted Grade Point Average for the school year is 1.25.
3. If these standards are not met the student will be ineligible for all extracurricular activity for the ENTIRE NEXT NINE WEEKS and until the start of the 5th day of the following nine weeks.
4. Students must pass five major classes per grading period to be eligible for the next nine weeks. (O.H.S.A.A.)

C. Biweekly Eligibility:

In addition to the above, all athletes will be checked on the second, fourth, sixth, and eighth Fridays of each grading period. If an athlete is failing two (2) or more classes on a biweekly report, he/she will be ineligible for the following week. These ineligible athletes will be checked again for the next week.

2. Grades of "D" will be listed on the biweekly report to promote maximum communication among parents, students, coaches and teachers.

3. The Assistant Principal/Assistant Athletic Director will then notify the coach and student no later than the close of school on Monday concerning students who are ineligible to participate. Biweekly reports are due in the Assistant Principal/Assistant Athletic Director's Office by 8 a.m. on Monday.

II. **ATTENDANCE** – To participate in any athletic activity, including practice, students are expected to be in school the entire day. Students arriving excused or unexcused after first period without a doctor's note will not be permitted to participate that day. Emergency situations will be evaluated on an individual basis by the Principal, Athletic Director and Assistant Principal/Assistant Athletic Director.

III. **COMPLETION OF NECESSARY FORMS**

- A. The student participation, parental approval, and physical examination form must be properly filled out and returned to the Athletic Director prior to the first official school practice.
- B. The medical authorization release form must be properly filled out and returned to the Athletic Director prior to the first official practice. This form must be in the coach's possession at all practices and games.
- C. The Athletic Director will contact the parents of any student returning a form denying permission for medical treatment.
- D. All coaches are required to fill out the appropriate accident or student injury report.
- E. All coaches are required to fill out the appropriate discipline report.

IV. **USE OF ALCOHOL, DRUGS, TOBACCO-** (ADOPTED 7/89)

The use of tobacco by products, alcohol, and/or drugs (including abuse of legal drugs) is strictly prohibited. It is felt that the use of these items is harmful to the body and in no way shall be used by a participating student. An athlete comes under the jurisdiction of the athletic board of control when

he/she has participated in any activity governed by the board. Because of the nature of young people to sometimes be influenced beyond their normally expected control, the following procedure shall be used when an athlete uses alcohol, tobacco, or drugs.

TIME FRAME OF ENFORCEMENT

All student athletes will abide by these guidelines during the entire length of all three athletic seasons (fall, winter, and spring). The athletic season will be defined as the first day of practice during the fall sports season and end on the last day of the spring season. **Example: If a student athlete is NOT participating in a winter sport, but has a drug or alcohol violation during this time, the penalty will be carried over and enforced at the beginning of the spring sports season. The same would hold true from fall to winter, winter to spring, or spring to fall.**

CARLISLE SCHOOLS CO-CURRICULAR SUBSTANCE ABUSE POLICY GRADES 6-12

CO-CURRICULAR SUBSTANCE ABUSE POLICY GRADES 7-12

- Tobacco
 - First offense
 - Student will be denied participation for remainder of season. Student may be reinstated if assessment is completed within 10 days and recommendations are followed in which case the student will be denied participation in **10%** of athletic contests in that sport. Violation of assessment treatment program will result in reinstatement of first offense consequences. Students are allowed to practice at the coach's discretion.
 - Second offense
 - Student will be denied participation for current school year.
- Alcohol
 - First offense
 - Student will be denied participation for remainder of season. Student may be reinstated if assessment is completed within 10 days and recommendations are followed in which case the student will be denied participation in **20%** of athletic contests in that sport. Violation of assessment treatment program will result in reinstatement of first offense consequences. Students are allowed to practice at the coach's discretion.
 - Second offense
 - Student will be denied participation for current school year.
- Drugs (possession or use)
 - First offense

- Student will be denied participation for remainder of season. Student may be reinstated if assessment is completed within 10 days and recommendations are followed in which case the student will be denied participation in **50%** of athletic contests in that sport. Violation of assessment treatment program will result in reinstatement of first offense consequences. Students are allowed to practice at the coach's discretion.

- Second offense
- Student will be denied participation for current school year.
- Drugs (selling or distribution)
- First offense
- Student will be denied participation for current school year
- Second offense
- Student will be denied participation for career

If a student seeks help for a substance problem on his/her own, the student will not be denied participation. It is recommended that the student follow recommendations of school personnel following a substance intervention.

This does not constitute an offense of the athletic substance policy, however, this places the student on the 2nd level for further involvement.

V. NUMBER OF ACTIVITIES

Students are encouraged to participate in a variety of school activities. However, participation in two or more activities during a season may create problems or conflicts. A dual participation form must be signed by all coaches, athletes, parents, and administration.

VI. SPECIFIC RULES FOR TEAMS AND SQUADS

All head coaches must submit rules for their sport (not covered by general policy) to their participants (prior to first tryout).

VII. LEAVING A TEAM

Any student-athlete who quits a team after the first scheduled game, match or meet is ineligible to condition, practice or participate with another team until the sport dropped is concluded. An exception (medical, etc.) must be approved by a majority vote of the Athletic Board.

VIII. APPEALS PROCEDURE

A. **CHAIN OF COMMAND:** Coach to Athletic Appeals Board to the building principal.

B. The Appeals Board will consist of five (5) coaches plus one alternate appointed by the Athletic Board. In cases where members of the appeals board are involved, the alternate will serve. Decisions will require a simple majority of the Appeals Board. This board will reflect a representation of high school and middle school personnel.

C. A written appeal must be submitted to the athletic director within 24 hours of the initial ruling by the coach. The athletic director will convene the appeals board within two (2) school days after being notified of the appeal. The Board will render its decision on the same day that it meets. During the appeal time the student athlete will be denied participation from the sport until the athletic council renders a decision.

IX. STUDENT INSURANCE

It is recommended that all participants in the interscholastic program should be covered by some form of insurance coverage.

The Carlisle Athletic Department will in no way be responsible for bills incurred as a result of injury during practice or interscholastic competition.

X. RESPONSIBILITY FOR EQUIPMENT

An equipment issue form should be filled out on each player and kept by the head coach. Any equipment missing or kept at the end of the season must be paid for by that player. Any player leaving the team before the end of the season must return the equipment promptly. Equipment settlement must be made the week after the end of participation before an athlete will be eligible for any other athletic activity. After one week, information will be given to the building administrators for disposition.

XI. TRANSPORTATION

Transportation will be provided by the school for all interscholastic activities. Participants are to be transported home from contests by the same means as they were transported to the contest. **EXCEPTION MUST HAVE PRIOR APPROVAL** of the building principal.